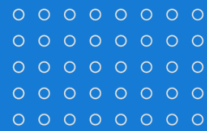


Checking Your Wellness Credit in Workday



Follow the steps below to confirm that your Wellness Medical Premium Incentive (WMPI) for 2023 has been applied in Workday.

- Click on the **Benefits Open Enrollment Link** or open the **Enrollment Change** task that is in your [Workday](#) inbox.



- Click “Let’s Get Started”.



- Answer the Health Information by selecting Yes or No and then click Continue.

Health Questionnaire

Health Information

Tobacco Use

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

Answer * Yes No

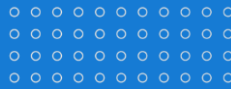
- Once your information is updated click Continue, once more.

Information Updated

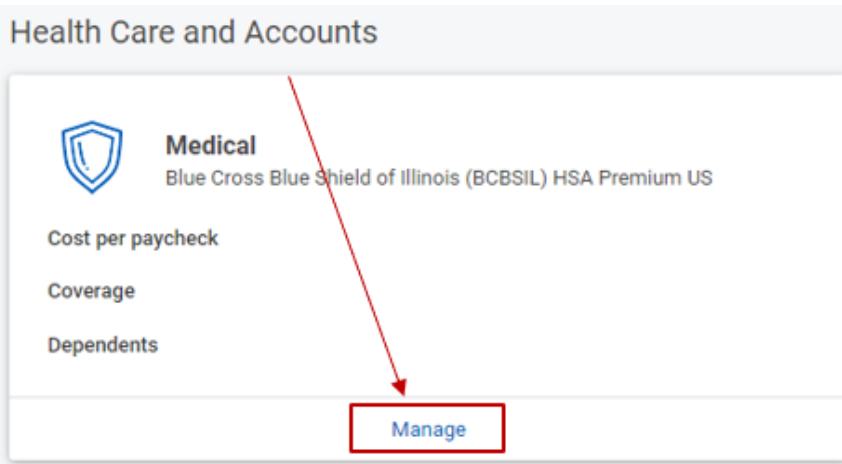
Thanks for updating your information.

Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.





- Click “Manage” below Medical under the Health Care and Accounts section of the enrollment screen.



- If your 2023 WMPI has been applied, you will see an amount listed under Projected Total Credits and also in the Credits column to the far right of each Medical plans premium rates.

Medical

Projected Total Cost Per Paycheck	Projected Total Credits \$61.54
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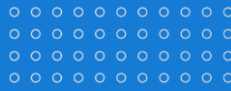
Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee + Family (US).

4 items

*Selection	Benefit Plan Details	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)	Credits (Bi-weekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Blue Cross Blue Shield of Illinois (BCBSIL) HSA Essential US	\$224.33	\$596.08	\$61.54
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Blue Cross Blue Shield of Illinois (BCBSIL) HSA Premium US	\$272.42	\$661.96	\$61.54
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Blue Cross Blue Shield of Illinois (BCBSIL) PPO Plus US	\$547.83	\$374.25	\$61.54
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Blue Cross Blue Shield of Illinois (BCBSIL) PPO Signature US	\$712.64	\$279.07	\$61.54





ITEMS TO NOTE:

The premium amount you see under the You Pay (Bi-weekly) column reflects the Without Wellness Credit Premium. During payroll processing the WMPI credit will be subtracted from that amount resulting in the With Wellness Credit amount being taken from your paycheck.

The credit amount you see is the per pay period credit amount. The annual credit of \$800 or \$1600 (depending on your coverage level) is divided by the number of pay periods in the year to come up with the pay period amount. You will not see the annual credit amount in Workday.

What if you do not see your credit?

- **The instructions below are located on the right hand side of the enrollment screens.**

Wellness Medical Premium Incentive

**If you or your spouse/Domestic Partner participated in the Wellness Screening for the Medical Premium Incentive and do not see your wellness credit listed in the top left hand corner under Projected Total Credits, you may contact Castlight at 888-722-0483 or Support@castlighthealth.com.

Additional places you will see the credit information

The Projected Total Credit amount will remain in the upper left corner of subsequent enrollment screens.

- **Once you Save your medical election, it will be at the top left hand side of the Enrollment screen**

US Open Enrollment

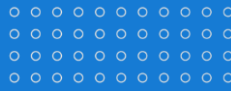
Projected Total Cost Per Paycheck	Projected Total Credits \$61.54
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- **After you “Review and Sign” your elections, it will be at the top left hand side of the Summary screen**

View Summary

Projected Total Cost Per Paycheck	Projected Total Credits \$61.54
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- **Once you have submitted your elections, you have the option to View 2023 Benefit Statement**

Submitted

You've submitted your elections.

If you have chosen a benefit election that requires evidence of insurability, please remember to review your Workday inbox for any additional tasks.

You have until 11:59 pm Friday, November 11th to make additional changes to your open enrollment elections.

The Hub Benefit Services team is available to assist you at us.benefits@hubinternational.com if you have any questions.

Important Dates:

Benefits go into effect 01/01/2023

Final day to update benefits 11/11/2022



- **On the Benefit Statement you will see a Total Employee Cost/Credit amount. This reflects the total combined employee bi-weekly cost for all of the benefits elected minus the WMPI credit.**

Submit Elections Confirmation



Initiated On 10/29/2022

Submit Elections By 11/11/2022

Event Date 01/01/2023



You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

If you have chosen a benefit election that requires evidence of insurability, please remember to review your Workday inbox for any additional tasks.

You have until 11:59 pm Friday, November 11th to make additional changes to your open enrollment elections.

The Hub Benefit Services team is available to assist you at us.benefits@hubinternational.com if you have any questions.

