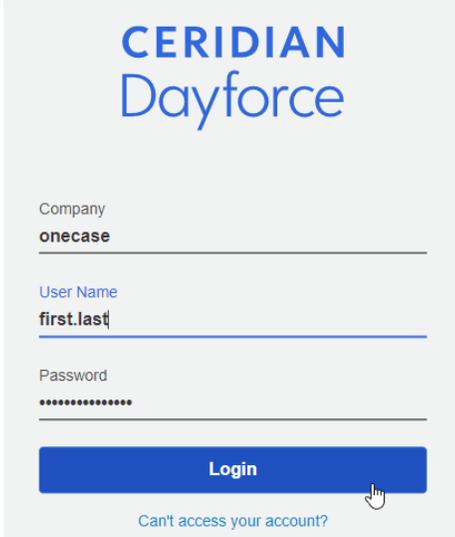


# DAYFORCE OPEN ENROLLMENT GUIDE

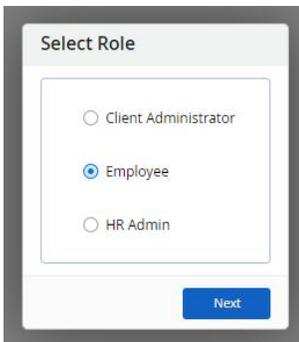
**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

Log into your [Dayforce](#) account. Remember, the company code is **onecase** and your username is your **firstname.lastname**.



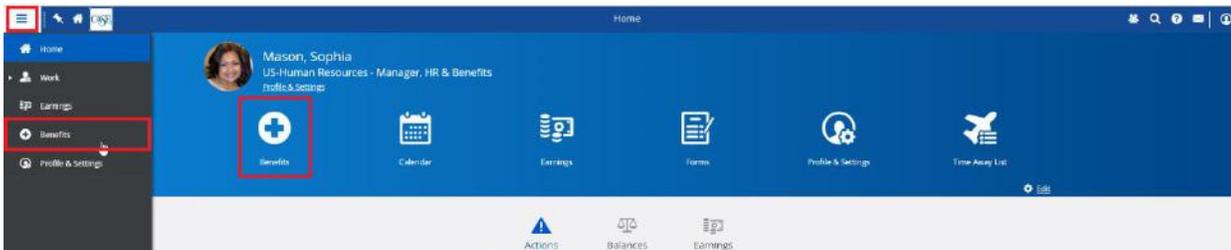
The image shows the Dayforce login interface. At the top, the 'CERIDIAN Dayforce' logo is displayed. Below the logo, there are three input fields: 'Company' with 'onecase' entered, 'User Name' with 'first.last' entered, and 'Password' with a masked password of ten dots. A blue 'Login' button is positioned below the password field, with a mouse cursor hovering over it. At the bottom of the login area, there is a link that says 'Can't access your account?'.

If you have multiple roles, make sure you select your **Employee** role.



The image shows a 'Select Role' dialog box. It contains three radio button options: 'Client Administrator', 'Employee' (which is selected), and 'HR Admin'. A blue 'Next' button is located at the bottom right of the dialog box.

Click on the **Benefits** icon if it's listed as a favorite. If not, click on the hamburger menu, then select **Benefits**.



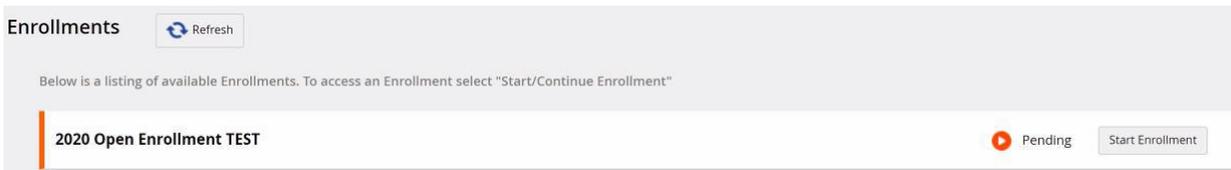
# DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

The Benefits page will default to your Current Elections. Click on the **Overview** tab.



Your current enrollments will be listed in a **Pending** status. Click **Start Enrollment**.



Your enrollment will open with a progress bar at the top noting the different sections.



Also note the following:

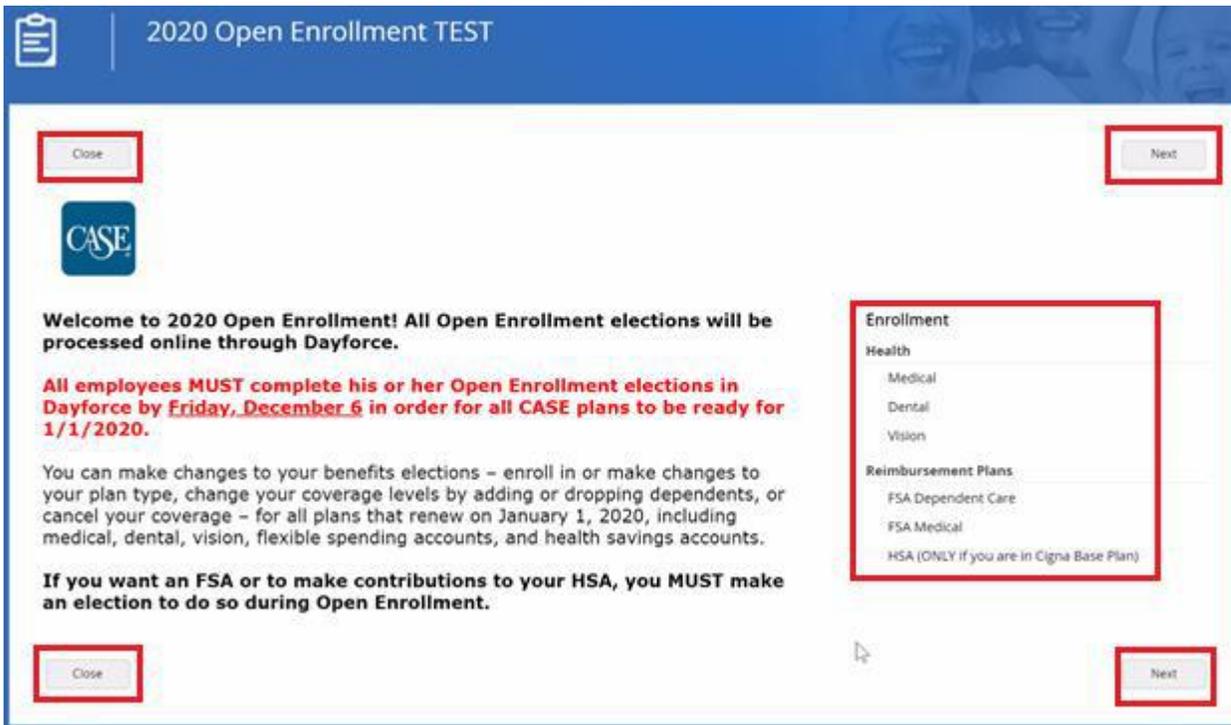
- The **shopping cart icon and pay period total** will reflect all your current medical, dental, and vision, elections at the 2020 rates and update as you make changes and/or add FSA and/or HSA elections.
- The **Your Elections** button will open your current 2019 elections on the right for your reference. You can expand and collapse this panel at any time.

Your Current Elections			
<b>Health</b>			
>	<b>1c Employee &amp; Children-Cigna HSA OAP - Base Plan</b>	Employee	Yes
	Effective Start: 1/1/2019	\$332.88	\$178.52
		Every Regular Run	
>	<b>2c Employee &amp; Children-UCCI Dental PPO - BuyUp Plan</b>	Employee	Yes
	Effective Start: 1/1/2019	\$17.30	\$26.50
		Every Regular Run	
>	<b>2c Employee &amp; Children-VSP Vision PPO - BuyUp Plan</b>		No
	Effective Start: 1/1/2019		\$9.62
		Every Regular Run	
<b>Life and Disability</b>			
>	<b>Basic AD&amp;O - Employee</b>	Employer	\$1.65
	Effective Start: 7/1/2019		
	Coverage Amount: \$165,000.00		
>	<b>Basic Life - Employee</b>	Employer	\$10.73
	Effective Start: 7/1/2019		
	Coverage Amount: \$165,000.00		
>	<b>Long Term Disability - Employee</b>	Employer	\$14.88
	Effective Start: 7/1/2019		
	Coverage Amount: \$9,139.00		
>	<b>Short Term Disability - Employee</b>	Employer	\$16.81
	Effective Start: 7/1/2019		
	Coverage Amount: \$1,289.00		
<b>Reimbursement</b>			
>	<b>Legal Base - Employee Only</b>	No	\$8.75
	Effective Start: 1/1/2019		Every Regular Run
	Per Pay Contribution: \$8.75		
<b>Retirement</b>			
<	<b>TIAA 403B EE Contribution (Percentage)</b>	Yes	

## DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

The *Introduction* page has general information about 2020 Open Enrollment. Note that the section on the right shows what plans are included in this enrollment. Also note that the Next button on the right will always be at the top and bottom. The same is true of the Close button on the left, which will always be at the top and bottom. Click on **Next**.



2020 Open Enrollment TEST

Close

Next

CASE

Welcome to 2020 Open Enrollment! All Open Enrollment elections will be processed online through Dayforce.

All employees MUST complete his or her Open Enrollment elections in Dayforce by Friday, December 6 in order for all CASE plans to be ready for 1/1/2020.

You can make changes to your benefits elections – enroll in or make changes to your plan type, change your coverage levels by adding or dropping dependents, or cancel your coverage – for all plans that renew on January 1, 2020, including medical, dental, vision, flexible spending accounts, and health savings accounts.

If you want an FSA or to make contributions to your HSA, you MUST make an election to do so during Open Enrollment.

Close

Next

Enrollment

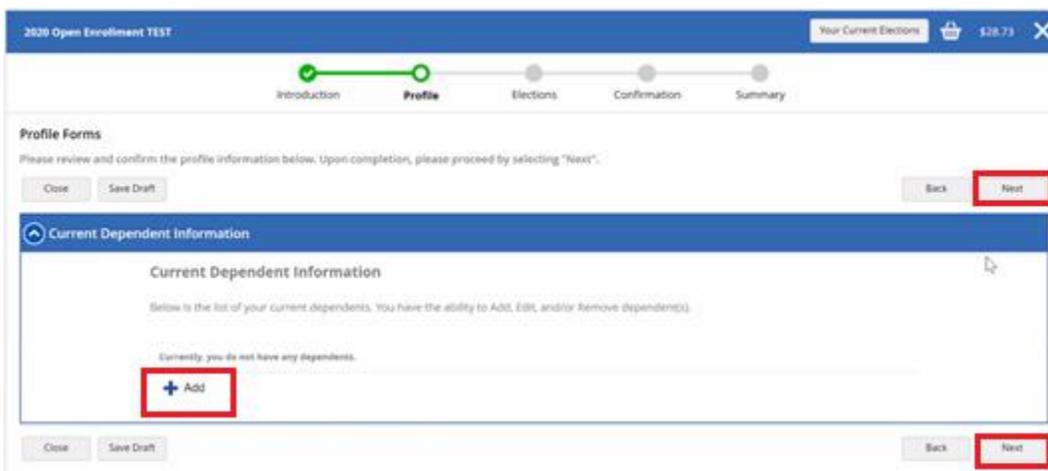
Health

- Medical
- Dental
- Vision

Reimbursement Plans

- FSA Dependent Care
- FSA Medical
- HSA (ONLY if you are in Cigna Base Plan)

You will advance to the *Profile* section, which is where your current dependents will load. If you have no dependents, this page will be blank. **If you want to add dependents, even if you do not plan to add them to CASE coverage, this is the time to do it.** Once Open Enrollment closes, employees will not be able to add dependents unless they experience a qualified life event. Click **Add** to add a dependent or click **Next**.



2020 Open Enrollment TEST

Your Current Elections \$20.73

Introduction Profile Elections Confirmation Summary

Profile Forms

Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

Current Dependent Information

Current Dependent Information

Below is the list of your current dependents. You have the ability to Add, Edit, and/or Remove dependent(s).

Currently, you do not have any dependents.

+ Add

Close Save Draft Back Next

# DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

If adding a dependent, enter only the required fields marked by an asterisk. Note that the SSN is a required field, but the asterisks doesn't populate until the birth date is entered. If you do not know your dependent's SSN, you may enter a random number and edit it later. Click **Continue** and repeat the add dependent step as many times a necessary.

**Add New Dependent**

**Personal Information** \* Required Field

First Name\*

Middle Name

Last Name\*

Gender\*

Relationship\*

Birth Date\*

National ID Number

Tobacco/Smoker

Date last used Tobacco/Smoked

Student

Disabled

Marital Status

**Primary Address**

Your address will be used as the dependent's primary address, unless a new address is entered.

**Other Address**

**Phone Number**

Currently does not have a phone number.

All added dependents should now be listed. Click **Next**.

**Current Dependent Information**

Current Dependent Information

Below is the list of your current dependents. You have the ability to Add, Edit, and/or Remove dependent(s).

Name	Relationship	Birth Date	
Jane Doe	Wife	11/19/1991	<input type="button" value="View/Edit"/> <input type="button" value="Remove"/>

# DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

You will move to the *Elections* section, which is organized into Health (medical, dental, vision) and Reimbursements (FSA Dependent Care, FSA Medical options, HSA options). The medical section will automatically expand. Click the **blue carrots on the left** to expand and collapse each section.

The screenshot displays the '2020 Open Enrollment TEST' interface. At the top, a progress bar shows five steps: Introduction (checked), Profile (checked), Elections (active), Confirmation, and Summary. The 'Elections' section is titled 'Benefit Elections' and includes instructions to select options and proceed to 'Next'. It features 'Close', 'Save Draft', 'Back', and 'Next' buttons. The 'Health' section describes Cigna medical, dental, and vision plans, with a 'Please remember' list of three items. Below are expandable sections for 'Medical', 'Dental', and 'Vision'. The 'Reimbursement Plans' section describes FSA and HSA options, with a 'Please remember' list of four items. Below are expandable sections for 'FSA Dependent Care', 'FSA Medical', and 'HSA (ONLY if you are in Cigna Base Plan)'. At the bottom, there are 'Close', 'Save Draft', 'Back', and 'Next' buttons.

**2020 Open Enrollment TEST** Your Current Elections \$28.73

Introduction Profile **Elections** Confirmation Summary

**Benefit Elections**  
Select your benefit options below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

**Health**  
This section includes the Base and Buy-Up plan options for the Cigna medical, United Concordia dental, and VSP vision.  
Please remember:

- There is no enrollment contingency, which means that you may choose to enroll in all, some, or none of these plans. For example, you may waive medical, but still enroll in the dental and/or vision plans.
- If you are have other medical insurance, you may not enroll in the Cigna Base HSA OAP medical plan.
- If you are changing coverage levels to include dependents not previously covered by CASE, they must fist be added to your profile before you can elect coverage for them.

Medical

Dental

Vision

**Reimbursement Plans**  
This section includes the flexible spending account (FSA) and health savings account (HSA) plan options.  
Please remember:

- If you are electing the Cigna Base HSA OAP plan, you may elect to make your own contributions to your HSA. If you are electing the Cigna Buy-up OAP or you have waived medical coverage at CASE, you may not elect to contribute to an HSA.
- If you are electing the Cigna Base HSA OAP plan, you may also elect to participate in a limited purpose medical FSA, which is exclusively for eligible dental and vision expenses.
- If you are electing the Cigna Buy-Up OAP plan or if you have waived medical coverage through CASE, you may elect to participate in a standard medical FSA, which is for eligible medical, dental, and vision expenses.
- Regardless of your medical plan election, you may elect to participate in a dependent care FSA, which is for eligible dependent care expenses.

FSA Dependent Care

FSA Medical

HSA (ONLY if you are in Cigna Base Plan)

Close Save Draft Back Next

## DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

A few more things to note:

- Your current 2019 Health elections should be marked with a **circular green check mark** and selected as your 2020 election with a **blue check mark**. Elections not set up as radio buttons so if you are making changes, you need to check the box of the plan you want and uncheck the old election. The plan names should turn **red** if you have more than one plan selected for any one benefit.

Option	
<input type="checkbox"/> <input checked="" type="checkbox"/>	<b>1a Employee Only- Cigna HSA OAP - Base Plan</b> Start Date: 1/1/2020
\$388.10	\$15.00
<input checked="" type="checkbox"/>	<b>1b Employee &amp; Spouse- Cigna HSA OAP - Base Plan</b> Start Date: 1/1/2020 • 1 Dependent
\$529.55	\$402.02
<input type="button" value="Show Details"/>	

- If you elect an HSA medical plan, you will get a window noting that you are eligible for an HSA and HSA-compatible FSA plan.

Options changed

You are now eligible to enroll in the following options:

- 2020 FSA - Limited Purpose Medical
- 2020 HSA - Employee & Family

- If you elect an HSA medical plan and want to elect an HSA, the system will grey out the plan you are ineligible for. For example, if you change from Single coverage to Family coverage under the HSA medical plan, it knows that you should enroll in the Family HSA, which has a higher annual limit.

Option	
<input type="checkbox"/>	<b>2020 HSA - Employee &amp; Family</b> Start Date: 1/1/2020 \$1.00 Annual Contribution
\$58.34	\$0.05
<input type="button" value="Show Details"/>	
<input checked="" type="checkbox"/>	<b>2020 HSA - Employee Only</b> Start Date: 1/1/2020 \$1.00 Annual Contribution
\$29.17	\$0.05
<input type="button" value="Show Details"/>	

# DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

- When you click **Show Details** for the Health plans, you can see the plan rules and dependents you have covered. On the right, you will see a redacted Current Elections list specific to the Health plans.

Option Details

1b Employee & Spouse-Cigna HSA OAP - Base Plan

Dependents  
Please select dependents to be enrolled.

- Minimum number of Dependent(s): 1
- Maximum number of Dependent(s): 1

+ Add

Dependents	Remove
Doe, Jane (Wife) Birth Date: 11/19/1991	X

Your Cost: \$402.02  
Estimated Total Annual Amount: \$9,648.48

Your Current Elections

Health

- 1a Employee Only- Cigna HSA OAP - Base Plan  
You: \$15.00  
Employer: \$388.10  
Effective Start: 1/1/2020  
Every Regular Run
- 1a Employee Only- UCCI Dental PPO - Base Plan  
You: \$9.43  
Employer: \$9.43  
Effective Start: 1/1/2020  
Every Regular Run
- Waive Vision Coverage US  
Effective Start: 1/1/2020

Save Cancel

- When you select any of the Reimbursement plans, you can see the plan maximum. On the right, you will see a redacted Current Elections list specific to the Reimbursement plans.
- You can enter your annual contribution amount by typing in the cell, using the teal slider bar, and/or using the plus/minus icons. Click **Save**.

Option Details

2020 HSA - Employee Only

Contribution  
Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$1.00  
Maximum Contribution: \$2,850.00

Annual Contribution: 2850

\$1.00 \$2,850.00

Your actual plan year to date contribution for this option is \$0.00.  
Your per pay amount will be zero unless you elect a contribution amount higher than your plan year to date amount of \$0.00.

Your Cost: \$118.75  
Estimated Total Annual Amount: \$2,850.00

Your Current Elections

Reimbursement

- Employee Only - Metro Transit  
You: \$67.50  
Effective Start: 11/1/2019  
Monthly Contribution: \$135.00  
Every Regular Run
- HSA - Employee  
You: \$95.00  
Employer: \$54.17  
Annual Contribution: \$2,300.00  
Every Regular Run
- Legal Base - Employee Only  
You: \$8.75  
Effective Start: 1/1/2019  
Per Pay Contribution: \$8.75  
Every Regular Run

Save Cancel

- If you decline to elect an FSA and/or HSA, the system will generate a confirmation, which is not an error. It's just instructing you to click **Cancel** and go back if you intended to enroll. If not, click **Ok** to proceed.

Please Confirm

You have not selected any option in the following sections. If you intended to enroll, please hit "Cancel" and make your selection.

- FSA Dependent Care
- FSA Medical

Ok Cancel

# DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

On the *Confirmation* page, review your elections. When you are ready to confirm your 2020 elections, click **Submit Enrollment**. If you are not sure if you are done and may need to make additional changes, click **Save Draft** and **Close**. This will save all of the elections that you made allowing you to pick back up where you left off.

2020 Open Enrollment TEST Your Current Elections \$143.18

Introduction Profile Elections **Confirmation** Summary

**Confirmation**

Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close Save Draft Back Print Submit Enrollment

**Health**

**Medical**

1a Employee Only-Cigna HSA OAP - Base Plan  
Effective From 1/1/2020  
Employer Cost: \$388.10  
**Your Cost: \$15.00**  
Every Regular Run

**Dental**

1a Employee Only-UCCI Dental PPO - Base Plan  
Effective From 1/1/2020  
Employer Cost: \$9.43  
**Your Cost: \$9.43**  
Every Regular Run

**Vision**

Waive Vision Coverage US  
Effective From 1/1/2020

**Reimbursement Plans**

**HSA (ONLY if you are in Cigna Base Plan)**

2020 HSA - Employee Only  
Effective From 1/1/2020  
\$2,850.00 Annual Contribution  
Employer Cost: \$29.17  
**Your Cost: \$118.75**  
Every Regular Run

**Your Cost: \$143.18**  
Estimated Total Annual Amount: \$3,436.32

Close **Save Draft** Back Print **Submit Enrollment**

If you choose to Save Draft and Close, it will navigate back to your Overview tab, and your 2020 Enrollment status will have changed to **In Process**. Click **Continue Enrollment** to finish your 2020 enrollments.

**Enrollments** Refresh

Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"

2020 Open Enrollment TEST Due in 17 day(s) In Process **Continue Enrollment**

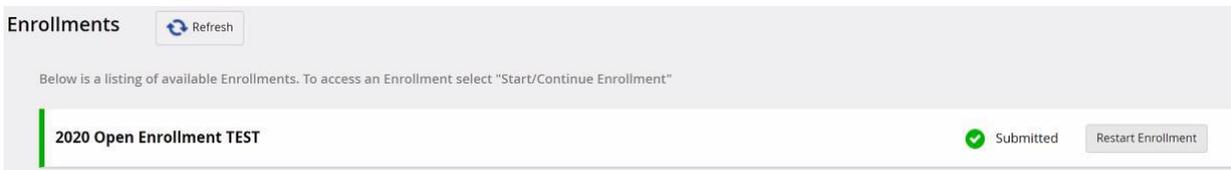
## DAYFORCE OPEN ENROLLMENT GUIDE

**2020 Open Enrollment runs from November 20 through December 6. All employees must make their medical, dental, and vision (election required, including waiving) and FSA and HSA elections in Dayforce by December 6.**

Once you finally submit, the *Summary* page will populate, confirming that your enrollment is submitted. Click **Print** to print your 2020 elections or save them to PDF, or click **Return to Benefits** to go back to your Current Elections.



When you navigate back to your Overview tab, your 2020 Enrolment status will have changed to **Submitted**.



Once you submit, you can restart your enrollment at any time through the deadline by clicking **Restart Enrollment**, but you will get a notice that all of your previous elections will be cleared out. Just be mindful that if there are elections still in place if you restart, they are likely your original 2019 elections and not the changes you previously made for 2020.

