

Workday@OK Open Enrollment FAQs

Overview

This guide is for all employees.

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Procedure

How do I start Open Enrollment in Workday@OK?

Step 1. Log into Workday@OK and select **Open Enrollment Change** on the homepage (Figure 1).

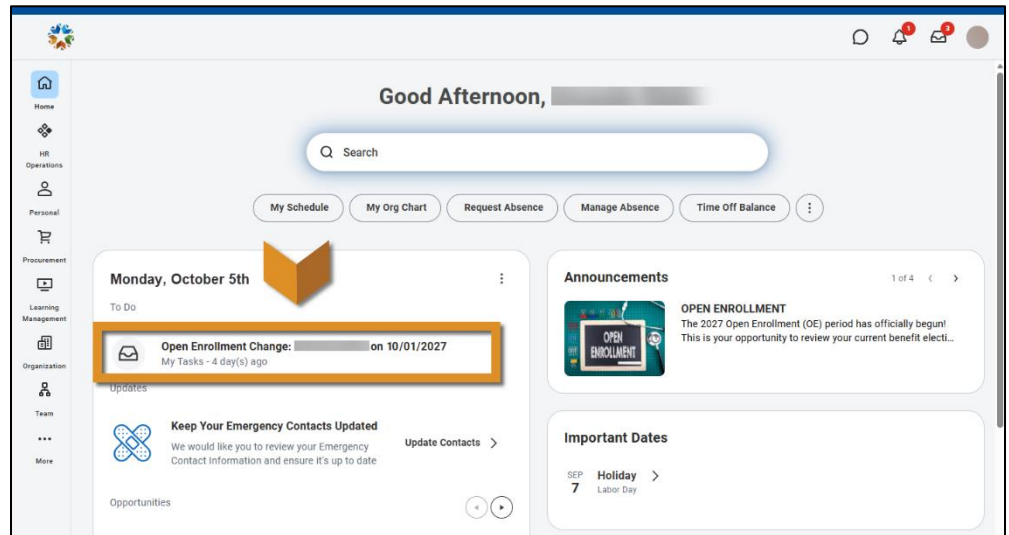


Figure 1. Open Enrollment Change message.

Step 2. Select **Let's Get Started** (Figure 2).

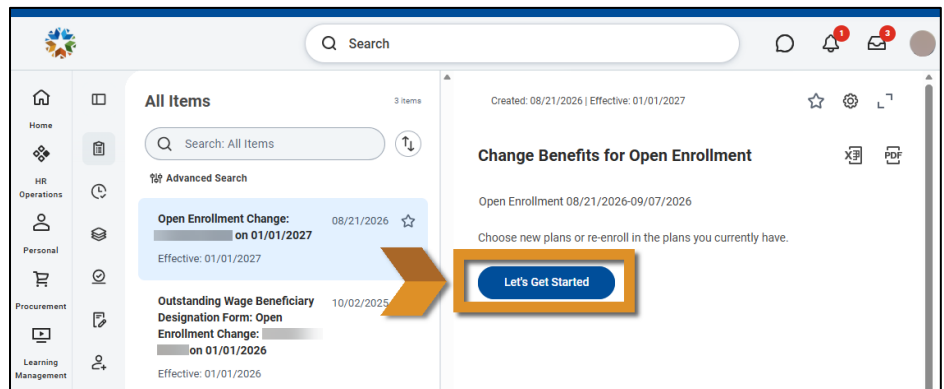


Figure 2. Let's Get Started button.

How do I upload documents in Workday@OK during Open Enrollment?

Workday@OK provides opportunities to upload documents during different processes while you are enrolling.

Step 1. Locate the Attachments box and select your files, find the document to upload, and select **Upload** (Figure 3).

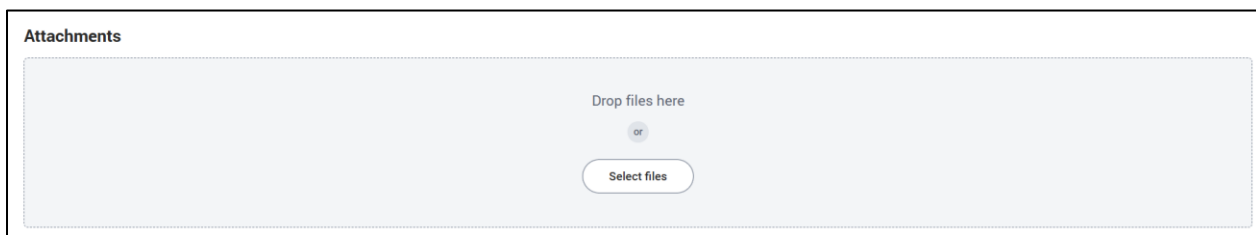


Figure 3. Drop box for files.

Step 2. If you are experiencing trouble uploading a document, your benefits partner can assist you.

After I submit my benefit elections in Workday@OK, can I make changes?

Step 1. Yes, you can edit your submitted elections as long as the Open Enrollment period has not closed.

Step 2. Navigate to the **Benefits and Pay** hub under the **Personal** menu in the sidebar (Figure 4).

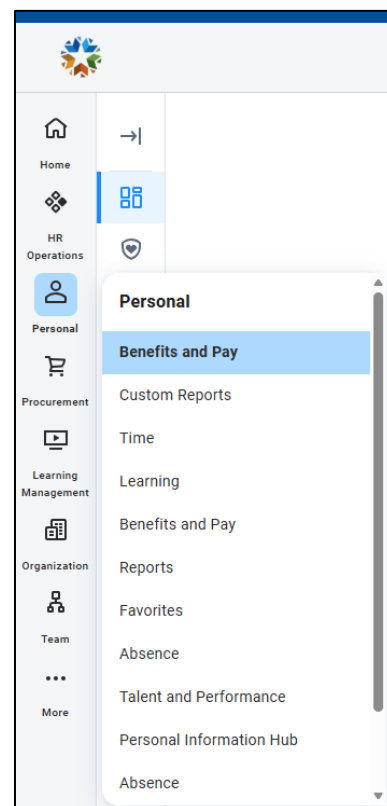


Figure 4. Benefits and Pay hub location.

Step 3. In the **Needs Attention** section of the page, the **Benefit Event: Open Enrollment** tile appears. If you've already submitted your elections, the status indicator will show **Submitted**. Select **Edit** to make changes (Figure 5).

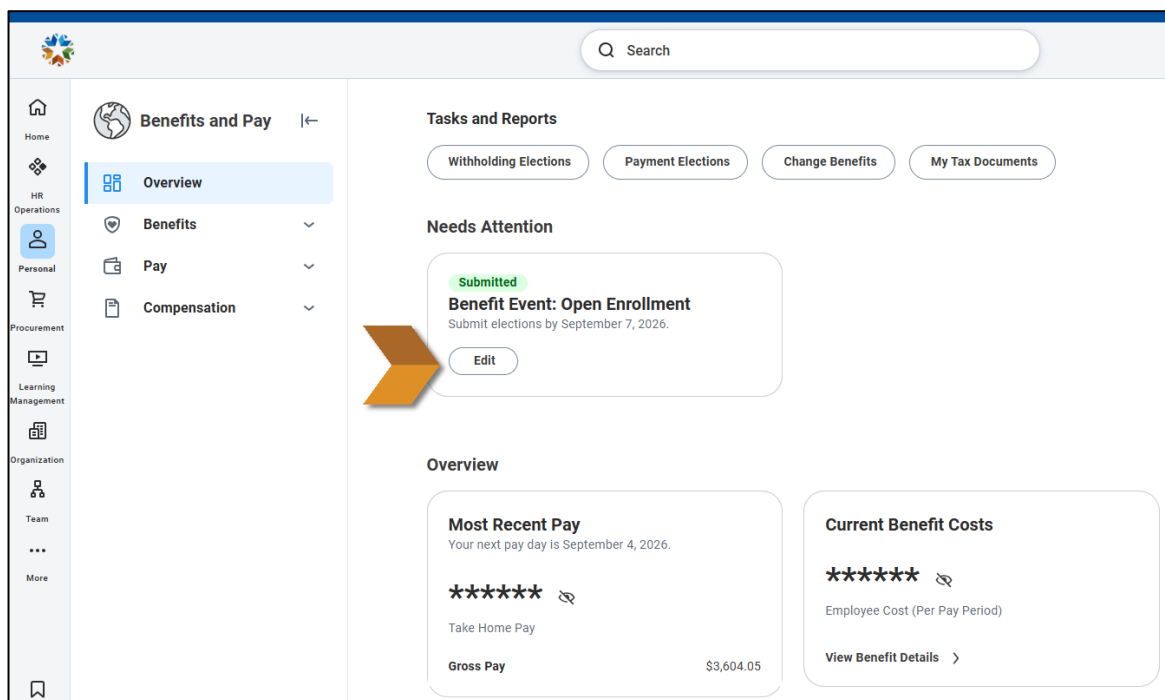


Figure 5. Location of edit button.

How do I add or enroll dependents in my benefits in Workday@OK?

Step 1. Log into Workday@OK, go to your inbox, select the Open Enrollment change and select **Let's Get Started**.

Step 2. Select the benefit coverage to which you want to add the additional dependent. If the dependent's name is not listed, select **Add New Dependent**, enter the dependent's information, and select the name of the dependent to add to your benefit coverage (Figure 6).

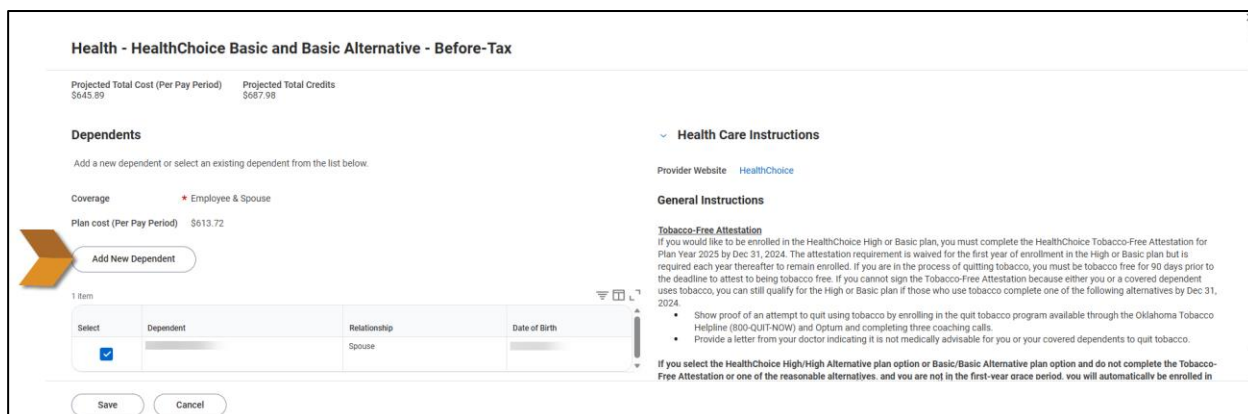


Figure 6. Add New Dependent button location.

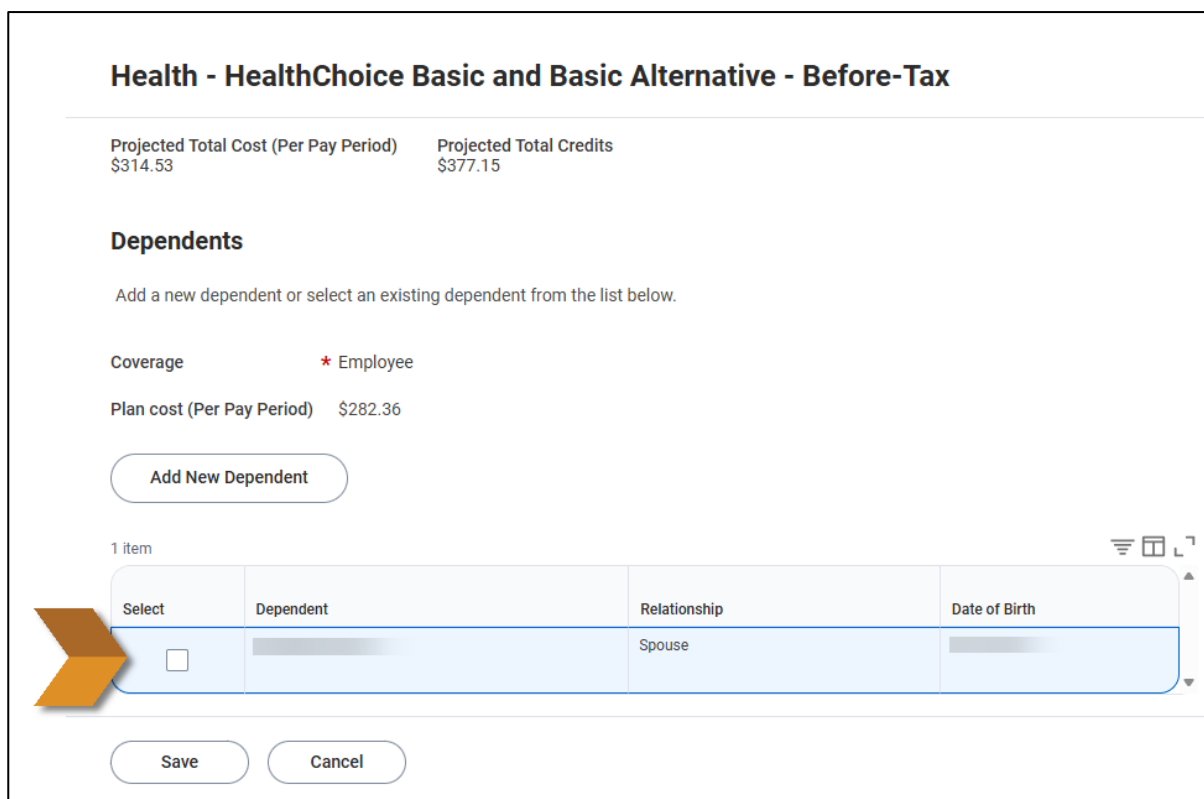
Step 3. You must also upload relevant documentation as well. Follow the prompts to save your changes and save a copy of the benefit statement for your records. Make sure you upload relevant documents in Workday@OK when adding a dependent.

How do I remove dependents from my benefit coverage in Workday@OK?

Step 1. The State of Oklahoma has a **cover-one, cover-all** rule. All dependents must be covered unless the dependent:

- A.** does not reside with you.
- B.** is married.
- C.** is not financially dependent on you for support.
- D.** has other coverage.
- E.** is eligible for tribal or military health benefits.

Step 2. To remove a dependent from coverage, log into Workday@OK and select the **Open Enrollment Change** event, then select **Let's Get Started**. Go to the benefit you want to remove your dependent from, uncheck the box by their name, and select **Save** (Figure 7).



The screenshot displays the 'Health - HealthChoice Basic and Basic Alternative - Before-Tax' page. It shows projected costs and credits, followed by a 'Dependents' section. Below this, there's a table with one item. The table has columns for 'Select', 'Dependent', 'Relationship', and 'Date of Birth'. The 'Select' column contains a checkbox, which is highlighted by a large orange arrow. The 'Dependent' column is empty, 'Relationship' is 'Spouse', and 'Date of Birth' is also empty. At the bottom, there are 'Save' and 'Cancel' buttons.

Select	Dependent	Relationship	Date of Birth
☐		Spouse	

Figure 7. Remove dependent checkbox.

Step 3. Follow the prompts to save your changes, upload any required documentation and save a copy of the benefit statement for your records.

How do I delete a dependent if I listed the same dependent more than once in Workday@OK?

Step 1. You cannot directly delete a dependent in Workday@OK if they have history or active benefit elections attached to their profile. Instead, you must inactivate the duplicate entry or contact your benefits partner for assistance (Figure 8).



Figure 8. Inactivate dependent.

How do I opt out in Workday@OK?

Step 1. In your Workday@OK inbox, open your Open Enrollment change event. Navigate to each benefit you wish to opt out of, either the **Basic Plan** (Health, Dental, Basic Life, or Disability) or **Health and Dental Only**. Select **Waive** for each applicable benefit.

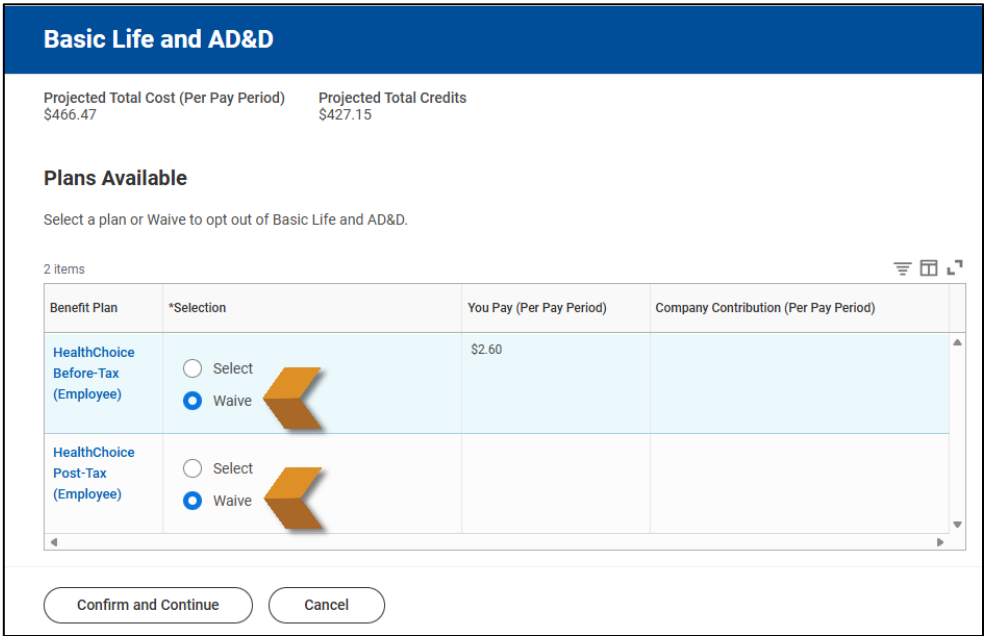


Figure 9. Opt-Out/Waive selections.

Step 2. This triggers the required **Employee Opt-Out Acceptance** form. Complete the form and submit with proof of other coverage and continue through the enrollment process. Review your elections carefully and submit your enrollment. Make sure to select **View 2027 Benefit Statement** to save for your records.

Can I enroll in both pretax and post-tax benefits in Workday@OK?

No. When selecting benefits, you can select all pretax or all post-tax benefits, but you cannot select both.

How do I update my address in Workday@OK?

It is important to make sure your address is current so that benefit information is mailed to the correct address.

Step 1. Log into Workday@OK, select the **Profile** icon in the upper-right corner to open your **Worker Profile**. In the sidebar, select **Contact**. Select **Edit** to update your information (Figure 10).

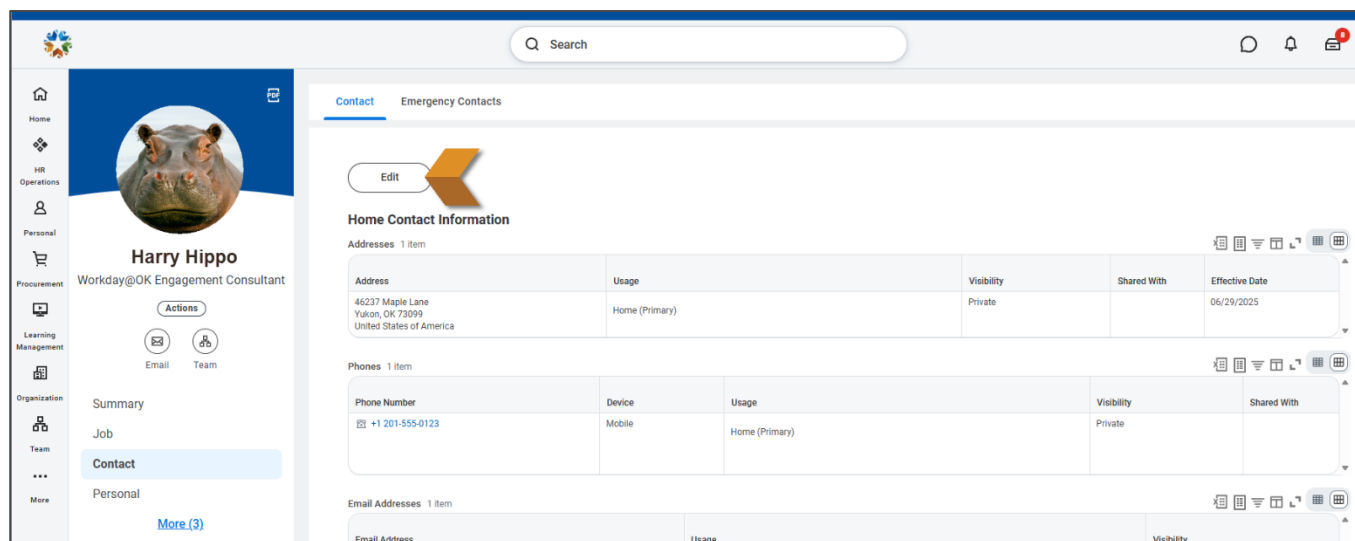


Figure 10. Edit button location.

Step 2. Select the **edit** icon and enter your updated address information (Figure 11).

The screenshot shows a modal window titled 'Change Home Contact Information'. It contains a form for updating contact details. The 'Address' section has fields for 'Primary' (Yes), 'Address' (46237 Maple Lane, Yukon, OK 73099), 'Usage' (empty), and 'Visibility' (Private). There is an 'Add' button below these fields. The 'Phone' section has a 'Primary' field (Yes). At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons. An orange chevron icon is in the top right corner of the modal.

Figure 11. Edit button location.

Step 3. Once you have made your update, select the **checkmark** icon (Figure 12).

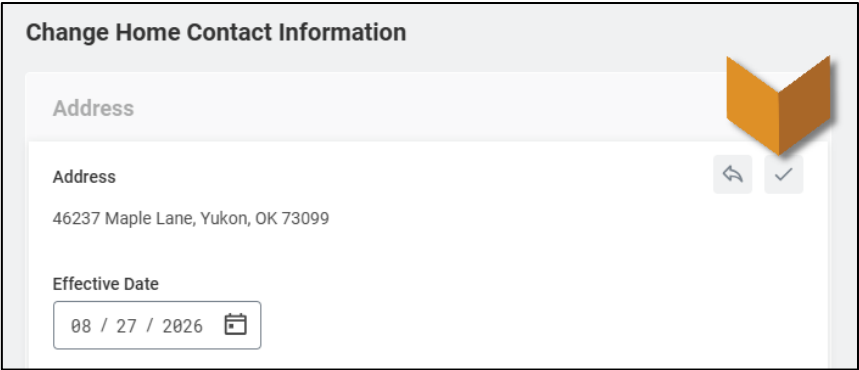


Figure 12. Checkmark icon location.

Step 4. Review the information you entered and select **Submit**.

[Can I increase or decrease my life insurance in Workday@OK during Open Enrollment?](#)
Yes, you can increase or decrease your life insurance coverage during Open Enrollment.

Step 1. Select **Manage** in the card for **Supplemental Life – over \$20,000** (Figure 13).

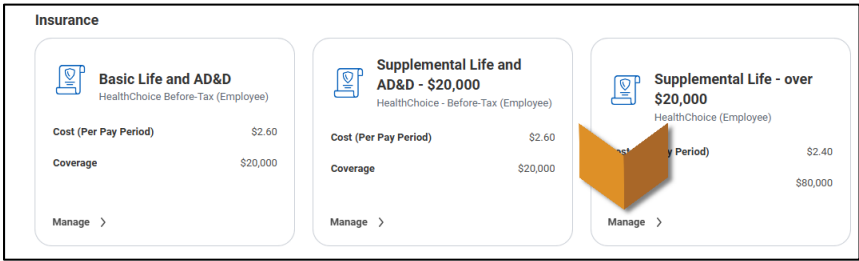


Figure 13. Manage button location.

Step 2. Select the available plan, and then select **Confirm and Continue** (Figure 14).

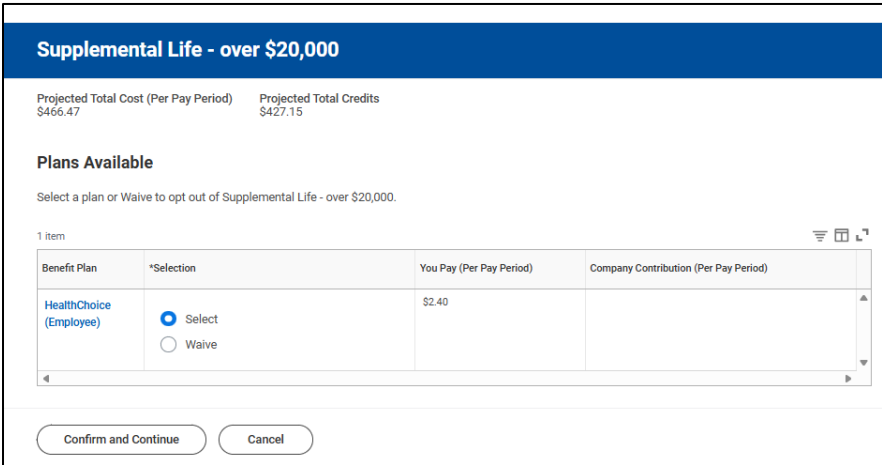


Figure 14. Selecting a plan.

Step 3. In the **Coverage** drop-down menu, choose your new coverage amount, and select **Save** (Figure 15).

Supplemental Life - over \$20,000 - HealthChoice (Employee)

Projected Total Cost (Per Pay Period) \$466.47 Projected Total Credits \$427.15

Coverage

Calculated Coverage \$80,000.00

Coverage * X \$80,000

Search

Plan cost (Per Pay Period)

Insurance Instructions

Provider Website HealthChoice

General Instructions

If you are needing to update your beneficiary designation, please complete the Beneficiary Designation form and submit it to the Employee Group Insurance Division, 1000 N. Lincoln Blvd., Oklahoma City, OK 73102.

<https://oklahoma.gov/egid/life-insurance>

Life Insurance App - OPTION 1: [HealthChoice Life Insurance](#)

Life Insurance App - NEW HIRE/REHIRE: [New Hire/Rehire HealthChoice](#)

Save Cancel

Figure 15. Choosing a new amount.

Step 4. If you choose to increase your life insurance coverage, you’ll receive a separate **To Do** task with a link to the required **Life Insurance Application** (sometimes called an Evidence of Insurability, or EOI). Submit the completed form to the Employees Group Insurance Division (EGID) by Oct. 31. EGID will review your application and notify you of approval or denial.

Why is Workday@OK not letting me submit my elections?

Step 1. If you are receiving an error on the final Review and Sign > View Summary page, the most common reason is the **I Accept** checkbox is not marked (Figure 16).

View Summary

Projected Total Cost (Per Pay Period) \$391.47 Projected Total Credits \$377.15

COVERAGE BEGIN DATE and DEDUCTION BEGIN DATE: If you do not make changes during option period, the dates will reflect your current plan year. If you make changes in plan or coverage, the dates will reflect a new date of 01/01/2027. Changes will not interrupt remaining coverage for 2026.

Selected Benefits 8 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Health	09/01/2025	09/01/2025	Employee			(\$23.65)
HealthChoice High and High Alternative - Before-Tax						
Dental	09/01/2025	09/01/2025	Employee			\$19.99
Delta Dental PPO - Before-Tax						
Vision	09/01/2025	09/01/2025	Employee			\$5.20

Submit **Save for Later** **Cancel**

Figure 16. Error message pop-up.

Step 2. Scroll to the very bottom of the task, check the box for **I Accept**, and then select **Submit**. If you need assistance, contact your benefits partner (Figure 17).

or

Select files

Electronic Signature

I authorize and agree to any NECESSARY salary reduction to implement my elections. I UNDERSTAND MY ELECTIONS ARE BINDING AND IRREVOCABLE AND WILL REMAIN IN EFFECT FOR THE FULL PLAN YEAR UNLESS I EXPERIENCE AN ALLOWABLE MIDYEAR CHANGE EVENT. I understand I have 30 days from the event to request any applicable changes to my options for this plan year. I also understand any money left in the reimbursement account(s) will be forfeited at the end of the plan year grace period or upon my termination with the state.

If you are declining enrollment for your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll your dependents in this plan if your dependents lose eligibility for that other coverage (or if the employer stops contributing towards you or your dependents' other coverage). However, you must request enrollment within 30 days after your dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption or placement for adoption. To request special enrollment or obtain more information, contact your agency's benefits coordinator.

I Accept ☐

Submit **Save for Later** **Cancel**

Figure 17. I Accept box highlighted.

Where can I find out what my deduction from my paycheck will be for the benefits I enrolled in?

Step 1. The last screen of the enrollment process, **Review and Sign > View Summary**, will show you each benefit you elected, the premium for each of those benefits and the benefit allowance you will receive based on your coverage elections (Figure 18).

Step 2. You can also view this benefit statement after you submit. From **View 2027 Benefit Statement**, you can view or print your benefit elections, with the cost of each benefit and your benefit allowance.

View Summary

Projected Total Cost (Per Pay Period) \$391.47 Projected Total Credits \$377.15

COVERAGE BEGIN DATE and DEDUCTION BEGIN DATE: If you do not make changes during option period, these dates will reflect your current plan year. If you make changes in plan or coverage, the dates will reflect a new date of 01/01/2027. Changes will not interrupt remaining coverage for 2026.

Selected Benefits 8 Items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Disability	09/01/2025	09/01/2025				\$5.18
HealthChoice - Before-Tax						

Waived Benefits 5 Items

TRICARE Supplement (for Retired Military Only)	Waived
Health Savings Account	Waived
Dependent Life	Waived

Credits 1 Item

Credit	Credit Amount
Health	\$377.15

Total Benefits Cost 1 Item

Company Contribution	Employee Cost	Credits	Net Cost
\$0.30	\$391.47	\$377.15	\$14.32

Attachments

Drop files here
or
Select files

Electronic Signature

I authorize and agree to any NECESSARY salary reduction to implement my elections. I UNDERSTAND MY ELECTIONS ARE BINDING AND IRREVOCABLE AND WILL REMAIN IN EFFECT FOR THE FULL PLAN YEAR UNLESS I EXPERIENCE AN ALLOWABLE MIDYEAR CHANGE EVENT. I understand I have 30 days from the event to request any applicable changes to my options for this plan year. I also understand any money left in the reimbursement account(s) will be forfeited at the end of the plan year grace period or upon my termination with the state.

If you are declining enrollment for your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll your dependents in this plan if your dependents lose eligibility for that other coverage (or if the employer stops contributing towards you or your dependents' other coverage). However, you must request enrollment within 30 days after your dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption or placement for adoption. To request special enrollment or obtain more information, contact your agency's benefits coordinator.

I Accept ☐

Submit **Save for Later** **Cancel**

Figure 18. View Summary.

How do I enroll in benefits in Workday@OK if I am on leave?

If you are on leave during Open Enrollment, check your Workday@OK inbox for the **Open Enrollment** event and complete your elections there. If you cannot access Workday@OK or do not see the enrollment event, contact your agency benefits partner for instructions. Your leave status may affect how and when your benefit elections and deductions are handled.