

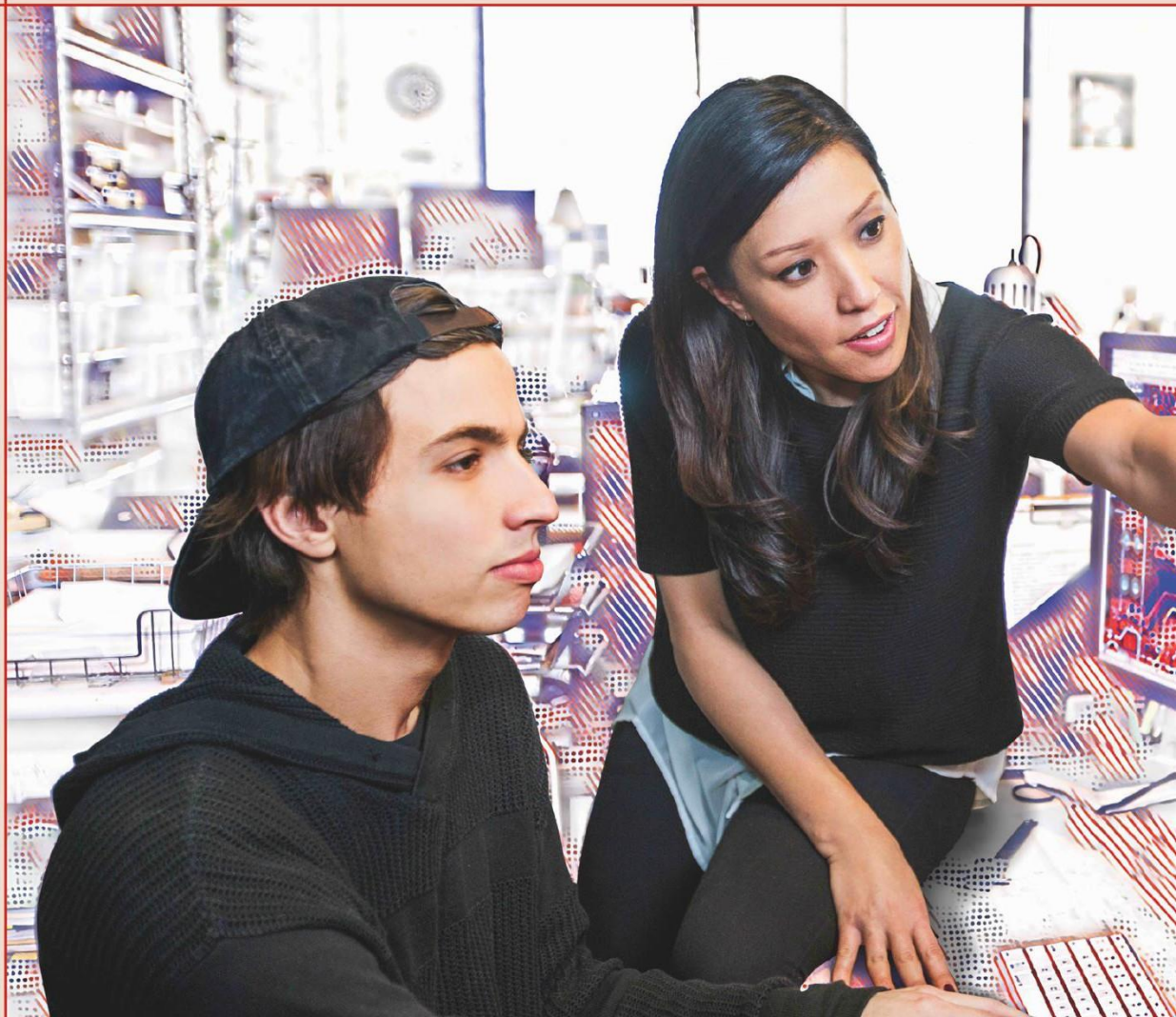


Always Designing  
for People™

# 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.

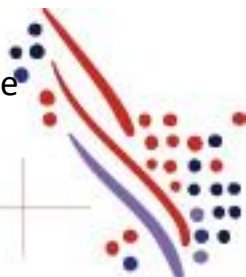
**Remember:** This is a **PASSIVE** enrollment. Current elections for medical, dental, vision, critical accident and critical illness insurance will rollover for 2023. However, you must actively make new elections for Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA). FSA and HSA benefit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

Log in to Workforce Now to access the Employee Self-Service website.

<https://workforcenow.adp.com>

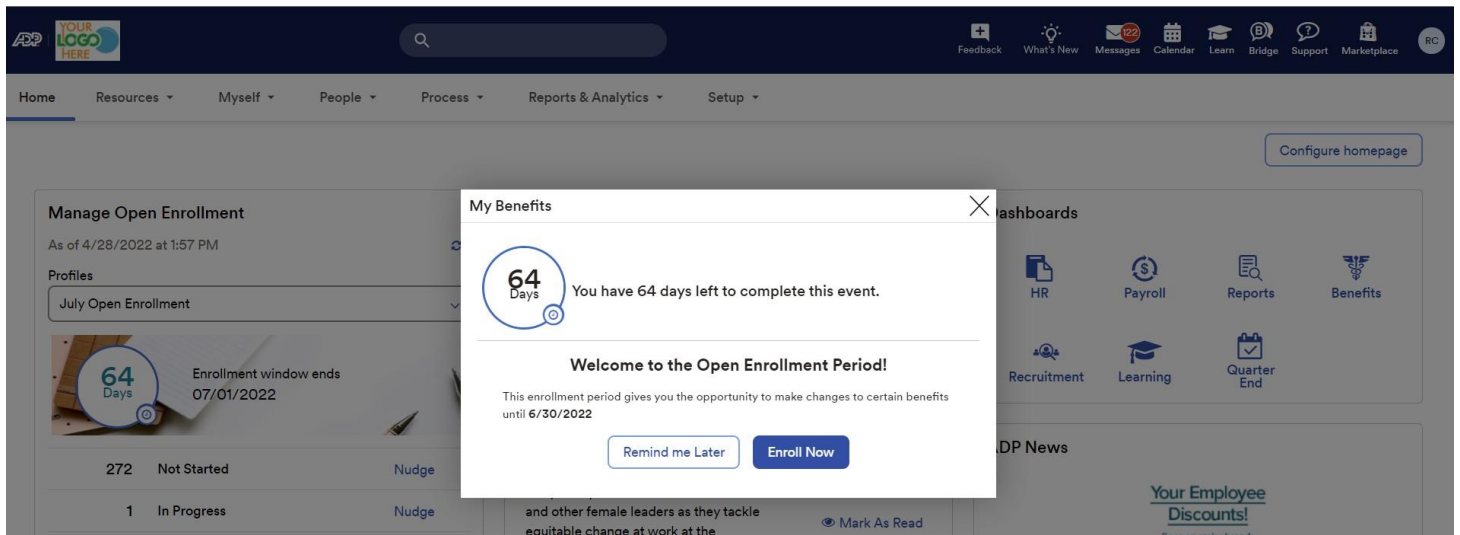
Enter your User ID and password, and then click **Sign In**.

**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.



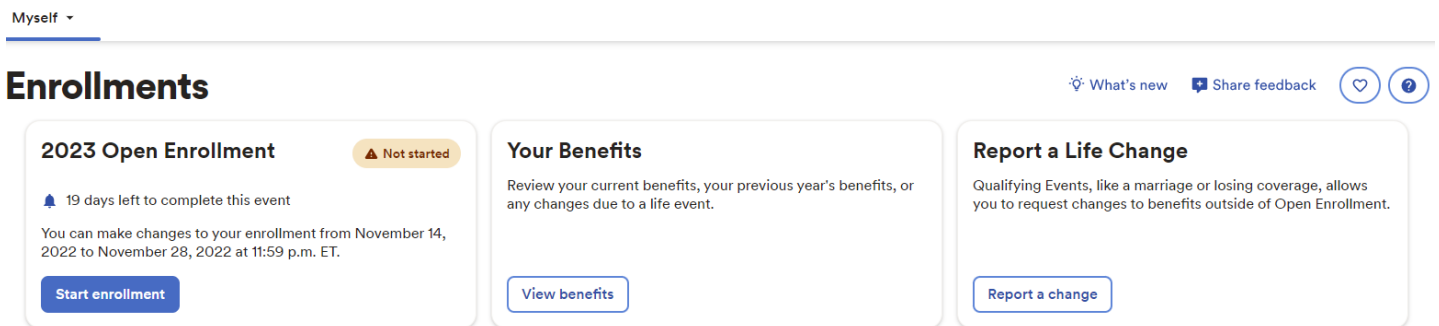
Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

**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.



The screenshot shows the ADP dashboard interface. A 'My Benefits' pop-up window is centered on the screen. The pop-up features a circular timer showing '64 Days' and the text 'You have 64 days left to complete this event.' Below this, it says 'Welcome to the Open Enrollment Period!' and 'This enrollment period gives you the opportunity to make changes to certain benefits until 6/30/2022'. At the bottom of the pop-up are two buttons: 'Remind me Later' and 'Enroll Now'. The background dashboard shows a navigation bar with 'Home', 'Resources', 'Myself', 'People', 'Process', 'Reports & Analytics', and 'Setup'. A 'Manage Open Enrollment' section is visible on the left, and a 'Dashboards' section with icons for HR, Payroll, Reports, Benefits, Recruitment, Learning, and Quarter End is on the right.

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



The screenshot shows the 'Enrollments' screen. At the top left, there is a 'Myself' dropdown menu. The main heading is 'Enrollments'. On the right side, there are links for 'What's new', 'Share feedback', and a help icon. The screen is divided into three main sections: 1. '2023 Open Enrollment' with a 'Not started' status, a bell icon, and text indicating '19 days left to complete this event' and the enrollment window from November 14, 2022 to November 28, 2022. A 'Start enrollment' button is at the bottom. 2. 'Your Benefits' with a 'View benefits' button. 3. 'Report a Life Change' with text explaining that qualifying events like marriage or losing coverage allow for changes outside of Open Enrollment, and a 'Report a change' button.





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**

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

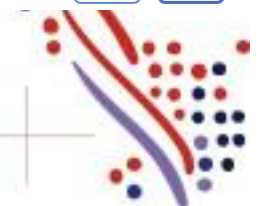
**Manage Dependents**

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

[Add dependent or beneficiary](#)

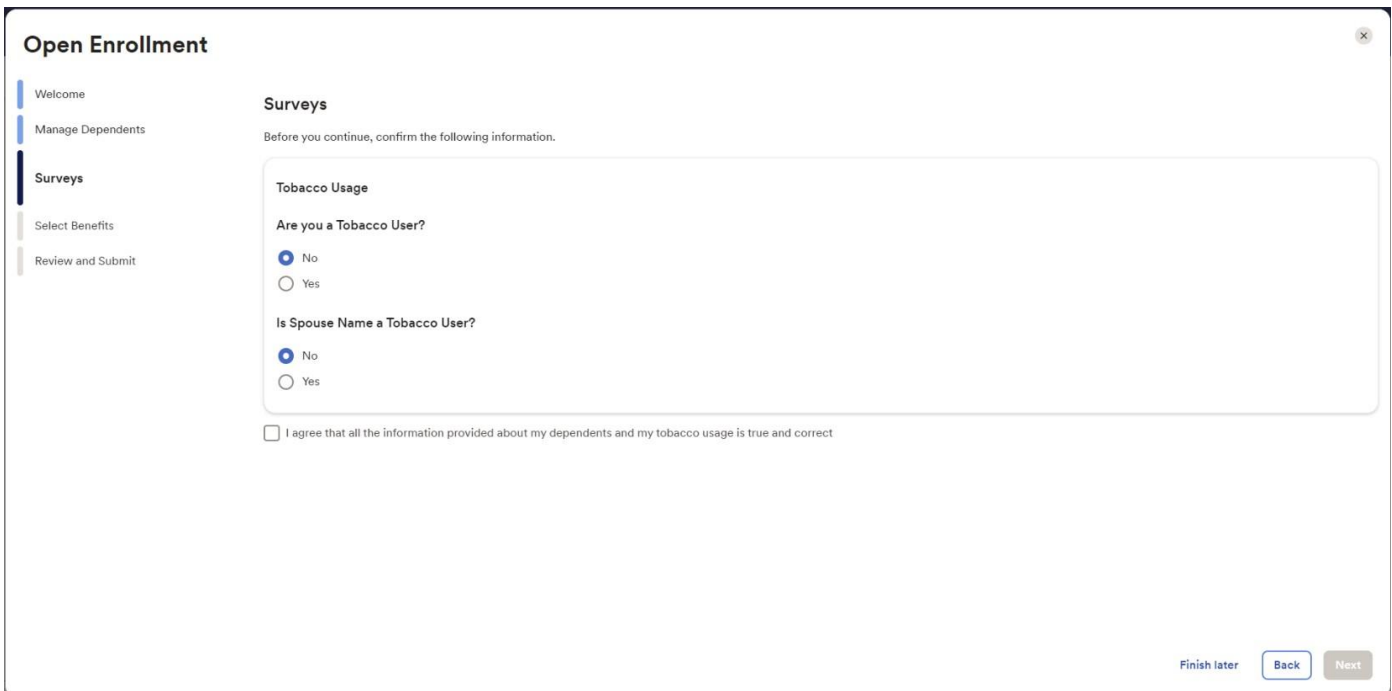
<b>Sally Snow</b> <span>⋮</span>
Type Dependent
Relationship Spouse

[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.

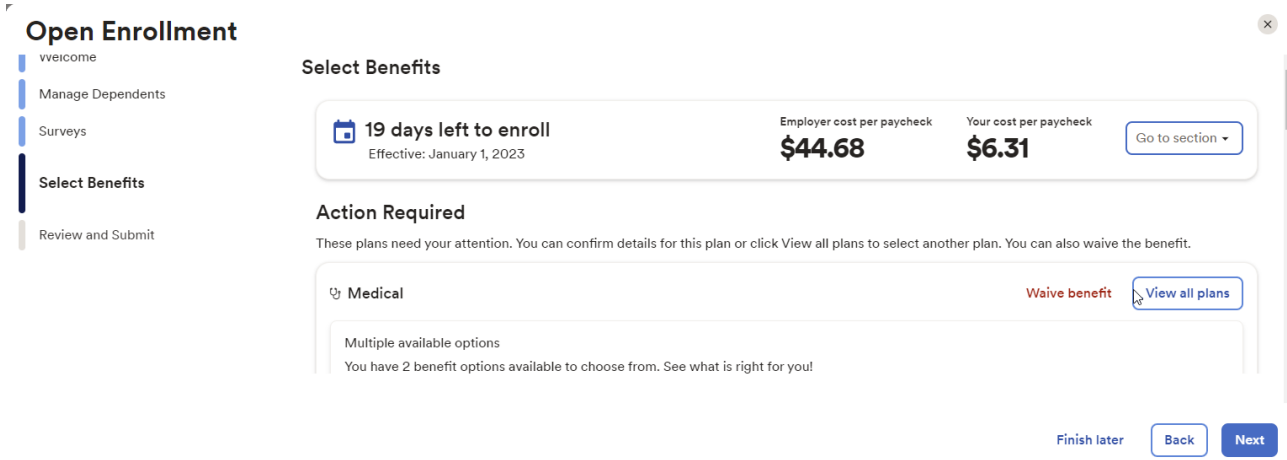


The screenshot shows the 'Open Enrollment' interface. On the left is a navigation menu with options: Welcome, Manage Dependents, Surveys (highlighted), Select Benefits, and Review and Submit. The main content area is titled 'Surveys' and includes the instruction: 'Before you continue, confirm the following information.' Below this is a form titled 'Tobacco Usage' with two questions: 'Are you a Tobacco User?' and 'Is Spouse Name a Tobacco User?'. Each question has radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form is a checkbox for the attestation: 'I agree that all the information provided about my dependents and my tobacco usage is true and correct'. At the bottom right of the screen are three buttons: 'Finish later', 'Back', and 'Next'.



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.*



- **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







- **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

### Eligible Plans


You're eligible to enroll in the following plans.

 **Health Savings Account** View all plans

2023 Health Savings Account  
You have 1 benefit options available to choose from. See what is right for you!

 **FSA Health Care** View all plans

2023 Health Care Account, Flexible Spending  
You have 1 benefit options available to choose from. See what is right for you!

 **FSA Dependent Care** View all plans


Finish later Back Next

**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**.

### Waive Benefit

Are you sure you want to waive Dental benefit?

 Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

Waive Reason

Select a reason

Coverage does not meet my needs

Do not want to be Insured

Participating in Domestic Partner's Plan

Participating in Parent's Plan

Plan to participate in State Exchange Plan

Participating in Spouse's Plan

Participating in State Exchange Plan

Too Expensive

No, cancel Yes, waive benefit

Employer cost per paycheck

**\$13.85**





**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

Anthem BlueCross and BlueShield

Employer Cost	Your Cost
\$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
<b>Anthem BlueCross and BlueShield</b>	<b>You and Sally Snow</b>	<b>\$344.31</b>	<b>\$71.08</b>

⚠ 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
<b>\$256.50</b>	<b>\$100.00</b>	<b>\$356.50</b>

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.

<b>47 days left to enroll</b> Effective: January 1, 2023	Employer cost per paycheck <b>\$354.00</b>	Your cost per paycheck <b>\$72.00</b>	<a href="#">Go to section</a>
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### Selected Plans

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

[Medical](#) [Waive benefit](#) [View all plans](#)

<b>Anthem PPO Medical Plan, General</b> Effective: January 1, 2023	<b>Selected</b>
Who is covered? You	Per Paycheck <b>\$72.00</b>

**Important note for employees enrolling in the PPO plan:** 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:

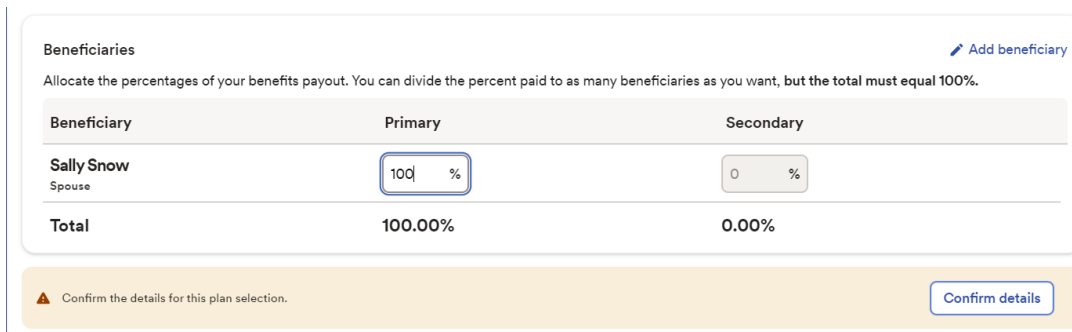
Company sponsored plans such as basic life, AD&D and accident insurance are available to view and update beneficiary designations. Select **View all plans** and on the next screen you can view and add beneficiaries.

### Open Enrollment



The screenshot shows two plan categories: AD&D and Employee Life. Each category has a 'View all plans' button. The AD&D plan is 'AD&D - MetLife (Enrolled)' with a 'Selected' status, effective March 6, 2020, a cost of \$78,000.00, and \$0.00 for the employee. The Employee Life plan is 'Basic Life Insurance - MetLife (Enrolled)' with a 'Selected' status, effective January 1, 2020, a cost of \$78,000.00, and \$0.00 for the employee. At the bottom are 'Finish later', 'Back', and 'Next' buttons.

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).



The screenshot shows the 'Beneficiaries' section with instructions: '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%.' There is an 'Add beneficiary' link. A table shows the following data:

Beneficiary	Primary	Secondary
Sally Snow Spouse	100 %	0 %
<b>Total</b>	<b>100.00%</b>	<b>0.00%</b>

At the bottom, there is a warning icon and the text 'Confirm the details for this plan selection.' and a 'Confirm details' button.

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.

## Open Enrollment

- Welcome
- Manage Dependents
- Surveys
- Select Benefits**
- Review and Submit

### Select Benefits

 **46 days left to enroll**  
Effective: October 1, 2022

Employer cost per paycheck  
**\$553.26**

Your cost per paycheck  
**\$293.17**

[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](#)

**Aetna Choice PPO**  
Effective: October 1, 2022

 Selected

Who is covered?  
**You and Sally Snow**

Per Paycheck  
**\$253.17**

#### Dental

[View all plans](#)

[Finish later](#)

[Back](#)

[Next](#)

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.

**Open Enrollment**

Review and Submit

18 days left to enroll  
Effective: January 1, 2023

Employer cost per paycheck: **\$426.63**  
Your cost per paycheck: **\$230.16**

Your benefit elections will not be effective until you click Submit enrollment.

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

Medical  
Effective: January 1, 2023  
Anthem PPO Medical Plan  
General  
Who is covered?  
You

Enrolled

Your Cost: **\$78.00**

Finish later Back **Submit enrollment**

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.

**Submit enrollment**

You are about to submit your enrollment. Do you want to continue?

You can make changes until September 9, 2022 11:59 PM EDT.

No Yes

## Enrollments

**You have completed your enrollment.**  
You have successfully completed your Open Enrollment October 2022 enrollment.

**Open Enrollment** Submitted

46 days left to make changes

You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET.

Manage enrollment

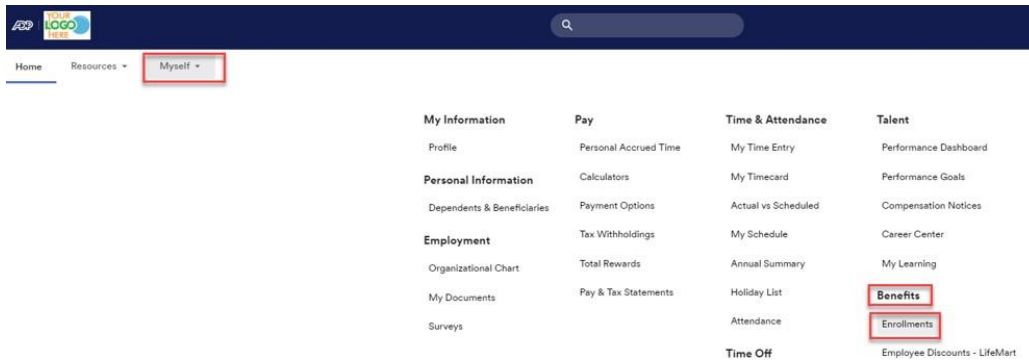
**Your Benefits**

Review your current benefits, your previous year's benefits, or any changes due to a life event.

View benefits



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.



## Enrollments

**Open Enrollment** ✔ Submitted

🔔 47 days left to make changes

The enrollment period is still open. You can make changes until September 9, 2022 at 11:59 p.m. ET.

Manage enrollment [Reset event](#)

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.

**My Benefits** ➤

47  
Days


**Open Enrollment**

Submitted

7/25/2022 6:41 AM

Manage

As of 7/25/2022 at 6:41 AM 🔄



**Medical**

Aetna Inc.

You

