



Self-Service Enrollments

The enrollment landing page was redesigned to simplify employee choices related to managing enrollments. Cards for viewing existing benefits are displayed for open profiles. A countdown for completion indicator will also be displayed.

The screenshot displays the 'Your Benefits' section of the ADP Workforce Now interface. At the top, there is a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF' tabs, and a search bar labeled 'Search Workforce Now'. Below the navigation bar, the 'Your Benefits' section is titled and contains five cards:

- Open Enrollment:** A card with a yellow flag icon and the text 'Your enrollment is incomplete.' Below this is a blue calendar icon with '35 Days left to ENROLL' and a 'CONTINUE ENROLLMENT' button.
- Open Enrollment:** A card with the text 'Thank you. Your enrollment has been saved.' and 'You can continue your enrollment any time through December 15, 2019.' Below this is a 'CONTINUE ENROLLMENT' button.
- Report a Life Change:** A card with the text 'Qualifying Events, like a marriage or losing coverage, allow changes to your benefits outside of Open Enrollment.' Below this is a 'REPORT A CHANGE' button.
- Life Change Pending:** A card with a yellow flag icon and the text 'Your event change is pending approval.' Below this are 'VIEW CHANGES' and 'CANCEL CHANGES' buttons.
- Beneficiary Setup Incomplete:** A card with a yellow flag icon and the text 'Complete the necessary steps to add a beneficiary to your profile.' Below this are 'VIEW CHANGES' and 'CANCEL CHANGES' buttons.

ADP Workforce Now

New Employee Enrollment Experience



The overall flow for employees was simplified beginning with your enrollment note and providing a top navigation menu for following the steps in Open Enrollment. This is where employees are prompted to confirm Tobacco User settings, if it was selected in Enrollment Profiles.

Welcome to 2019 Open Enrollment

62 days left to complete this event

Welcome → **Select Benefits** → **Summary**

Welcome to the Open Enrollment period! The Open Enrollment period gives you the opportunity to make benefit election changes from **04/03/2019** to **06/29/2019**, with benefits effective as of **06/30/2019**.

During the Open Enrollment period you can:

- Add or opt out of health plan coverage
- Choose your new plan options
- Enroll eligible family members in your plans
- Add or change the level of your insurance coverage
- Add or update Beneficiary assignment
- Complete Beneficiary assignment
- Upload documents
- Enroll or re-enroll in a consumer health and savings account to pay for daycare or health expenses with pre-tax dollars

Please review your options and costs carefully. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department if you have questions.

Are you a Tobacco User? *

No

Yes

Is Carlos Alvarado a Tobacco User? *

No

CONTINUE ▶

ADP Workforce Now New Employee Enrollment Experience



In the Open Enrollment flow, visual indicators are displayed to show the remaining steps and current plans for already enrolled employees. From the left navigation pane, select from the following:

- **Flag icon** – Plans that need your attention
- **Green check mark** – Current plans that you have enrolled in
- **Gray X** – Plans that are waived
- **Blank** - Available benefits

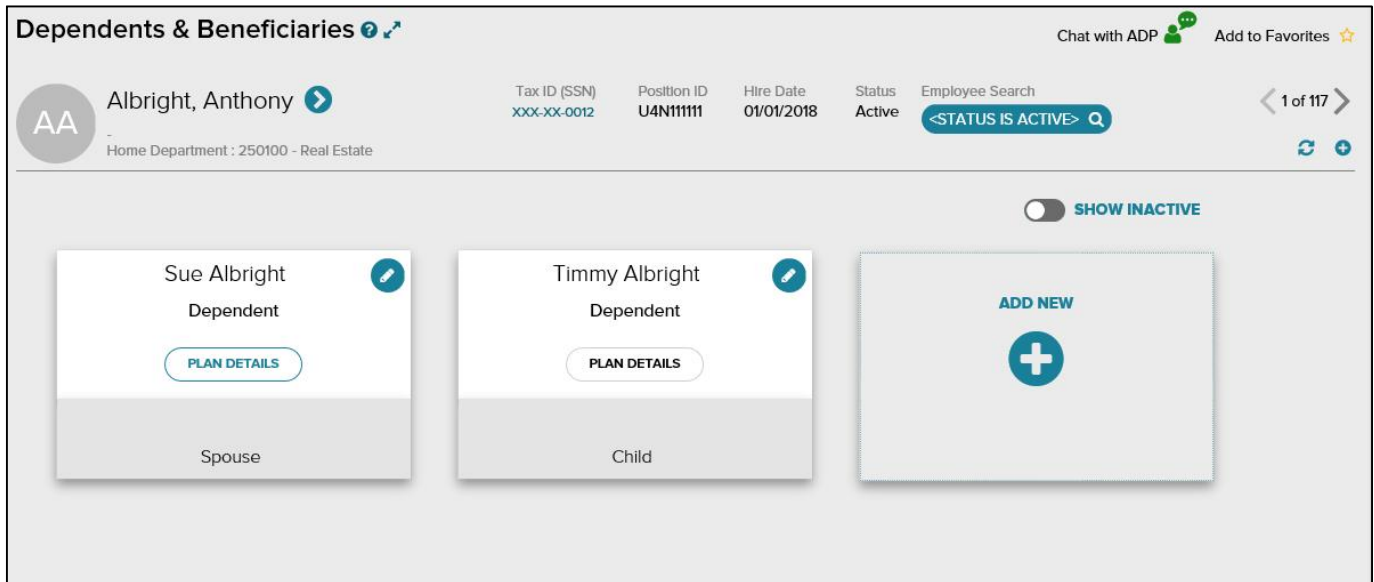
After you complete your **Action Items**, you can **Explore Benefits** or **Review & Submit**. You can also **Save for Later** or **Submit Enrollment**.

Note: Employees must resolve all items that need attention before they can submit the profile.

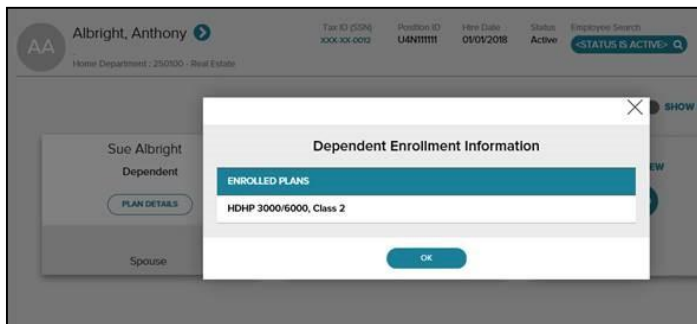


Dependents and Beneficiaries

We simplified the **Dependents and Beneficiaries** management screen for practitioners to allow for better setup and management. The improved layout makes it easier to add new dependents and beneficiaries as well as edit existing ones without having to leave this section. Additionally, the Plan Details button will show benefit enrollment information and beneficiary designations to provide a snapshot of benefits info without going to a different screen.




In addition, you can now see all the plans in which a dependent or beneficiary is enrolled with just a glance. Click on **Plan Details** to get a quick look at their enrollment information.



ADP Workforce Now New Employee Enrollment Experience



Managing your dependents and beneficiaries just got easier. Now, you need just a few clicks to complete key tasks, for example:

- To add a new dependent or beneficiary, simply click on the  and enter the information necessary in the fields provided on our streamlined slider screen.

← BACK Add Dependent

Active

Relationship

Relationship * Child
Child Classification * Biological Child

Basic Info

First Name * BabyJane
Date of Birth * 02/01/2019
Middle Name
Last Name * Albright
Gender *
Tax ID Type *
Generation Suffix
Professional Suffix

- To edit an existing relationship, click on the pencil (edit) icon to make your changes.



- Need to update a Dependent to be a Beneficiary? It's easy now. Just click on the edit icon and make the change from there.



Enrollment Settings Enhancements

We added a small, but important enhancement to Plan Setup for practitioners. For any plans that allow Beneficiary designation, such as Life, Retirement or Custom plans, a new checkbox for **Beneficiary designation required for employee self-service enrollments** is now available. Selecting this option makes it a requirement for employees to select a beneficiary to enroll in that plan in employee self-service.

9 Enrollment Settings ⌵

- Display Signature Date In Enrollments ?
- Automatically enroll employees eligible for this plan ?
- Allow Administrator To Edit Date
- Beneficiary designation required for employee self-service enrollments ?