



Workday Benefits Enrollment Instructions

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Access Workday

From a Mosaic computer:

- 1) Access the Mosaic network using your network ID and password.
- 2) On the My Mosaic website, select Key Resources and then click Workday in the drop-down menu.

From your home computer:

- 1) Go to <https://employee.mosaicco.com> and enter your Mosaic network ID and password.
- 2) Select Key Resources, Workday. Depending on your computer settings, you may be prompted to complete the home access login screen again. If prompted, re-enter your Mosaic network ID and password.

Topic/Question	Who to Contact
Benefit plan Questions Enrolling in Workday	HR Connect My HR Portal ticket or 855.660.6947 7am – 5pm EST
Network ID and Password Issues Problems logging	Mosaic Global Service Desk 866-258-8740

From a Mosaic or Personal Mobile Device:

- 1) Download the Workday Mobile App via the Mobile App Store, (Android = Google Play, iSO Apple = App Store.
 - a. Search for the Workday Mobile App.
- 2) Download the Workday Mobile App.
 - a. Note: You may have to enter your Apple or google credentials to download the app.
- 3) Click on the Workday Mobile App from your Mobile device
 - a. Click 'Log In'.
 - b. Enter 'mosaic' as your Organization ID.
 - c. Click 'Find your Organization'.
 - d. A username and password prompt will appear.
- 4) Click the gear in the upper left-hand corner.
 - a. Your General Settings will appear.
- 5) Enter the **tenant** as "**mosaic**".
- 6) Enter the **web address** as <https://wd5.myworkday.com>
- 7) Click Save in the upper right-hand corner.
 - a. The Mosaic External Access username and password prompt displays.
- 8) Enter your Mosaic network username and password.
 - a. If you do not know your Mosaic network username and password, contact the Global Service Desk at 866-258-8740.
 - b. Click Login.
- 9) The app will open to your Workday Mobile App home page.

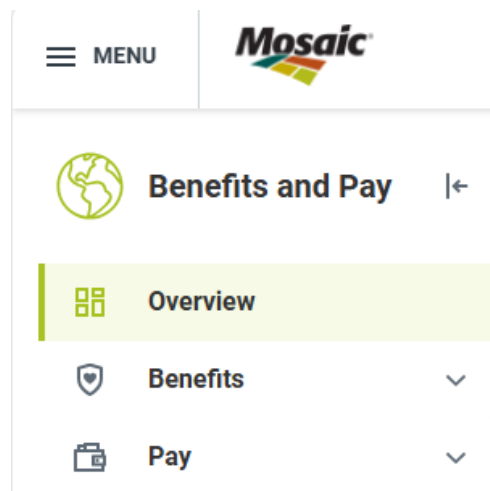
Adding Dependents to your Profile

If you are enrolling NEW eligible dependents, follow these steps to add your dependent(s) to your Workday profile. Once your dependents are added, you can enroll them in your benefits through a Benefit Event.

- 1) Log in to Workday
- 2) On the Workday Homepage, click on the **Menu** button in the top left



- 3) Select **Personal** then **Benefits and Pay**
- 4) From the Benefits Menu, click on **Benefits**



- 5) Click on **Dependents**, then click the **Add** Button.
- 6) On the Add My Dependents screen, under the Dependent Options section, select the applicable information in the following fields:
 - a. In the **Effective Date** field, click the Calendar icon and select the required date. If you are a new hire, you can select today's date.
 - b. In the **Reason** field, select the **Add Dependent>**
 - For children – Birth/Adoption or Hire/Rehire
 - For Spouse/Domestic Partner – select Marriage/Initiation of Domestic Partnership option or Hire/Rehire

Dependents

Add 4

Dependents: 3 items

Dependent	Relationship	Age	Benefit Elections

Edit

Add My Dependent

If your dependent's information appears on the previous page, (do not add a duplicate dependent). Click Cancel and return to the open benefit task in your inbox, if applicable.
If you do not have an open benefit task and would like to add a pending dependent to your coverage, click Add to begin your benefit change.
If you are adding a new dependent to your record due to birth/adoption, marriage, or divorce you will be prompted to change your benefits once you complete the creation of your dependent record.

Dependent Options

Is your new dependent already a beneficiary or emergency contact?

If yes, which one?

Effective Date & Reason

Effective Date: 5a

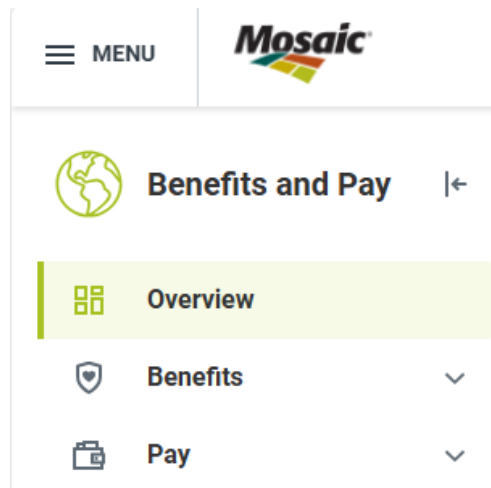
Reason: 5b

Add Dependent - Marriage/Initiation of Domestic Partnership

- 7) On the Add my **Dependents** screen, complete the required information.
* **Note:** Please add your [dependent verification](#) document in the **Attachment** section (marriage certificate, birth certificate, etc.).
- 8) Click the **Submit** button to complete.
- 9) Repeat this process for each dependent you would like to add.

Adding a Beneficiary to your Profile

- 1) On the Workday Home page, click on the **Menu** button in the top left
- 2) Select **Personal** then **Benefits and Pay**



- 3) From the Benefits Menu, click on **Benefits** then **Beneficiaries**
- 4) On the **Beneficiaries** screen, click the **Add** button
- 5) On the **Add my Beneficiary** screen, select **Create a New Beneficiary**.
- 6) Click the **OK** button. The Add my Beneficiary screen displays.

Beneficiaries

3

Beneficiary	Relationship	Benefit Elections
	Other	Prudential Class 1 (Employee): 100% Primary Prudential Class 1 (Employee): 100% Primary (Employee): 100% Primary Prudential Class 1 (Employee): 100% Primary Prudential Class 1

Add My Beneficiary

Click the appropriate choice below to add a NEW beneficiary's demographic information.
 If you would like to change beneficiary information or update your existing beneficiary allocation, click Cancel and return to your Benefits page (under Menu in the top left corner of the screen) to Change > Benefits and submit a Beneficiary Change request.

4

☒ Create a New Beneficiary

☐ Create a New Trust as Beneficiary

5

OK Cancel

- 7) On the **Add my Beneficiary** screen, select the required information.
- 8) Click the **Submit** button to submit the beneficiary details.

Note: After you submit the beneficiary details, the process routes for an approval to the Benefits Partner. After the Benefits Partner approves the process, you will receive an Inbox notification to change your Benefits. This will allow you to assign your beneficiary to your life insurance plans.

Assigning your Beneficiary

Note: Once you have added to your Beneficiaries to your profile, you can assign a Beneficiary or update your Beneficiary designations during any Benefit Event. **The below steps outline if you are solely changing your Beneficiary designations.**

- 1) On the Workday Home page, click on the **Menu** button in the top left.
- 2) Select **Personal** then **Benefits and Pay**
- 3) On the **Benefits** screen, select **Benefits** then **Benefit Elections**.
- 4) Select the **Change Benefits** button

MENU **Mosaic**

Benefits and Pay

- Overview
- Benefits**
 - Benefit Elections ✓
 - Benefits by Date
 - Dependents

Benefit Elections

My Monthly Totals

My Cost Employer Cost \$43.47

Change Benefits Change Retirement Savings

Accounts

- 5) On the **Change Benefits** screen, in the **Change Reason** field, select **Beneficiary Change**
- 6) Complete the **Change Effective Date** field and hit **Submit**

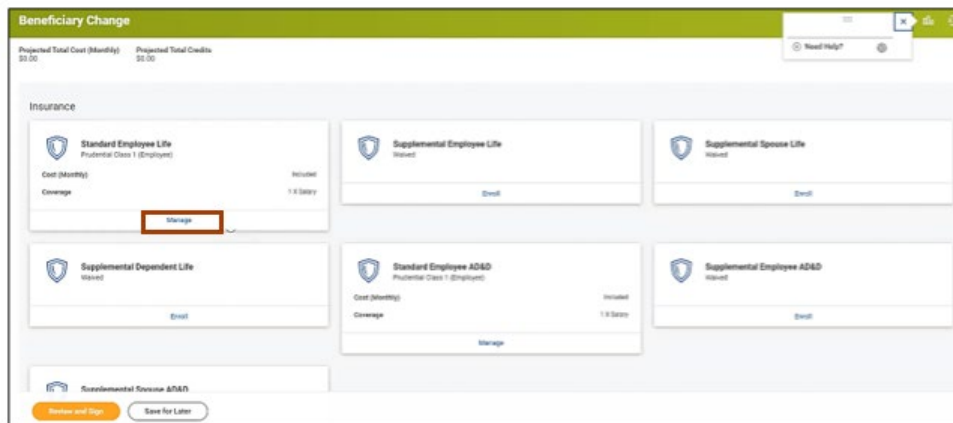
Change Reason * Beneficiary Change ▼

Change Effective Date * MM/DD/YYYY 

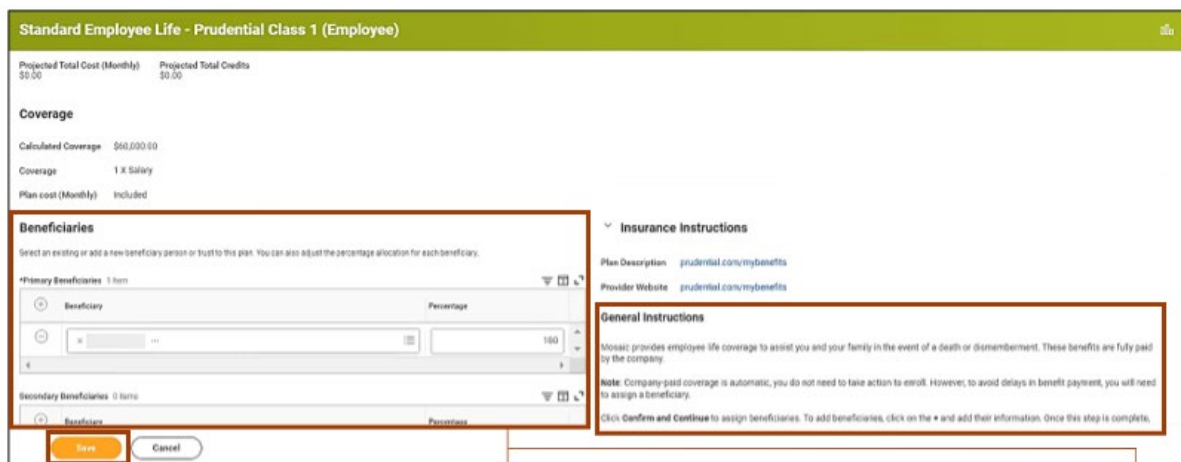
- 7) Click the **Open** button and then **Let's Get Started** button.
- 8) Now you can access your plan options and assign beneficiaries.

Note: You must assign a beneficiary to your Standard Employee Life and Standard Employee AD&D plan options. If you select Supplemental coverage for yourself, you must assign a beneficiary for these plans as well.

- 9) For the required Benefits plan, click the applicable option. In this example, for **Standard Employee Life** plan, click the **Manage** option.



- 10) On the following screen, Click the **Confirm and Continue** button.
- 11) Now you can assign beneficiaries and adjust the percentage allocation for each beneficiary listed.



- 12) Click the **Save** button to save the updates.
- 13) On the **Beneficiary Change** screen, click the **Review and Sign** button to proceed.
- 14) On the **View Summary** screen, scroll down and click to select the **I Accept** check box and click **Submit**.

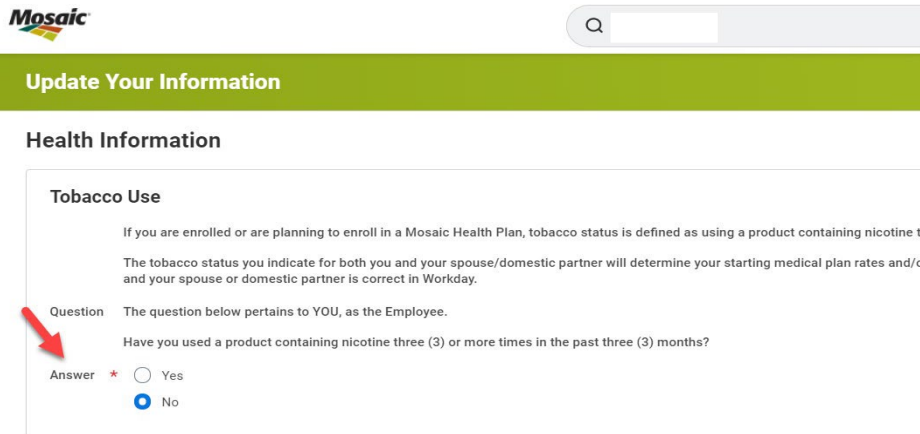
Confirming Tobacco Status

You will be asked to confirm your tobacco status prior to completing a Benefit event.

- 1) Confirm your tobacco status is accurate and update, if needed. Then click 'Continue'.

Clicking the "Save for Later" button does not submit your elections. You must choose "Submit" if you want to move forward with your elections.

Please note: If you are adding a spouse or domestic partner (DP), you must also confirm the tobacco status for your spouse or DP.



Mosaic

Update Your Information

Health Information

Tobacco Use

If you are enrolled or are planning to enroll in a Mosaic Health Plan, tobacco status is defined as using a product containing nicotine th

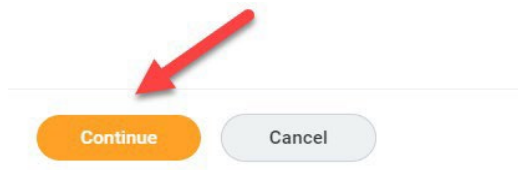
The tobacco status you indicate for both you and your spouse/domestic partner will determine your starting medical plan rates and/or and your spouse or domestic partner is correct in Workday.

Question The question below pertains to YOU, as the Employee.

Have you used a product containing nicotine three (3) or more times in the past three (3) months?

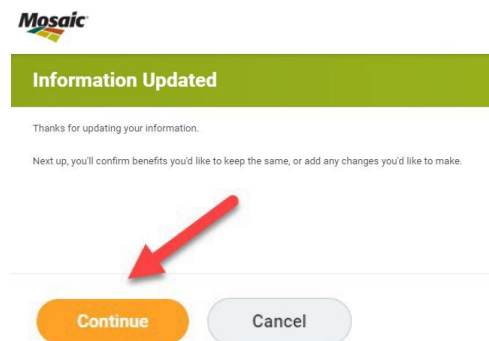
Answer * ☐ Yes ☒ No

- 2) Then Click 'Continue'.



Continue **Cancel**

On the next screen the system confirms your tobacco status has been updated:



Mosaic

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.

Continue **Cancel**

Enroll in Benefits

- 1) After confirming your tobacco status, you will then enter the benefit enrollment screen. Eligible benefits will be presented on individual benefit cards. Click **'Enroll'** on the benefit card you wish to participant in.

For example: Below is the Medical Benefit Card, by clicking on **'Enroll'** you can enter the benefit screen to select which plan you would like and add eligible dependents to the coverage.

System Generated: New Hire/Rehire System Generated: New Hire/Rehire for [redacted] [redacted]

Projected Total Cost (Monthly) \$0.00 Projected Total Credits \$0.00

Enrollment Instructions

This is your opportunity to make benefit selections for this calendar year. You must enroll within your first 30 calendar days at Mosaic, then your coverage begins on the first of the month following your hire date.

You will be able to click through each benefit offering below and make your selections. Be sure to complete your enrollment task, even if you're not enrolling in health care or other benefits. This is where you will name your beneficiary for life and AD&D insurance.

Learn more about your benefit options by reviewing benefits.mosaicco.com.

Health Care and Accounts

Medical
Waived

Enroll

Dental
Waived

Enroll

Vision
Waived

Enroll

Health Savings Account
Waived

Enroll

Health Savings Account - Employer Contribution
Waived

Enroll

Flexible Spending Account Healthcare
Waived

Enroll

Review and Sign **Save for Later**

- 2) Select the plan you would like to elect. **Please note:** All plans are defaulted to Waive.

Medical

Projected Total Cost (Monthly) \$1,311.26 Projected Total Credits \$0.00

Plans Available

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

Plan	Benefit Plan	You Pay (Monthly)	Company Contribution (Monthly)
☒ Select ☐ Waive	CIGNA Consumer Plan	\$409.76	\$1,464.01
☐ Select ☒ Waive	CIGNA Traditional Plan	\$691.84	\$1,741.59

Health Care Instructions

General Instructions

Select which Plan you would like to participate in, then click Confirm and Continue to add/view/change your dependents.

Ensure you select each dependent you would like to be covered under this benefit plan.

If your dependent's information has already been entered, check the box next to their name to enroll. If your dependent does not appear in this list, click the **Add New Dependent** button and follow the prompts to add their information and enroll.

Dependent verification documents will be required for any new dependents.

Once you have made your selections, click **Save**.

- 3) Select **'Confirm and Continue'** to confirm your election and/or add dependents.
- 4) On the following screen, under the **Select** column, click to select the **check box** next to any dependents you would like added.

Medical - CIGNA Consumer Plan

Projected Total Cost (Monthly) \$350.17 Projected Total Credits \$0.00

Dependents

Add a new dependent or select an existing dependent from the list below:

Coverage * Employee + Spouse

Plan cost (Monthly) \$321.97

Select	Dependent	Relationship	Date of Birth
☒	Test Spouse	Spouse	05/05/1993

Health Care Instructions

Provider Website: www.mycigna.com

General Instructions

Select which Plan you would like to participate in.

Ensure you select each dependent you would like to be covered under this benefit plan.

If your dependent's information has already been entered, check the box next to their name to enroll. If your dependent does not appear in this list, click the **Add New Dependent** button and follow the prompts to add their information and enroll.

Click [here](#) to review dependent eligibility criteria.

Once you have made your selections, click **Save**.

Important: If you select the Consumer Medical plan, Mosaic's contribution to your HSA.

Note: If you are adding a new dependent, you must upload your dependent documents during your benefit event. Please view required documents on Benefits.Mosaicco.com.

Change Reason * Birth/Adoption of a Child(ren) ▼

Date of Birth or Adoption * 03/07/2024 📅

Submit Elections By 04/05/2024

Benefits Offered

- BTA
- Defined Contribution
- Dental
- EAP
- Flexible Spending Account Dependent Care
- More (17)

Attachments

Drop files here

or

Select files

5) Please ensure you add your dependents to the Employee Assistance Program.

Employee Assistance Program
Lyra Health

Coverage Employee + Spouse + Employee...

Dependents 2

[Manage](#)

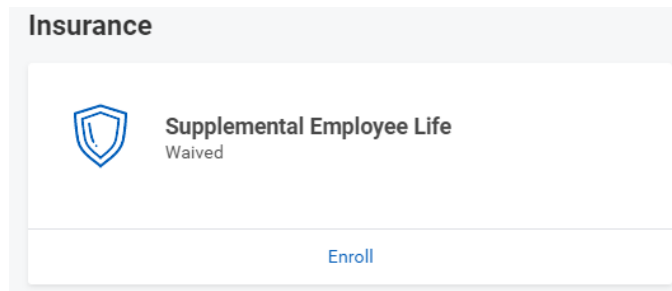
Insurance Elections

Benefits that are part of the standard offering and are paid by the Company cannot be waived – they are grayed out since no election is needed. All Supplemental coverages such as Life and Disability benefits are employee-paid.

Electing supplemental benefits does not guarantee coverage, Evidence of Insurability may be required. If Evidence of Insurability is required, you will receive a notice in the mail from Prudential.

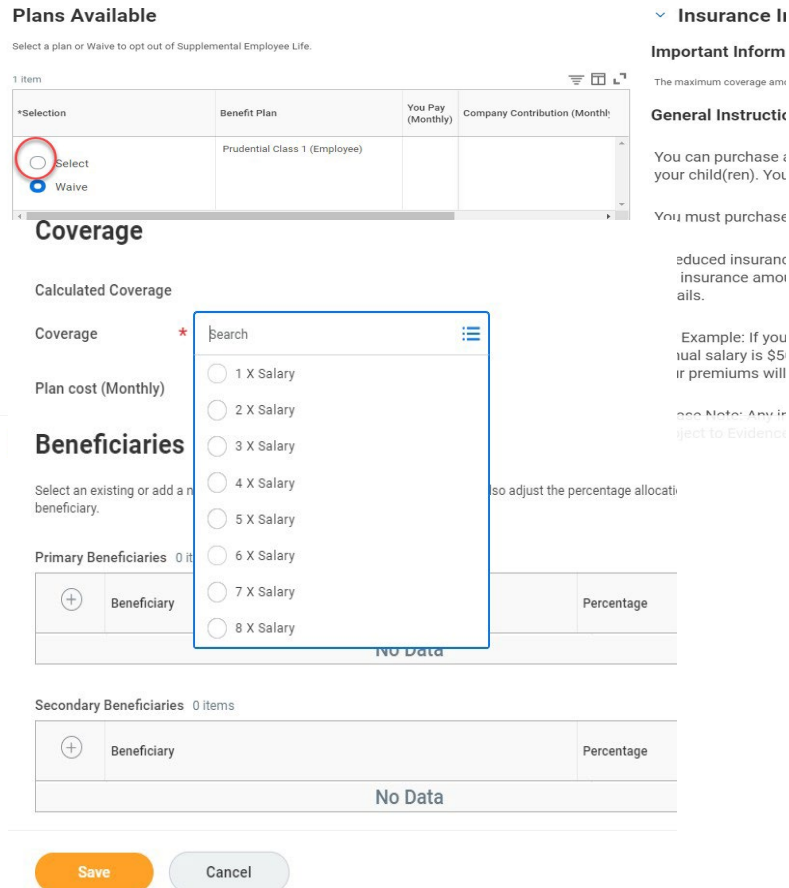
To Enroll in Insurances:

- 1) Select the insurance plan you wish to enroll in by clicking on 'Enroll'



The image shows a card titled "Insurance" with a shield icon. Below the icon, it says "Supplemental Employee Life" and "Waived". At the bottom of the card, there is a blue button labeled "Enroll".

- 2) Click on the 'Select' radial button, then click 'Confirm and Continue.'



The image shows a form titled "Plans Available" with a sub-header "Select a plan or Waive to opt out of Supplemental Employee Life." Below this is a table with columns: "Selection", "Benefit Plan", "You Pay (Monthly)", and "Company Contribution (Monthly)". The table has one row with "Prudential Class 1 (Employee)". The "Selection" column has two radio buttons: "Select" (circled in red) and "Waive".

Below the table is a section titled "Coverage" with a sub-header "Calculated Coverage". It includes a "Coverage" dropdown menu (circled in blue) with options: "1 X Salary", "2 X Salary", "3 X Salary", "4 X Salary", "5 X Salary", "6 X Salary", "7 X Salary", and "8 X Salary".

Below the coverage section is a section titled "Beneficiaries" with a sub-header "Select an existing or add a new beneficiary." It includes a table for "Primary Beneficiaries" with columns "Beneficiary" and "Percentage". Below this is a table for "Secondary Beneficiaries" with columns "Beneficiary" and "Percentage".

At the bottom of the form are two buttons: "Save" (orange) and "Cancel" (grey).

- 3) Select the coverage amount.
- 4) Designate Beneficiaries.
- 5) Click 'Save'.

Spending Account Elections

If you elected the Consumer Plan, you will have the option to enroll in the Health Savings Account (HSA). You can elect to contribute to your HSA as an employee and/or you can elect to receive the employer contribution (notated as "0"). If you do not elect the Employer Contribution option, Mosaic will not make any contributions towards your HSA.

- 1) Select the 'Health Savings Account' card.
- 2) Click on the 'Select' radial button.
- 3) Click Confirm and Continue to select the amount you wish to contribute.
- 4) Enter either the Per Paycheck amount or Annual Amount, then click 'Save'.

Health Savings Account Gain, Loss, or Significant C

Projected Total Cost (Monthly)
\$536.84

Projected Total Credits
\$0.00

Plans Available

Select a plan or Waive to opt out of Health Savings Account.

1 item

*Selection	Benefit Plan	You Contribute (Monthly)	C
☒ Select ☐ Waive	CIGNA		

Health Savings Account - CIGNA

Projected Total Cost (Monthly)

Projected Total Credits
\$0.00

Contribute

Your estimated contributions made this year

Actual contributions from payroll

\$2,137.50

Per Paycheck

0.00

Annual

0.00

Minimum Annual Amount: \$100.00

Maximum Annual Amount: \$5,700.00

Summary

Contribution (Monthly)

\$0.00

Total Annual HSA Contribution

\$0.00

Save

Cancel

5) To elect the Employer Annual Contribution:

- 1) Click **'Enroll'** on the **'Health Savings Account – Employer Contribution'** card.
- 2) Click on the **'Select'** radial button.
- 3) Click **'Confirm and Continue'**.

Health Savings Account - Employer Contribution
Waived

Enroll

Health Savings Account - Employer Contribution

Projected Total Cost (Monthly)
\$536.84

Projected Total Credits
\$0.00

Plans Available

Select a plan or Waive to opt out of Health Savings Account - Employer Contribution.

1 item

*Selection	Ben
Select Waive	CIG

Confirm and Continue

Cancel

Spending Account Elections (Continued)

If you elect the Traditional Plan, you may elect and enter a Health Care Flexible Spending Account (FSA) election. Enter the amount you wish to contribute per paycheck – this amount **cannot** be changed later (except for specific life events). If you elected the Consumer Plan, you **cannot** make a Healthcare FSA contribution. You also have the option to elect to make contributions to a Dependent Care FSA to cover dependent care expenses for dependents up to age 13.

To elect the Health Care Flexible Spending Account (FSA) or Flexible Spending Account Dependent Care:

- 1) Click **'Enroll'** on the applicable card.
- 2) Click on the **'Select'** radial button.
- 3) Click **'Confirm and Continue'**.
- 4) Enter either the **Per Paycheck** amount or **Annual Amount**, then click **'Save'**.

Flexible Spending Account Healthcare

Projected Total Cost (Monthly)

Projected Total Credits
\$0.00

Plans Available

Select a plan or Waive to opt out of Flexible Spending Account Healthcare.

1 item

*Selection	Benefit Plan
☒ Select ☐ Waive	CIGNA

Flexible Spending Account Healthcare - CIGNA

Projected Total Cost (Monthly)

Projected Total Credits
\$0.00

Contribute

Your estimated contributions made this year

0.00

Actual contributions from payroll

\$0.00

Per Paycheck

0.00

Annual

0.00

Other Benefits

Mosaic automatically enrolls you in the following benefits at no cost to you:

- Short-term Disability
- Standard Long-term Disability
- Lyra Health – Employee Assistance Program (**you must add your dependents to this plan**)
- Business Trip Accident and Medical Protection
- Wellness Incentive Program (incentives are only paid if the employee or spouse/domestic partner is enrolled in the Mosaic sponsored medical plans).

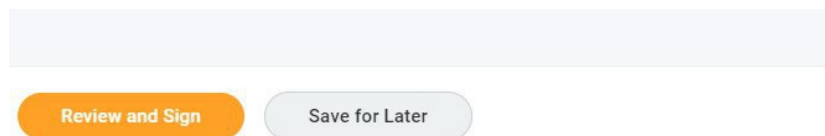
These benefits cannot be waived so no action is required.

You can elect or waive the Hyatt Legal Plan. Participation in the Hyatt Legal Plan is voluntary.

Submitting / Election Coverage Summary

Once you have completed your selections you must 'Review and Sign' to submit your benefit enrollment.

- 1) At the bottom of the page, click '**Review and Sign**'.



- 2) The view summary of coverage screen allows you to review the elected benefits.
- 3) To Submit your election, scroll to the bottom of the confirmation page and read the important Electronic Signature disclaimer.
- 4) Click the '**I Accept**' box and click '**Submit**' to complete your benefit enrollment.

Electronic Signature

LEGAL NOTICE / PAYROLL DEDUCTION AUTHORIZATION: Please Read;

When you check the "I AGREE" check box below, you are certifying that you understand:

1. Your benefit elections are legal and binding transactions.
 2. You have verified that the coverage you elected includes any eligible dependents you wish to cover for this benefit event.
 3. You are authorizing a salary reduction for your benefit costs as shown in Workday. Furthermore, you understand that for any pre-tax benefit plans, the election cannot be revoked or changed during the year without an IRS approved qualifying event.
 4. Your eligibility for Mosaic's benefit plans is governed by the applicable Plan document. In the event there is conflict between this enrollment system and the Plan, the rules of the Plan will govern.
 5. You are agreeing that the tobacco designation for both you and your spouse/domestic partner is true and accurate. Please note:
 - The tobacco status that you indicate for both you and your spouse/domestic partner will determine your starting medical premiums and/or any applicable tobacco payroll credits due to you.
 - You may be tested to confirm you do not use nicotine and your tobacco status will be changed if the status you indicated does not match your test results.
 - You can earn a tobacco cessation credit to offset your medical premium by registering and completing the tobacco cessation program through the Cigna Quit Today program. For more information about how you can participate, visit benefits.mosaicco.com. Note: An alternative means can be provided in the instance where completing the program may be unreasonably difficult or medically inadvisable.
 6. Life and disability insurance benefits may be pended for Evidence of Insurability (EOI) and will be subject to approval by the provider.
 7. If you added new dependents to your benefits, you will be asked to supply supporting documentation validating the dependents are federal tax dependents (e.g., marriage certificate, domestic partnership affidavit, birth certificate). After enrollment, you will receive a notification to submit the documentation. Failure to submit documentation within the requested time period will result in retroactive cancellation of coverage for dependents in question and any related premiums collected will be refunded through payroll.
- Please Note:** Any claims for ineligible dependents that may have been processed with healthcare providers will be reprocessed, any and all service payments will become you or your ineligible dependent(s) responsibility.
8. As a plan participant, you are entitled to a summary plan description (SPD) of your rights and obligations under the Mosaic Comprehensive Welfare Benefit Plan. To access this document, please visit benefits.mosaicco.com and view the Legal Notices & Documents section. You may also request a paper copy free of charge at any time, contact HR Connect Benefits at HRConnect.Benefits@mosaicco.com.

I Accept ☐

Submit

Save for Later

Cancel

Life Changing Events

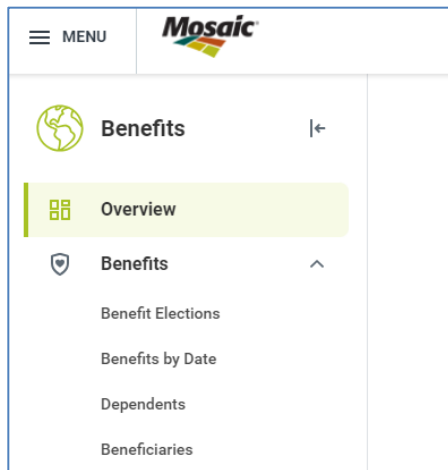
You may make changes to your elections outside of Annual Enrollment if a qualifying life event occurred. Benefit changes must be made within **30 days** of your qualifying life event, and changes are effective as of the date of the event. Otherwise, your next opportunity to make changes will be during Annual Enrollment.

Note: Please ensure you have updated your dependent information before proceeding with the below steps.

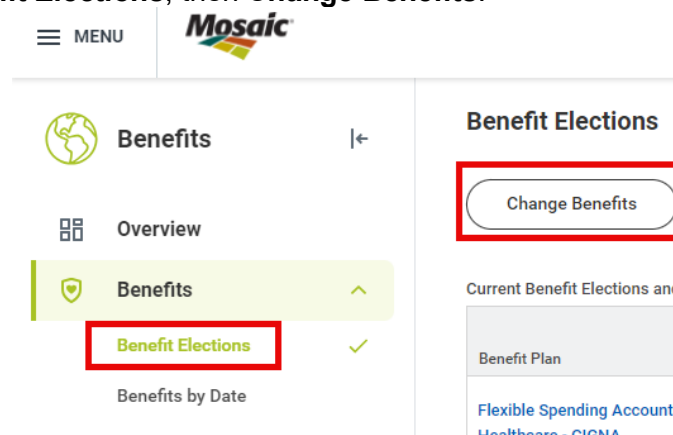
- 1) Log in to Workday
- 2) On the Workday Homepage, click on the **Menu** button in the top left



- 3) Select **Personal** then **Benefits and Pay**
- 4) From the Benefits Menu, click on **Benefits**



- 5) Select **Benefit Elections**, then **Change Benefits**.



- 6) In the **Change Reason** select the appropriate option and add the effective date in the Date field.

- 7) In the **Attachments** section, attached the required document(s) to submit the **Benefit Event**. Documents are required for Birth/Adoption, Marriage, Divorce, Gain of coverage elsewhere and Loss of coverage elsewhere. Also add dependent verification documents here if dependent is being added to coverage for the first time.
- 8) Click the **Submit** button.

The screenshot shows a web form with the following elements:

- Attachments** section: Contains a document icon labeled "DOC", the text "test document.docx", a checkmark, and "Successfully Uploaded!". A blue circle with the number "5" is positioned to the right of this section.
- Comment** section: A text input field with a "Comment" label above it.
- Upload** button: A blue button with the text "Upload".
- enter your comment** section: A text input field with the label "enter your comment" above it.
- Submit** button: An orange button with the text "Submit". A blue circle with the number "6" is positioned above it.
- Save for Later** button: A light blue button with the text "Save for Later".
- Cancel** button: A light blue button with the text "Cancel".

- 9) On the **You have submitted screen**, click the **Open** button.
- 10) On the **Change Benefit Elections** screen, click the **Let's Get Started** button.
- 11) Follow the remainder of the steps in the **"Enroll in Benefits"** section beginning on page 7 to finalize your benefit changes.