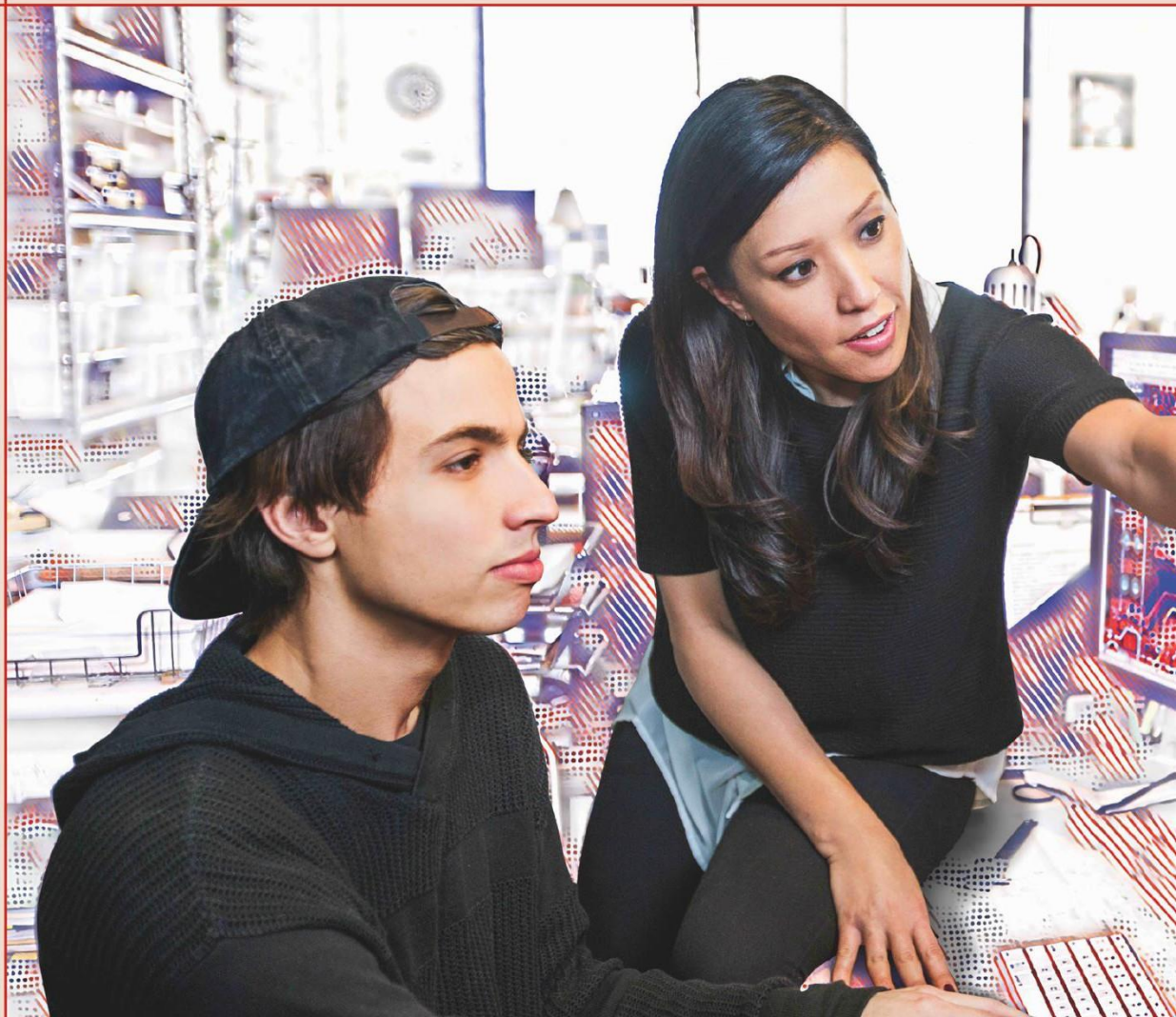# Employee Self -Service Guide

Employee Open Enrollment Communication and Instruction

ADP Benefits & Talent Solutions

Dear GrafTech Employees,

We are excited to announce the start of Open Enrollment on the *ADP WorkforceNow Employee Self Service* ("ADP WFN") website.

This letter explains what you need to do to complete your enrollments. The Open Enrollment period will last 2 weeks, starting Monday, November 14, 2022 and ending Monday, November 28, 2022. All changes to your benefits must be completed by 11:59 EST on Monday, November 28th. The changes that you make to your benefits will take effect on January 1, 2023.

Remember: This is a **PASSIVE** enrollment. Current elections for medical, dental, vision, critical accident and critical illness insurance will rollover for 2023. However, you must actively make new elections for Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA). FSA and HSA benefit elections underline will not rollover.

Log in to Workforce Now to access the Employee Self-Service website.
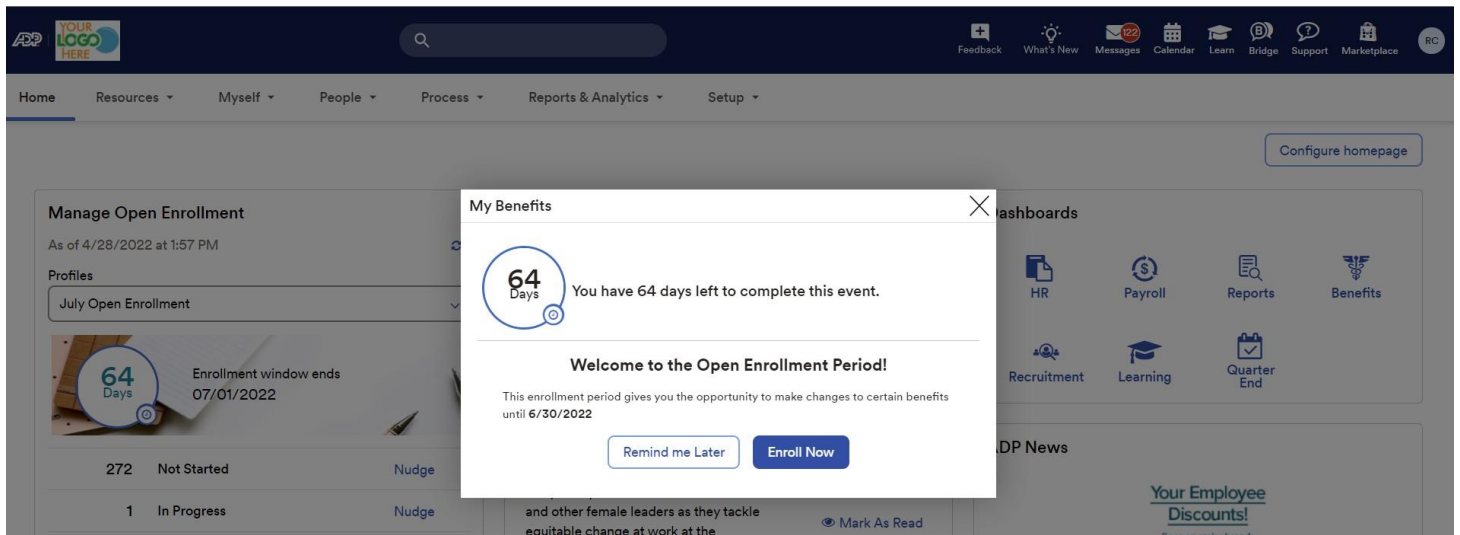
https://workforcenow.adp.com

Enter your User ID and password, and then click **Sign In**.

Note: If this is your first time logging in, click **Create account**. If you are unsure of the registration code, please contact your HR team.
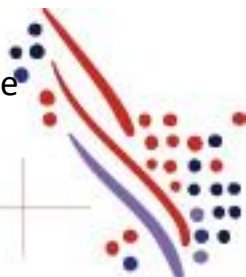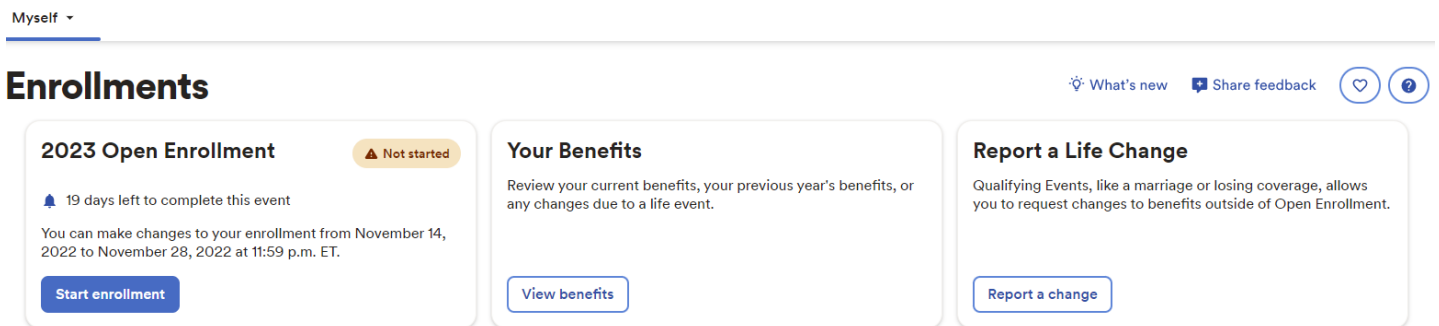
Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

Note: This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.

Select **Enroll Now** will bring you to the Myself – Benefits – Enrollments screen where you can click **Start Enrollment**.

You will be taken to the *Welcome Note*. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.

Open Enrollment

Welcome

Manage Dependents

Surveys

Select Benefits

Review and Submit

Welcome

Welcome to the benefits enrollment period! Open Enrollment is your opportunity to make changes to certain benefits, effective January 1, 2023. Open enrollment begins November 14, 2022 and ends November 28, 2022.

This is a **passive enrollment** for all employees. Your current medical, dental, vision, critical accident and critical illness benefit elections will rollover. **However, you must actively make new 2023 elections for HSA, health care flexible spending and dependent care.**

During enrollment you can:
- Add or opt out of health plan coverage
- Choose a new plan option
- Enroll eligible family members in your plans
- Add, drop or change the level of your insurance coverage
- Enroll or re-enroll in a consumer health and savings account to pay for day care or health expenses with pre-tax dollars

Please review your options and costs carefully. You can make any changes you like, from your home or at work, through the end of the enrollment period.

Back   Next

The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select "**Add dependent or beneficiary**" to add a new dependent/beneficiary.

You would use the *3-dot* action icon to view/edit an existing dependent/beneficiary.
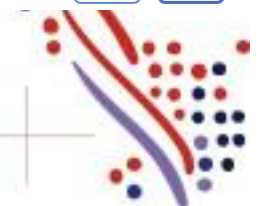
Open Enrollment

Welcome

Manage Dependents

Surveys

Select Benefits

Review and Submit

Manage Dependents

Before you continue, take a moment to review your Dependent and Beneficiary information and ensure things are up to date.
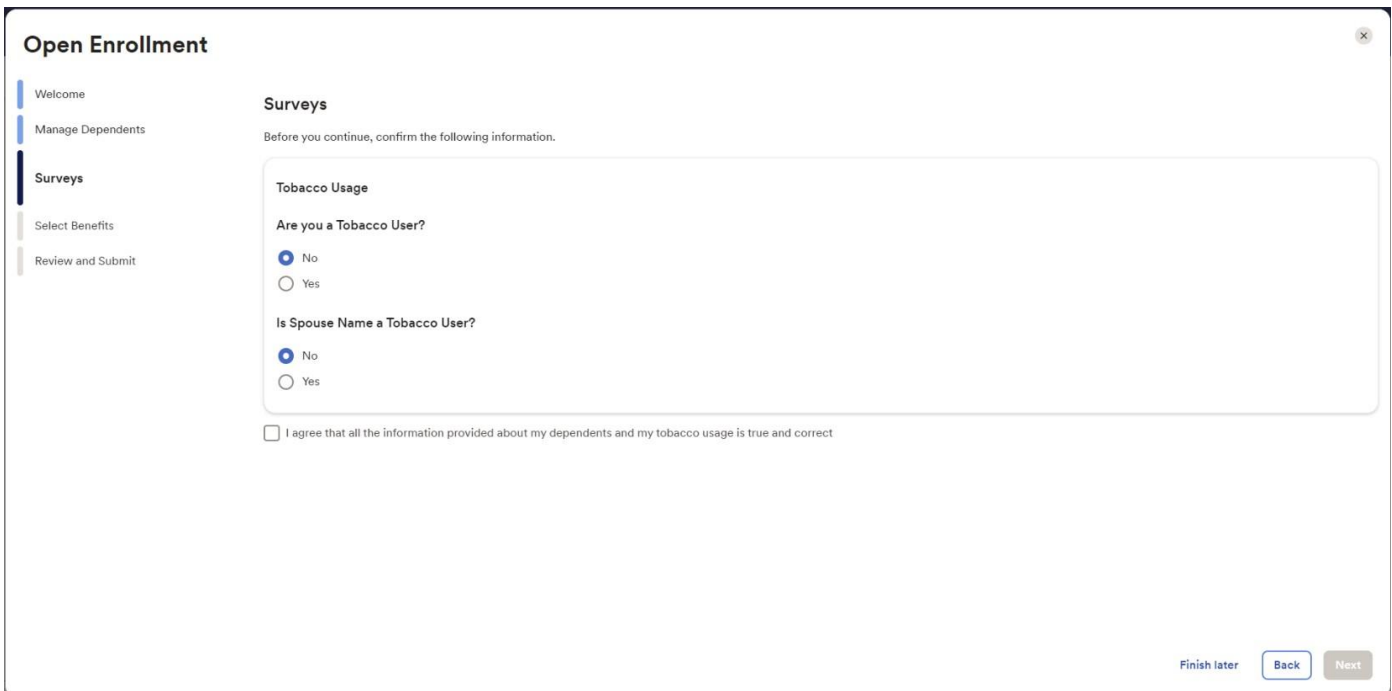
⊕ Add dependent or beneficiary

Sally Snow	⋮
Type Dependent	
Relationship Spouse	

Finish later   Back   Next

Click **Next** to proceed to **Surveys**.

The **Survey** screen will prompt *only* if applicable based on the settings within the enrollment profile itself. If any tobacco attestation is required you must acknowledge the attestation ("I agree that all the information provided about my dependents and my tobacco usage is true and correct") in order for **Next** to be available and allow you to continue to the **Select Benefits** page.
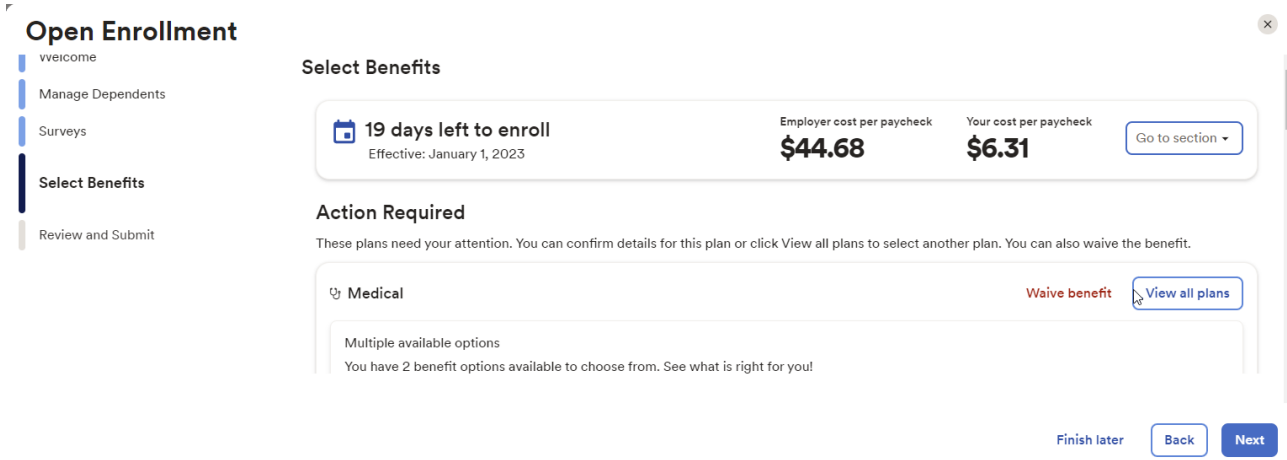
Employee Self Service is split up into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** –*These are items that need to be reviewed to move forward. These plans could require a beneficiary to be designated or a waive reason to be provided.*

Open Enrollment

Select Benefits

| 📅 **19 days left to enroll** | Employer cost per paycheck | Your cost per paycheck | |
| Effective: January 1, 2023 | **$44.68** | **$6.31** | Go to section ▾ |

Action Required

These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.

ⓗ Medical   Waive benefit   View all plans

Multiple available options
You have 2 benefit options available to choose from. See what is right for you!

Finish later   Back   **Next**

- **Selected Plans** –*These are benefit plans that you are already enrolled in and can make changes to. This section also displays any enrollments that are pending additional approval.*

Open Enrollment

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

ⓗ Medical   Waive benefit   View all plans

Anthem Consumer (Consumer)   ✅ Selected
Effective: January 1, 2023

Who is covered?   Your Cost
You and Sally Snow   **$71.08**

🦷 Dental   Waive benefit   View all plans

Anthem Dental Plan (Dental)   ✅ Selected
Effective: January 1, 2023

Who is covered?   Your Cost
You and Sally Snow

Finish later   Back   **Next**

- **Eligible Benefits** –*These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

Open Enrollment

Waive benefit should only display for benefit plan types that require a waive reason. Employees should only select **Waive benefit** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

If you chose to *waive* a benefit, you will be required to select a **Waive Reason**.

View all plans will allow the employee to view the plans that are available in that plan grouping.

Eligible Plans

These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.

🩺 Medical	Waive benefit	View all plans
Multiple available options		
You have 2 benefit options available to choose from. See what is right for you!		

While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment.

Available Plans   ✕

Medical
Select the plan that meets your needs and add the dependents you want to cover.

🔔 Your company requires you to enter a reason to waive this coverage.

Covered Individuals
☑ John Snow (You)   ☐ Sally Snow (Spouse)

2 Plans Available

Anthem Consumer, Consumer
(1 individual selected)

Provider	Employer Cost	Your Cost
Anthem BlueCross and BlueShield	$173.54	$30.92

Select plan

Waive benefit   Cancel

Note: The coverage level for your enrollment (Employee Only, Employee + 1, Employee + Family) is driven by which dependents you enroll.

When you choose to enroll in a plan, it will display the **Per Paycheck** cost for the employee and employer.

Anthem Consumer, Consumer
Effective: January 1, 2023

✅ Selected

Provider	Who is covered	Employer Cost	Your Cost
Anthem BlueCross and BlueShield	You and Sally Snow	$344.31	$71.08

⚠ Confirm the details for this plan selection or waive this benefit.

Confirm details

Confirm details may include some additional information needed.

Confirm Details ✕

Anthem BlueCross and BlueShield: Anthem PPO Medical Plan
General

Covered Individuals
You, Sally Snow, Victoria Snow

Surveys

Is your spouse eligible for medical coverage elsewhere?

○ No
◉ Yes

Per Paycheck Costs

Plan Cost	Surcharges	Total Cost Per Paycheck
$256.50	$100.00	$356.50

Back   Confirm

Anthem PPO Medical Plan, General ✕

PPO premiums will be reduced by $25 per month if you qualify for the preventive care wellness incentive. Premium reductions will be reflected in your payroll deduction.

Spousal Premium applies to the PPO plan ONLY. Subject to audit. If the PPO plan is elected then the attestation should be completed.

Spousal Premium is waived if enrolled in the Consumer plan.

Back

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**. Once confirmed, you will receive a confirmation message that you are now enrolled and the enrollment will be displayed under **Selected Plans**.

Select Benefits

> You enrolled in Anthem BlueCross and BlueShield: Anthem PPO Medical Plan.

	Employer cost per paycheck	Your cost per paycheck	
📅 **47 days left to enroll** Effective: January 1, 2023	**$354.00**	**$72.00**	Go to section ▾

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

🦷 Medical	Waive benefit	View all plans

Anthem PPO Medical Plan, General Effective: January 1, 2023	✅ Selected
Who is covered? **You**	Per Paycheck **$72.00**

<u>Important note for employees enrolling in the PPO plan:</u> If you select the PPO plan and cover your spouse then you will need to complete the Spousal Surcharge attestation. When you click on **Confirm** the attestation will appear in the Surveys section. If your spouse has other employer provided coverage available and you elect to cover your spouse on our PPO plan then the additional $200 monthly premium will apply.

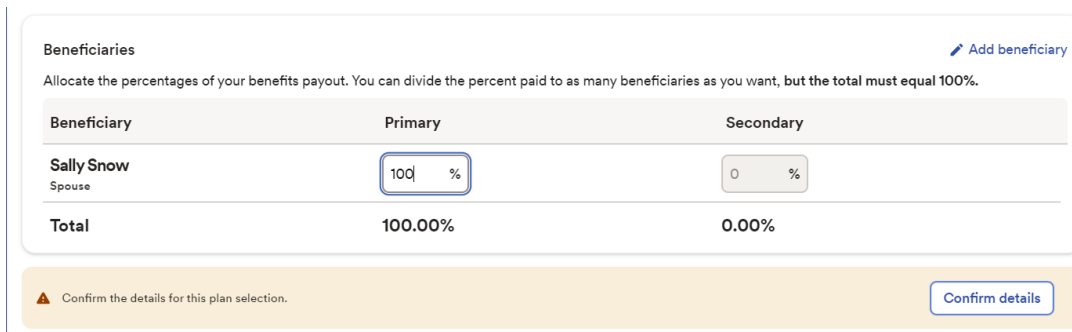## Company Sponsored Plans and Beneficiaries:

Company sponsored plans such as basic life, AD&D and accident insurance are available to view and update beneficiary designations. Select **View all plans** and on the next screen you can view and add beneficiaries.

Open Enrollment

AD&D	View all plans
AD&D - MetLife (Enrolled) Effective: March 6, 2020	⊘ Selected
$78,000.00 Employee Coverage	Your Cost $0.00

Employee Life	View all plans
Basic Life Insurance - MetLife (Enrolled) Effective: January 1, 2020	⊘ Selected
$78,000.00 Employee Coverage	Your Cost $0.00

Finish later   Back   Next

Next you will want to enter your beneficiary designation. Including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

Beneficiaries   ✏ Add beneficiary

Allocate the percentages of your benefits payout. You can divide the percent paid to as many beneficiaries as you want, **but the total must equal 100%.**

Beneficiary	Primary	Secondary
Sally Snow Spouse	100 %	0 %
Total	100.00%	0.00%

⚠ Confirm the details for this plan selection.   Confirm details

Click **Confirm details** and review your selection and beneficiary delegations.

Continue through each step until all elections are complete and all tasks under the **Action Required** section are addressed. When ready to proceed to the Summary page, click **Next** to proceed to **Review and Submit** step.

You can make changes to your elections as many times as you need up until the end of the enrollment period. Any new change you submit will overwrite the previous submission.

IMPORTANT: Remember to review your elections and click **Submit Enrollment** to finalize your elections for 2023.

Review all of your selections/changes. When you have confirmed them, click **Submit Enrollment**. Note that your benefit elections will not be processed until you click **Submit Enrollment.** If you click **Save for later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment changes.

There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Manage Enrollment** option in the Open Enrollment box. This will bring you back to the beginning of the profile to make any desired election changes.
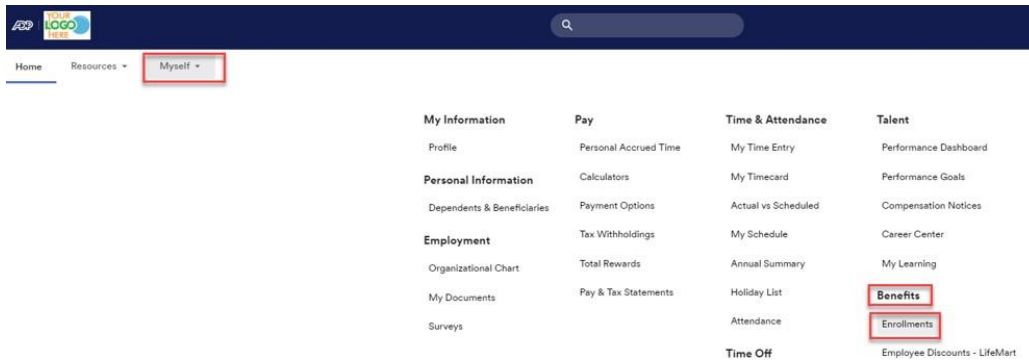
You may also navigate by finding the **My Benefits** tile on the homepage and select **Manage**. The tile will also reflect the "Submitted" status with the date and time of submission.