

Time to Get Ready for 2021 Annual Enrollment

Benefits enrollment will run October 12-26. Here are 5 simple steps you can complete now to prepare for a successful 2021 benefits annual enrollment.

1



Verify that you can log into Workday

Workday passwords expire after 90 days.

If you need to update your password, follow the on-screen prompts to re-set your password in Workday. If you are locked out, email HRExpress@jewels.com.

2



Confirm your personal information

Your email and home address is used to send important notices, statements and ID cards.

From the Workday homepage, select the Personal Information Worklet to view and/or update your personal details such as phone # and email address.

3

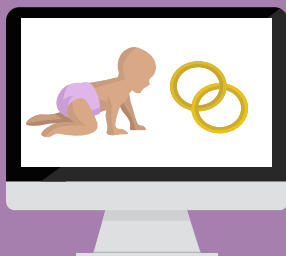


View Your 2020 Benefit Elections

Understanding your current coverage helps you plan for next year.

From the Workday homepage, select the Benefits Worklet and click on Benefit Elections under the View column.

4

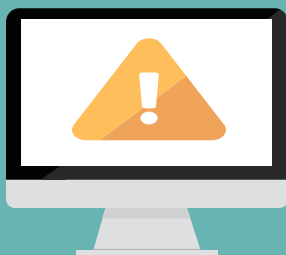


Add New Dependents in Workday for 2021

Add the person's name and information in Workday and submit required documentation.

This process can take up to 2 business days to complete - so don't wait! Adding new dependents now will make it easier and faster to add them to your benefits coverage during annual enrollment.

5



Complete All Benefit Actions in Workday

A pending benefit action in your Workday inbox will prevent you from completing the benefits annual enrollment process.

You must complete or cancel all pending actions prior to the end of annual enrollment to have the opportunity to enroll or make changes to your benefits elections for 2021.