The following job aid is meant to provide information to new Pre/Post-Doctoral Associates related to enrolling in Benefits as a new hire in Workday.

Before enrolling in benefits, Pre/Post-Doctoral Associates are invited to review an informational presentation about their benefit options found here:

https://www.hr.iastate.edu/benefits/new-employee-benefits/before-you-enroll---pre-postdoctoral-associates

In the next two slides are brief descriptions of the benefits for which you may enroll. For more information, go to:

https://www.hr.iastate.edu/benefits/new-employee-benefits
**Health Care Elections - Medical, Prescription, Dental Insurance & Vision**

Medical Plan options include ISU PPO Plan (Wellmark BluePPO) and the ISU HMO Plan (Wellmark BlueHMO) administered by Wellmark BCBS. The Medical Plan includes a pharmacy program, Express Scripts, that is administered separately from the medical plan but does not have a separate premium. Dental insurance is administered by Delta Dental of Iowa with basic or comprehensive (3 year lock) plan options.

**Spending Account Elections - Flexible Spending Account & Dependent Care Assistance Program**

The health care flexible spending account (FSA) & dependent care assistance program (DCAP) help you save money on medical and dependent care expenses. Use these accounts to leverage your household’s savings, by contributing a portion of your pay into a FSA or DCAP on a pre-tax basis, these plans are administered through ASIFlex.

**Retirement Savings Elections – Mandatory Retirement Savings Plans**

The TIAA 403(b) is a defined contribution plan. The amount contributed to the plan is known; however, the retirement income will be determined by investment performance. The IPERS plan is a defined benefit plan. The retirement income is determined by a formula based on years of service and the salary earned. Defined benefit plans are sometimes called traditional pension plans. 

**NOTE:** The initial election of IPERS or TIAA may only be changed following a qualifying break in service from Iowa State University. You will be defaulted into IPERS if you do not make an election during your initial election window.

**Retirement Savings Elections – Voluntary Retirement Savings Plans**

Voluntary retirement savings plans with TIAA or an alternative approved retirement plan vendor are available through payroll deduction and are a type of defined contribution plan. These are accounts that allow you to contribute additional funds to your retirement on a tax-deferred or after tax basis.
Steps:

• After your Form I-9 has been finalized, you will receive more onboarding tasks. Select the **Inbox**.

• Scroll down to the **Change Benefits for Life Event** task and then select it.
• Select the **Maximize** button on the right-hand side
• Click on **Let's Get Started**
Steps:

- You will see a summary of all the Benefit Plans in which you are **Eligible**
- All of the plans have been grouped together by Coverage Type:
  Health Care and Accounts (Medical, Dental, Vision & FSA) & Retirement
Under each section or tile, you have the option to **ENROLL**

*Note – EAP is an employer-paid benefit in which you are automatically enrolled. Although you can click **MANAGE** beneath it, you will see that you cannot make any changes.

**Steps:**

- Medical
  - Wellmark PPO BluePPO
  - Cost per paycheck: $20.00
  - Coverage: Yourself Only

- Health Care Spending Account
  - Waived

- **Enroll**
Steps:

- After selecting **ENROLL**, the Plans Available for that coverage will be displayed.
  - Additional instructions will appear on-screen with helpful information and/or links
  - As you make your elections, a *projected* total cost per pay check will accumulate in the top right corner
- Select the plan in which you wish to enroll
- Click **Confirm and Continue**

<table>
<thead>
<tr>
<th>Selection</th>
<th>Benefit Plan</th>
<th>You Pay (Monthly)</th>
<th>Company Contribution (Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Wellmark HMO BlueHMO</td>
<td>Included</td>
<td>$485.00</td>
</tr>
<tr>
<td>Waive</td>
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<tr>
<td>Select</td>
<td>Wellmark PPO BluePPO</td>
<td>$20.00</td>
<td>$461.00</td>
</tr>
<tr>
<td>Waive</td>
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</table>
Steps:

For plans that require Dependent information:
• On the next screen click the “Add New Dependent” button and follow the prompts.
• When you are done adding dependents, click SAVE.

If no dependent information is needed,
• On the next screen select the desired plan and click Confirm and Continue
• Read and follow instructions
• Click SAVE

When you are done enrolling in benefits, click Review and Sign
The View Summary screen will appear with a summary of all of your Benefit Plan Elections. If everything is correct, Click **Submit**.
Steps:

- The Submitted screen will appear to indicate that your elections have been submitted and your enrollment is complete.
- Click on the “View (current year) Benefits Statement” to print a copy or save a PDF
- After viewing the statement, click the Iowa State University logo in the upper left corner to return to your home page

To print the Benefits Statement:

- Click the printer icon in the upper right hand corner
- Click download
- Open your document
- Hover in the top right corner to see the printer icon to print.
  - To save as PDF instead of printing, change your destination to “Save as PDF”, click save, and select a location in which to save.