New Employee Benefits Decision & Enrollment Guide

FOR ENDOWED EMPLOYEES

- Decision worksheets
- Step-by-step instructions

2020 Cornell University | Benefit Services & Administration
Welcome to Cornell!

Working at Cornell comes with great benefits!

This booklet guides you through your benefits enrollment options as a new employee, and provides step-by-step instructions on how to enroll online in Workday.

HR Services and Transitions Center (HRSTC)

WE’RE HERE TO HELP

Have questions about your benefits?

LOOK ONLINE:
hr.cornell.edu

EMAIL US:
hrservices@cornell.edu

PHONE US:
607-255-3936, (TTY) 711

VISIT AN HRSTC COUNSELOR:
East Hill Office Building (EHOB)
Suite 110
395 Pine Tree Rd.
Ithaca, NY 14850

HOURS:
8am - 4:30pm, M-F

CONTENTS

<table>
<thead>
<tr>
<th>Decision Worksheets</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Decide who will be covered</td>
<td>2</td>
</tr>
<tr>
<td>2 Choose your medical plan</td>
<td>3 - 5</td>
</tr>
<tr>
<td>3 Dental coverage</td>
<td>6</td>
</tr>
<tr>
<td>4 Vision coverage</td>
<td>6</td>
</tr>
<tr>
<td>5 Flexible spending accounts</td>
<td>7 - 10</td>
</tr>
<tr>
<td>6 Insurance</td>
<td>11</td>
</tr>
<tr>
<td>7 Retirement savings</td>
<td>12</td>
</tr>
</tbody>
</table>

Optional Benefits

<table>
<thead>
<tr>
<th>page</th>
</tr>
</thead>
</table>

Enrolling in Workday

<table>
<thead>
<tr>
<th>page</th>
</tr>
</thead>
</table>

IMPORTANT NOTES:

- **ENROLLMENT DEADLINE: 60 DAYS FROM DATE OF HIRE**
  
  If you miss the enrollment deadline, your next opportunity to enroll in a health, dental, or vision plan, flexible spending account, or legal plan will be during the annual Open Enrollment period in November, with an effective date of January 1.
  
  There are exceptions for certain qualifying events, such as marriage, birth of a child, adoption, divorce, etc. [More info about qualifying events](#). Contact HRSTC if you have questions about your benefits eligibility.

- **Review and complete worksheets**
  
  Choose your medical, dental, and vision plan, decide on your coverage level, and calculate your savings account contributions. Worksheets are located in the first 12 pages of this guide. We recommend reviewing this information before your onboarding appointment, so that an HRSTC counselor can answer any questions.

- **Have personal information and documents ready**
  
  When you enroll, you’ll need date of birth and social security number or ITIN (Individual Taxpayer ID Number) for yourself and each of your dependents; other documentation may also be required. [More details about required documentation](#).

- **Enroll online in Workday**
  
  Bring documentation to your onboarding appointment, and an HRSTC counselor will help you get enrolled. Or follow the step-by-step instructions starting on page 16 of this booklet.

This booklet is for new employees with ENDOWED BENEFITS.

Not sure if this is the right guide for you? Check your formal offer letter, or contact the HR Services and Transitions Center.
Decision Worksheets

1. **Who?**

   * **Decide who will be covered**
     Gather the information below for yourself and each dependent you wish to include in your coverage. You’ll need to enter this info into Workday.

   **IMPORTANT!**
   You will also need to provide documentation to the HR Services and Transitions Center.

   **NOTE: DO NOT UPLOAD** documents to Workday; documentation must be submitted in person or via postal mail.

   - Legal Name: ___________________________
   - Social Security Number: ___________________________
   - Date of Birth: ___________________________
   - Gender: ___________________________

Submit documentation to:
HR Services and Transitions Center
395 Pine Tree Road
East Hill Office Building, Suite 110
Ithaca, New York 14850

Documentation can also be submitted through the Cornell Secure File Transfer Site: [https://sft.cornell.edu](https://sft.cornell.edu)
Call the HRSTC at 607-255-3936 if you need help to upload your files.

2. **Choose your medical plan**

   **Choose one of three Aetna health plans:**

   - **Cornell Program for Healthy Living (CPHL):**
     Wellness benefits are built into the plan, including a free Cornell Wellness Recreation membership or fitness discount, and a voluntary enhanced wellness exam program for individuals with an Ithaca-based primary care physician (not necessary for enrollment). Learn about the CPHL plan.

   - **Weill Cornell Medicine PPO (WCM-PPO):**
     This plan has been tailored to provide extended access to Weill Cornell Medical physicians in New York City, a world-class medical institution renowned for quality of care. If you’re seeing a Weill physician, you’re encouraged to confirm that this plan is accepted by them before you enroll. Learn about the WCM-PPO plan.

   - **Aetna Health Savings Account (HSA):**
     A high deductible health plan with a savings account on the side. Cornell contributes $1,000 to the HSA account each year (pro-rated for a new hire who joins after January 1). Make sure you understand how the HSA plan works before enrolling.

   How To Compare Plans
   This pdf comparison chart shows plan features for the endowed health plan choices, both in-network and out-of-network. (Tip: download the document to your computer, so you can zoom in for better readability.)

   2020 Rates
   This pdf rate comparison chart shows rates for the endowed health plan choices by non-exempt/hourly staff pay periods (biweekly) and exempt/salary staff and faculty pay periods (semimonthly).
How the plans work
Take these considerations into account when comparing how the plans work:

1. Covered Services: All three plans provide comprehensive medical and prescription drug benefits, and cover in-network preventive care at 100%. Click here for a list of covered services.

2. In-Network Providers: All three plans provide you with a choice of where to receive care, but you’ll pay less when you receive care from an in-network provider. Click here to see if your current providers are in-network.

3. Spending Accounts: If you enroll in the HSA plan, you’ll be required to enroll in a Health Savings Account. If you enroll in the CPHL or WCM-PPO plan, or if you waive coverage, you have the option to open a Medical Flexible Spending Account. Additional details about the plans and eligibility can be found on the Cornell HR website.

Prescription Drug Coverage
Prescription drug coverage is included with your health insurance enrollment, regardless of which plan you choose. The coverage is a three-tier prescription drug plan provided through OptumRx, and allows for both retail services and home delivery.

The cost for each prescription will be dependent on the type of drug you receive, and whether you fill the prescription at a retail pharmacy or through mail-order.

Read more details about prescription drug coverage. Visit the OptumRx website for coverage information about a particular prescription drug.

ID Cards
You will receive health ID cards and prescription drug ID cards approximately 3 – 4 weeks after you have submitted your enrollments in Workday, all dependent documentation has been received and approved, and your coverage is effective.

Should you enroll as a dual eligibility couple or family? You can if:

1. You and your spouse/domestic partner are both receiving pay from endowed funds.
2. You and your spouse/domestic partner are both eligible for participation in the endowed health care plan.
3. You have dependent children covered by the plan.

Choose your Primary Care Physician (PCP)
If you’ve chosen the Cornell Program for Healthy Living (CPHL), select a physician from the CPHL Directory to take advantage of the optional Enhanced Wellness Exam.

Note: It’s not necessary to select a PCP to enroll, but doing so will include the PCP on your health plan ID card and ensure your provider’s office is prepared to coordinate the enhanced wellness exam.

Select your medical plan
- Cornell Program for Healthy Living (CPHL)
- Weill Cornell Medicine PPO (WCM-PPO)
- Aetna Health Savings Account (HSA)
- Waive medical coverage

Your contribution rate: __________________
Find rates in the rate comparison chart.

Circle your coverage choice:
- Employee
- Employee + Spouse
- Employee + Domestic Partner
- Employee + Employee Child(ren)
- Employee + Domestic Partner + Partner Child(ren)
- Employee + Spouse + Employee Child(ren)
- Employee + Domestic Partner + Employee Child(ren)
- Employee + Domestic Partner + Employee Children + Partner Children
- Dual Eligibility Family
- Dual Eligibility Domestic Partner Family
A: MEDICAL CARE FSA Contribution Calculator

How much should you set aside in a medical care FSA? Use the calculator on the following pages to estimate unreimbursed health and dependent care expenses to assist you in determining your health care spending account contributions.

1. Medical expenses not covered by insurance
   - Deductibles, co-pays, co-insurance:
   - Physician visits and routine exams:
   - Prescription drugs:
   - Over-the-counter items:
   - Insulin, syringes and diabetic supplies:
   - Annual physicals:
   - Chiropractic treatments:
   - Other medical expenses:

**YOUR TOTAL MEDICAL EXPENSES:**

Note: If you enroll in the Aetna Health Savings Account (HSA) medical plan, you will need to set up a health care account HSA (see page 10).

Tax Savings for Any Health Plan

You can use a flexible spending account (FSA) to reduce taxable income by setting aside money from your paycheck to use for eligible medical care and/or childcare expenses. An FSA doesn’t replace health insurance; it helps save you money on dependent/childcare and certain out-of-pocket expenses that insurance doesn’t cover. There are two FSA accounts to choose from: a Medical Care FSA, and/or a Dependent Care FSA. You may choose one, both, or neither.

How it Works
You make an annual or per-paycheck election for a payroll deduction to put money into a Payflex FSA before taxes are calculated. When you incur an eligible expense, you file a claim. You are then reimbursed with tax-free money.

Is an FSA Right For You?

Check out this flyer for an overview of PayFlex flexible spending accounts.
Visit the HR website for more details about FSAs.

Choose your MetLife dental plan

- Enroll in Dental - Standard
- Enroll in Dental - Plus
- Waive dental coverage

Contribution rate: 
Find rates in the rate comparison chart

Choose Davis vision coverage

- Enroll in Vision Plan
- Waive vision coverage

Contribution rate: 
Find rates in the rate comparison chart

Coverage options:
- Employee
- Employee + Spouse
- Employee + Domestic Partner
- Employee + Employee Children
- Employee + Domestic Partner + Partner Children
- Employee + Spouse + Employee Children
- Employee + Domestic Partner + Employee Children
- Employee + Domestic Partner + Employee Children + Partner Children

Over-the-counter (OTC) Notice:
Effective January 1, 2011, an OTC drug and medicine purchase will require a prescription to be reimbursed as an eligible healthcare expense. Examples of drugs and medicines requiring a prescription are items such as cough or cold medicine, pain relievers, and allergy or sinus medications. Items that will continue to be reimbursed without a prescription include bandages, saline solutions, insulin and diabetic supplies, and diagnostic test kits.

Coverage options:
- Employee
- Employee + Spouse
- Employee + Domestic Partner
- Employee + Employee Children
- Employee + Domestic Partner + Partner Children
- Employee + Spouse + Employee Children
- Employee + Domestic Partner + Employee Children
- Employee + Domestic Partner + Employee Children + Partner Children
2. Dental expenses not covered by insurance

- Check ups and cleanings:
- Fillings, root canals:
- Crowns, bridges and dentures:
- Oral surgery or orthodontia:
- Other dental expenses:

YOUR TOTAL DENTAL EXPENSES:

3. Vision and hearing care expenses not covered by insurance

- Vision exams:
- Eyeglasses and prescription sunglasses:
- Contact lenses and cleaning solution:
- Corrective eye surgery (LASIK, cataract, etc.):
- Hearing exams, aids and batteries:

YOUR TOTAL VISION AND HEARING EXPENSES:

GRAND TOTAL OF MEDICAL, DENTAL, AND VISION & HEARING:

EQUALS YOUR ANNUAL CONTRIBUTION

B: DEPENDENT CARE FSA Contributions

Pre-tax contributions to this account allow you to be reimbursed for eligible child care expenses (typically for children under age 13), provided the care received allows both you and your spouse to work. Amounts you pay for dependent care while you are off work due to vacation, holidays, illness or injury are not eligible expenses. If your dependent is a student, your expense may be different during the months when school is not in session.

Dependent care expenses

YOUR ANNUAL CONTRIBUTION:

You may also apply for a Cornell Child Care Grant annually in September each year, whereby Cornell will contribute into the Dependent Care account on your behalf. Find out more about the Cornell Child Care Grant online or talk with a HR Services and Transitions Center counselor.

IRS maximum contribution limit

The 2020 limit for FSA medical per employee is $2,750.

The 2020 limit for contributions to FSA dependent care is $5,000 per household.
Prorated Cornell Contribution Calculator:

$1,000 is prorated from date of hire. To determine the contribution you will receive from Cornell in 2020, please use the following formula:

If you are paid semi-monthly, multiply $41.67 x the __________# of paychecks remaining in 2020 = Cornell contribution:_________________

If you are paid biweekly, multiply $38.46 x the __________# of paychecks remaining in 2020 = Cornell contribution:_________________

HSA Contributions
If you’re enrolling in the Aetna HSA health plan, use this worksheet to plan your health savings account contribution.

Cornell will contribute up to $1,000 (see Prorated Cornell Contribution Calculator below).

IRS maximum contribution limits for HSA
Including Cornell’s contribution:
- $3,550 for an individual
- $7,100 for a family
- Individuals age 55 or older can contribute an additional $1,000.

A: IRS Maximum Contribution
($3,550 individual / $7,100 family / +$1,000 age 55+)

B: Prorated Cornell Contribution (see calculator below)

C = A – B: Maximum amount you may contribute

Your contribution (between $0 and amount “C”):

This is the amount you’ll enter into Workday.

Insurance Benefits
These benefits are paid for by Cornell. You’ll see them in Workday.

Basic Life Insurance
Endowed employees automatically receive coverage from Cigna Insurance for one-half of their annual salary up to a maximum of $50,000. Learn more about Basic Life Insurance and use Cigna’s Trusted Advisor website to designate beneficiaries once enrolled.

While there is no action you need to take in Workday for Basic Life, you may wish to review your additional life insurance needs by considering Group Universal Life Insurance as described on the Optional Benefits page, page 13.

Short Term Disability (STD)
The Cornell Short-Term Disability (STD) Plan provides benefits and partial compensation when you are unable to work for qualified health reasons unrelated to workers compensation. STD will provide 50% of your base pay for staff and 100% for academic positions, for a maximum of 26 weeks (approx. 6 months) in any 52 week period, and your job will be held in accordance with Cornell’s job hold policy provisions. More about Short Term Disability eligibility and benefits.

Long Term Disability (LTD)
Endowed employees are enrolled in long-term disability coverage automatically. LTD benefits begin after six months of disability and continue as long as you remain disabled or until the maximum benefit period has been reached at your social security normal retirement age. More about Long Term Disability eligibility and benefits.

New York State Paid Family Leave (NYPFL)
In 2016, Governor Cuomo signed into law the New York State Paid Family Leave (NYPFL) policy that requires employers to offer paid leave for eligible staff members to bond with a new child, care for a family member with a serious health condition, or for a qualifying military exigency. New York State specified that the Paid Family Leave Program is employee-funded, and that employers shall collect an employee contribution through a payroll deduction determined annually. While there is no required action from you in Workday, if you are eligible for this benefit, it will appear on your Insurance Plan summary screen. More about NYPFL eligibility and benefits.
### Cornell University Retirement Plan (CURP)

Cornell automatically contributes 10% of your base salary (up to $285,000 for 2020) into your CURP account. By default, this investment will be equally split between Fidelity Investments and TIAA; however, you can choose to allocate all or a different percentage of the investment to either vendor through Workday.

### Cornell University Tax-Deferred Annuity Plan (CUTDAP)

You may also choose to voluntarily contribute to a Tax-Deferred Annuity. These contributions can be allocated in full or as a percentage to Fidelity Investments and TIAA through Workday.

Both plans are 100% vested upon enrollment. [Learn more about Retirement Savings.](#)

#### Use this worksheet to determine contributions to your plans:

- **Contribution from Cornell to CURP**: 10%
- **Your CUTDAP contribution**: % or $
- **TOTAL retirement contribution**: %

Use Workday to enter the amount you want to contribute per paycheck.

---

### Optional Benefits

**Group Universal Life Insurance (GUL)**

You may supplement your basic life insurance by enrolling in Cigna group universal life insurance at any time. The maximum amount of coverage available within 60 days of your hire date without evidence of insurability is 5 times your base annual salary or $1,000,000 (whichever is less). During these initial 60 days you may also purchase coverage for your spouse/domestic partner in the amount of $50,000 without medical evidence of insurability. [Learn more about Group Universal Life Insurance.](#)

**Personal Accident Insurance (PAI)**

Cigna offers coverage that can help pay your mortgage or children's college if you die as the result of a covered accident. It also pays benefits if you are injured in a covered accident. [Learn more about Personal Accident Insurance.](#)

**Long-Term Care Insurance (LTC)**

RetirementGuard provides access to a selection of policies that can help cover the costs associated with extended long-term care due to a chronic disease or long-lasting disability. [More about Long-Term Care Insurance.](#)

**Auto, Home, and Pet Insurance**

Mercer Voluntary Benefits provides access to group rates for auto, home, and personal property liability insurance, which can be conveniently deducted from your paycheck. Pet insurance is also available through Nationwide Insurance. If enrolled, you simply go to the veterinarian of your choice and submit covered expenses for reimbursement. [More about Auto, Home, and Pet Insurance.](#)

**Legal Insurance**

Covered services include identity theft, IRS audit/defense, trusts, powers of attorney, will preparation, and tenant matters/home sales. If you have a legal matter that's not covered, you still receive at least 25% off the normal hourly rate. Is legal insurance right for you? [Learn more about Legal Insurance.](#) New employee enrollment deadline is 60 days from date of hire.
Educational Benefits

Never stop learning. We understand the value of education. That's why we offer benefits that support your career and personal development, and education for your children, too.

Employee Degree and Tuition Aid Programs

The Employee Degree Program provides full tuition for eligible employees to pursue a Cornell University undergraduate or graduate degree that is current job-related or Cornell career-related. The Tuition Aid Program allows eligible employees to take job-related courses or earn a degree outside of Cornell with partial tuition reimbursement. See plan details for tax information.

Cornell Children's Tuition Scholarship

Cornell Children's Tuition Scholarship (CCTS) provides the children of eligible employees a partial scholarship for study at Cornell or other accredited institutions.

NY's 529 College Savings Program

This flexible savings program is designed to help families of all income levels save for college. Employees can enroll for as little as $15 per pay period with after-tax payroll deductions. The program also offers an annual New York State income tax deduction for contributions up to $5,000 for individuals and $10,000 for married couples filing jointly. Qualified withdrawals are income tax free. Learn more about NY's 529 College Savings Program.

Care and Support Benefits

We value families and provide benefits to support those who depend on you.

Child Care Grant

This program awards yearly grants up to $5,000 tax free to cover eligible child care from infancy through school-age. Employees must be eligible to participate in the dependent care FSA. Online applications are taken during the month of September every year for awards beginning in the new calendar year. Learn more about Cornell's Child Care Grant program.

Adoption Assistance

Cornell reimburses eligible employees for qualified adoption expenses up to $6,000 per adoption ($6,000 for a child with special needs). There is a maximum of three adoption reimbursements per family. Learn more about adoption assistance.

Elder Care and Child Care Assistance

Get help caring for a loved one from Cornell's Dependent Care Resource and Referral Service. Email worklife@cornell.edu to schedule a meeting with the dependent care consultant.

Care@Work by Care.com

Cornell provides free unlimited Care.com membership for employees to help locate and arrange care for children, elders, pets, home, and more.

Ithaca Campus Child Care

The Cornell Child Care Center offers high-quality child care and kindergarten prep programs on the Ithaca campus on a first-come, first-served basis. The center is managed by Bright Horizons Family Solutions and licensed to provide care to 170 children, ages 6 weeks to 5 years. Backup care at the center is open to all faculty, staff, and student families regardless of enrollment, at a discounted rate for up to 10 days per year. You may request care online or by calling (607) 255-1010.
Enrolling in Workday

Let’s Get Started!

When you login to Workday, check your inbox in the upper right corner of the screen. The inbox may also appear in the lower left corner of your screen.

Click on the “New Hire Enrollment Event.”

Workday screen: Health & Dental Elections

On the first Workday screen, refer to your worksheets for dependents, health plan, and dental plan. Depending on what you elect, you may be taken to other screens for further details.

Actions you may need to take

1. Elect or waive among the three medical and prescription plans.
   - Choose your coverage level.
   - Add/roll dependents.
2. Elect or waive among the two dental plans.
   - Choose your coverage level.
   - Add/roll dependents.
3. Elect or waive the vision plan.
   - Choose your coverage level.
   - Add/roll dependents.
Workday screens: Add Dependent

Dependents are those who are covered by your health, dental, or vision plans, such as your children, spouse, or partner (see rules regarding dependent eligibility).

Your dependent may also be your beneficiary, but please keep in mind that designating beneficiaries within Workday does not transmit to your vendors.

- If you chose any coverage level other than individual, you will need to “Add New” dependents to your coverage in Workday.
- You must submit any required documentation directly to the HR Services and Transitions Center within 60-days of your date of hire.

If you select “New Dependent,” you will get another screen. You need to complete the top portion of this screen (shown here), and three of the tabs below the gray bar (shown on the following page).
Workday screen: Supporting Information Required

CPHL Physician ID

What you see in Workday
This screen will only show for individuals who elected the Cornell Program for Health Living plan.

Actions you may need to take

ITHACA-AREA RESIDENTS:
- To take advantage of the optional Enhanced Wellness Program identify a PCP and provider ID from the Ithaca-based Cornell Program for Healthy Living Provider List.

NON-ITHACA RESIDENTS:
- If you live outside of the Ithaca area, you can receive care from any participating Aetna provider – you are not required to have a PCP. If you would like to include one though, find their provider ID through Cornell’s customized DocFind® site.

HSA CONTRIBUTION ALERT
If you only want to receive the contribution from Cornell, you must enter $0 as your contribution.

Workday screen: HSA

What you see in Workday
This screen will show for everyone regardless of whether you elected the HSA or another plan. If you chose CPHL or WCM-PPO, the options will be grayed out and no action is needed for you to continue.

Actions you may need to take

If you elected the Aetna High Deductible Health Plan, you must enroll in an HSA to receive Cornell’s contribution of up to $1,000!

- Click the ‘Elect’ button to enroll in a Health Savings Account (HSA).
- Enter your contribution amount as a lump sum or by paycheck.
- Do not include the university’s contribution.
- If you don’t want to make a contribution of your own, you must enter $0.

You can enter your contribution by total for the year or per paycheck – Workday will automatically calculate the other figure for you! See page 10 for details.

HSA CONTRIBUTION ALERT
If you only want to receive the contribution from Cornell, you must enter $0 as your contribution.
Workday screen: Flexible Spending Accounts for Medical and Dependent Care

What you see in Workday

If you want a Flexible Spending Account for Medical and/or Dependent Care you must enroll now for 2020! You must re-enroll annually during open enrollment.

Actions you may need to take

CHOOSE ONE PLAN OR BOTH:

- Click on the ‘Elect’ button for the plan(s) you wish to enroll
- Enter your contribution

FSA ENROLLMENT REQUIRED ANNUALLY

You can only sign up for an FSA at the time of hire or during open enrollment (unless you have a qualifying life event). A new enrollment is required each year that you want to participate.

HSA & Medical FSA ERROR ALERT

If you enroll in the Aetna High Deductible Health Plan and Health Savings Account (HSA), you are not eligible to enroll in a Flexible Spending Medical Account. However, you may still enroll in a Flexible Spending Dependent Care Account.

You can enter your contribution either by total for the year or total per paycheck, and Workday will automatically calculate the other figure based on the number of deductions remaining for the year.
Workday screen: Insurance

What you see in Workday

These benefits are paid for by Cornell. (Although the waiver option looks available, you will be enrolled in these benefits at no cost to you.)

Actions you may need to take

- Click the “Elect” button for Basic Life and Long Term Disability
- Short Term and NY Paid Family Leave will be elected already if applicable

Actions you may need to take

See page 13 and visit the HR website if you would like information about obtaining additional insurance, including group universal life, long-term care, personal accident, auto, home, or pet insurance.

Workday screen: Retirement Savings

What you see in Workday

CURP and CUTDAP contributions and vendors are managed on this page.

Actions you may need to take

Step #1: If you are eligible for the Cornell 10% contribution to CURP, choose between the two retirement vendors Fidelity Investments and TIAA. In the fields designated choose what percentage you wish to go to Fidelity Investments, and which percentage you wish to go to TIAA. Your total must equal 100%. If you do nothing, by default, the investment is split 50-50 between the two vendors.

Step #2a: If you choose to voluntarily contribute to a tax-deferred annuity (CUTDAP), enter the amount you would like withheld per paycheck as either a percentage of your salary or as a total dollar amount per paycheck.

Step #2b: If you complete 2a, choose between the three TDA choices and allocate the percentage you would like to go to each choice. Your total must equal 100%.

Step #3: If you are eligible for a 457(b) Deferred Compensation Plan, the option to make additional contributions will appear.

Step #1

Step #2a

Step #2b

Step #3 will only appear if you are eligible for a 457(b) plan.
**Workday screen: Review and Save for Later**

**What you see in Workday**

You’re almost done! This screen summarizes your enrollments.

Submit now or save for later to review at your Onboarding Appointment

We encourage you to “Save for Later” and review your choices with your HR Services and Transitions Center counselor.

If you choose to submit now, your submission is not complete until you receive the confirmation message shown on the next page.

Electronic Signature: YOU MUST CHECK THE “I Accept” CHECKBOX TO CONFIRM THAT YOU HAVE REVIEWED YOUR ELECTIONS AND ARE SATISFIED WITH YOUR ENROLLMENT IN ORDER TO SUBMIT!

If you know you’re ready to enroll, you must click the “Submit” button at bottom of page to complete your enrollment!

Your submission is not complete until you receive a confirmation message.

---

**Workday screen: Confirmation**

**What you see in Workday**

If you choose to “Submit” and receive this Confirmation message, Workday will begin to process your elections. You should print this page for your records. Don’t forget that you must still submit physical copies of required documentation to complete your enrollment.

Use the Print button to print a copy or save as a pdf for your records!
Be sure to browse the New Employee Guide To Your First Year at Cornell.

hr.cornell.edu/welcome for tips, resources, and what to expect!