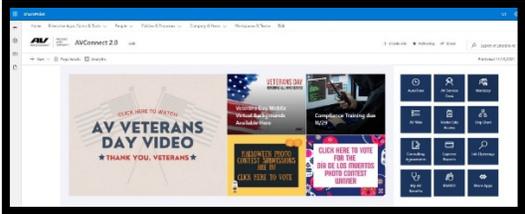
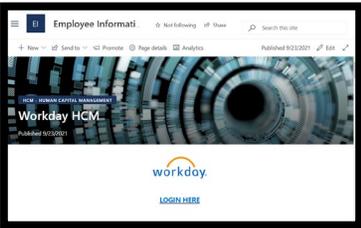




WELCOME TO OPEN ENROLLMENT 2023!

Getting Started

Begin by clicking on the **Workday** Open Enrollment link in the email you receive or by accessing **Workday** through the AVConnect quick link.

| Begin Open Enrollment via Email | Begin Open Enrollment via AVConnect |
|---|---|
| <ol style="list-style-type: none"> 1. Access your work email 2. Find the Workday email notification (see below) and click on “Click Here to view the notification details.” 3. Login using your OKTA/YubiKey credentials 4. Start the Open Enrollment process (view page 3 of this job aid) | <ol style="list-style-type: none"> 1. Go to: https://avav.sharepoint.us/ 2. Click on the Workday quick link 3. Click the LOGIN HERE link towards the top of the page <p>This will automatically log you into Workday.</p> |
| <p>From: avav@myworkday.com <avav@myworkday.com> Sent: Friday, November 4, 2022 3:12 PM To: Subject: Benefits Open Enrollment for 2023 is Now Open in Workday</p> <p>This email originated from outside of AeroVironment. While this email comes from an approved AV external email address, we still recommend caution, in clicking or opening attachments.</p> <p>Benefits Open Enrollment for 2023 is now open in Workday.</p> <p>Important reminders:</p> <ul style="list-style-type: none"> • FSA elections are not rolled over to the next year. To elect the FSA for 2023, you must re-enroll. • You are not required to enter 2023 benefit elections. If you choose not to change your benefits, your current 2022 benefit elections will roll over for 2023, except the FSA. • Any “In Progress” benefit elections you do not finalize in Workday by November 20th will not be saved. Your current 2022 benefit elections, excluding the FSA, will roll over. • When you have finalized your benefit elections, download and save your 2023 Benefit Confirmation Statement for your reference. • November 20th is the last day to finalize your 2023 benefit elections. <p>The 2023 Open Enrollment job aid and enrollment guide is available on My AV Benefits.</p> <p>If you experience any technical difficulties with accessing Workday, please log a ticket with the AV Service Desk under Workday Support Ticket.</p> <p>Click here to view the notification details.</p> <p>This email box is not monitored. Please do not reply to this message.</p>  | <ol style="list-style-type: none"> 1.  2.  3.  |



OVERVIEW

This **QUICK REFERENCE GUIDE** provides you with step-by-step instructions on how to complete your Open Enrollment in Workday [Click here](#) to view the benefits pamphlet for an overview of all 2023 Benefit Plans

This guide will explain the following actions in Workday:

- | | |
|---|--------------------------------|
| 1. View Current Benefits | 4. Manage Dependents |
| 2. Review and Complete Open Enrollment | 5. Manage Beneficiaries |
| 3. View and Print a Confirmation Page | |

2023 OPEN ENROLLMENT (NOV. 7 – NOV. 20)

Review & Complete your Open Enrollment

IMPORTANT: Please read ALL instructions at the top of each Workday screen.

1. View your **Announcements** or **Workday Inbox** on the homepage & click the **Open Enrollment Change** task item.
2. Select the **Let's Get Started** button to be taken to the screen to begin enrolling in your benefits for 2023.
3. You will be required to answer a **Health Information** question and update current dependents who do not have a Social Security Number entered in Workday. Please add that information and click **Continue**.



1

2023 Benefits Open Enrollment

Open Enrollment is open from 11/07/2022 through 11/20/2022. Please update your Benefit Elections for the plan year 2023.

[Employee Benefits Open Enrollment Selection](#)

2

Change Open Enrollment

Open Enrollment 11/05/2021-11/08/2021

Choose new plans or re-enroll in the plans you currently have.

[Let's Get Started](#)

3

Update Your Information

Health Information

Tobacco Use

Question Have you used tobacco in any form in the past 12 months?

Answer * Yes
 No

[Continue](#) [Cancel](#)

[Continue](#) [Cancel](#)



Open Enrollment Main Page

Click on the **Enroll** or **Manage** link under each benefit to view, elect, or change coverage for that benefit option.

Health Care and Accounts

| | | |
|---|--|--|
|  <p>Medical Anthem HDHP</p> <p>Cost per paycheck: \$151.16</p> <p>Coverage: Employee + Family</p> <p>Dependents: 3</p> <p style="text-align: center; border: 2px solid red; padding: 2px;">Manage</p> |  <p>Dental Cigna PPO</p> <p>Cost per paycheck: \$27.11</p> <p>Coverage: Employee + Family</p> <p>Dependents: 3</p> <p style="text-align: center;">Manage</p> |  <p>Vision EyeMed VIS</p> <p>Cost per paycheck: \$8.12</p> <p>Coverage: Employee + Spouse</p> <p>Dependents: 1</p> <p style="text-align: center;">Manage</p> |
|  <p>Accident Mutual of Omaha ACC (High)</p> <p>Cost per paycheck: \$29.42</p> <p>Coverage: Employee + Family</p> <p>Dependents: 3</p> <p style="text-align: center;">Manage</p> |  <p>Hospital Indemnity Waived</p> <p style="text-align: center;">Enroll</p> |  <p>Health Savings Account HealthEquity</p> <p>Contribution per paycheck: \$242.31</p> <p style="text-align: center;">Manage</p> |
|  <p>Healthcare FSA Waived</p> <p style="text-align: center; border: 2px solid red; padding: 2px;">Enroll</p> |  <p>Dependent Care FSA Waived</p> <p style="text-align: center;">Enroll</p> | |

Insurance

| | | |
|---|---|--|
|  <p>Basic Life Mutual of Omaha (Company-Paid) (Employee)</p> <p>Cost per paycheck: Included</p> <p>Coverage: 1 X Salary</p> <p style="text-align: center;">Manage</p> |  <p>Basic AD&D Mutual of Omaha (Company-Paid) (Employee)</p> <p>Cost per paycheck: Included</p> <p>Coverage: 1 X Salary</p> <p style="text-align: center;">View</p> |  <p>Voluntary Life Mutual of Omaha (Employee)</p> <p>Cost per paycheck: \$38.08</p> <p>Coverage: \$275,000</p> <p style="text-align: center;">Manage</p> |
|---|---|--|



The Benefits Open Enrollment will require you to:

1. Click **Enroll** or **Manage** for the benefit you want to elect.
 2. Click **Select** for plan you want to enroll in or **Waive** to drop coverage and click **Confirm and Continue**
 3. Select **Dependents** and click **Save**
- OR**
Add New Dependent (*see explanation on next page*)

1

Medical
Anthem HDHP

Cost per paycheck \$151.16

Coverage Employee + Family

Dependents 3

Manage

Vision
EyeMed VIS

Cost per paycheck \$8.12

Coverage Employee + Spouse

Dependents 1

Manage

2

Plans Available

3 items

| *Selection | Benefit Plan |
|--|-----------------|
| <input checked="" type="radio"/> Select <input type="radio"/> Waive | Anthem HDHP |
| <input type="radio"/> Select <input checked="" type="radio"/> Waive | Anthem PPO High |
| <input type="radio"/> Select <input checked="" type="radio"/> Waive | Anthem PPO Low |

Confirm and Continue

Cancel

3

Projected Total Cost Per Paycheck
\$112.13

Dependents

Add a new dependent or select an existing dependent from the list below

Coverage * Employee Only

Plan cost per paycheck \$35.91

Add New Dependent

2 items

| Select | Dependent | Rela |
|--------------------------|-----------|------|
| <input type="checkbox"/> | Robert | Sp |
| <input type="checkbox"/> | Joe Test | Fos |

Save

Cancel



ADD / ENROLL DEPENDENTS

1. To **Add New Dependent** not listed, select **Add New Dependent** button.
2. Select to **Use an Existing Beneficiary** or **Create New Dependent**. If neither option is presented, just select OK.

Select "Use as Beneficiary" to allow this person to be later selected as a Beneficiary for life plans.

Projected Total Cost Per Paycheck
\$112.13

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$35.91

Add New Dependent

2 items

| Select | Dependent | Relationship | Date of Birth |
|--------------------------|-----------|--------------|---------------|
| <input type="checkbox"/> | Robert | Spouse | 03/15/1974 |
| <input type="checkbox"/> | Joe Test | Foster Child | 01/01/2006 |

Save Cancel

Add My Dependent From Enrollment

Use as Beneficiary

You may use an existing beneficiary or emergency contact record to add a dependent, or select "Create Dependent" to add a new person. You will then be prompted to add Name, Relationship, and other information on the next screen.

OK Cancel

NOTE: Electing a Dependent as a Beneficiary will allow them to be designated as a beneficiary to a plan later. This action alone will not assign them to a plan.

NOTE: An Existing Beneficiary or Emergency Contact will be listed in the drop down if they were added earlier. Do not create a new dependent if they are already created.



ADD / ENROLL DEPENDENTS (CONTINUED...)

3. When Adding a New Dependent:

- Fill out all **Required fields***
- If your dependent is disabled, select **Disabled**.
- If you have a dependent with the same name, select **Allow Duplicate Name**.
- To add **National IDs**, you **must** a select country before the form will display the **National ID** Types available. You may add more than one **National ID**, if necessary.

Who is a Dependent?

- A natural or adopted child under the age of 26
- A qualified disabled adult child
- A legal spouse or registered domestic partner

4. Click **SAVE** to return to the Dependents screen





REQUIRED: ADD/UPDATE BENEFICIARY

Beneficiaries under **Basic Life** must be selected before submitting benefit elections.

1. Select **Manage** under **Basic Life**
2. You will see the plan is automatically selected - Click **Confirm and Continue**
3. Under **Beneficiaries**, select the **+** to add a beneficiary and click on the **menu icon** to see your options.
4. Select either **Existing Beneficiary Persons** or select **Add New Beneficiary or Trust** to add a new beneficiary and select your beneficiaries.
5. When adding a Beneficiary or Trust, complete all required fields under this section. A home address is required under the **Contact Information** tab. National ID is only required if you are covering that same person on other benefits.

Insurance

Basic Life
Mutual of Omaha (Company-Paid) (Employee)

Cost per paycheck Included
Coverage 1 X Salary

Manage

Confirm and Continue Cancel

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 2 items

| Beneficiary | Percentage |
|-------------|------------|
| + | 0 |
| - | 100 |

Search

- Existing Beneficiary Persons >
- Existing Trusts >
- Add New Beneficiary or Trust



REQUIRED: ADD/UPDATE BENEFICIARY (CONTINUED.....)

Add New Beneficiary or Trust 5

Relationship *

Use as Beneficiary

Date of Birth

Age (empty)

Gender

Allow Duplicate Name

Legal Name | Contact Information | National IDs | Additional Government IDs

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

NOTE: Unless otherwise identified, your Voluntary Life Insurance Beneficiaries will be the same as your Basic Life.



THINGS TO REMEMBER

MEDICAL

You may only cover qualified dependents (Spouse, Registered Domestic Partner, Children)

FSA / HSA

If you want to take advantage of the Flexible Saving Account (FSA) or Health Savings Account (HSA) benefits:

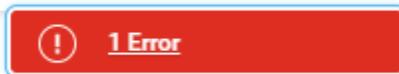
- You may enroll in the **"Health Care FSA"** if you have elected **Anthem PPO Low** or **Anthem PPO High** or you are waiving health coverage with AV. You **must** be enrolled in a major medical plan to qualify for FSA (the major medical plan can be through your spouse).
- You may enroll in **"Dependent Care FSA"** regardless of any health care plan election.
- Enroll in the **"HSA"** if you have elected **Anthem HDHP**. You cannot enroll in both the **FSA** and **HSA**.
- **Health Care FSA and Dependent Care FSA do not** roll over to the next year, you must re-enroll annually.

VOLUNTARY LIFE / AD&D

- You may elect to add up to \$10,000 in additional coverage during Open Enrollment without underwriting, if you are already enrolled and your elected amount is less than \$250,000.
- If electing any amount over \$250,000, adding life for the first time, or adding/increasing spousal coverage, you **must** complete an EOI with Mutual of Omaha for underwriting.
- You may elect AD&D **only if you elect Voluntary Life** and your AD&D election must match your Voluntary Life election amount.
- Spousal Life may not be greater than your Employee Life election.

ERROR MESSAGES

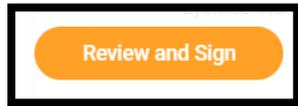
- If you encounter an Error message, click on the error notification for further instructions



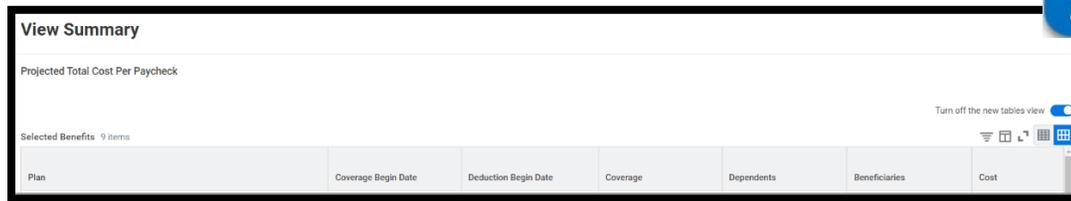


REVIEW AND SIGN BENEFIT ELECTIONS

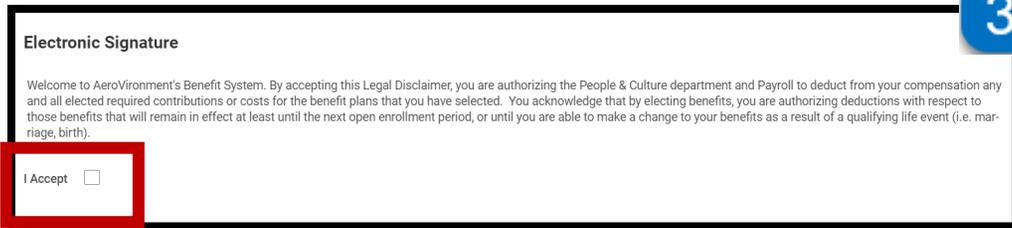
1. To finalize your enrollment, select **Review and Sign** button from the **Open Enrollment** main page
2. Review your elections summary to ensure plan and proper tier elections.
3. Scroll to the bottom of the page and review and accept the **Electronic Signature**
4. Select **Submit**



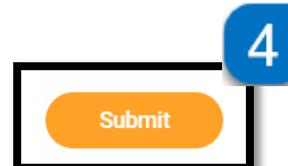
1



2



3



4

Note: If you receive this message when clicking **Review and Sign**, it will require you to access the **Basic Life** plan to add Beneficiaries. Review the [Add/Update Beneficiary](#) section of this job aid.

