workday@UCHICAGO

Have a nice Workday

Long-Term Disability (LTD)

Purpose

This document explains how to change your Long-Term Disability (LTD) Insurance election outside of a qualifying life event.

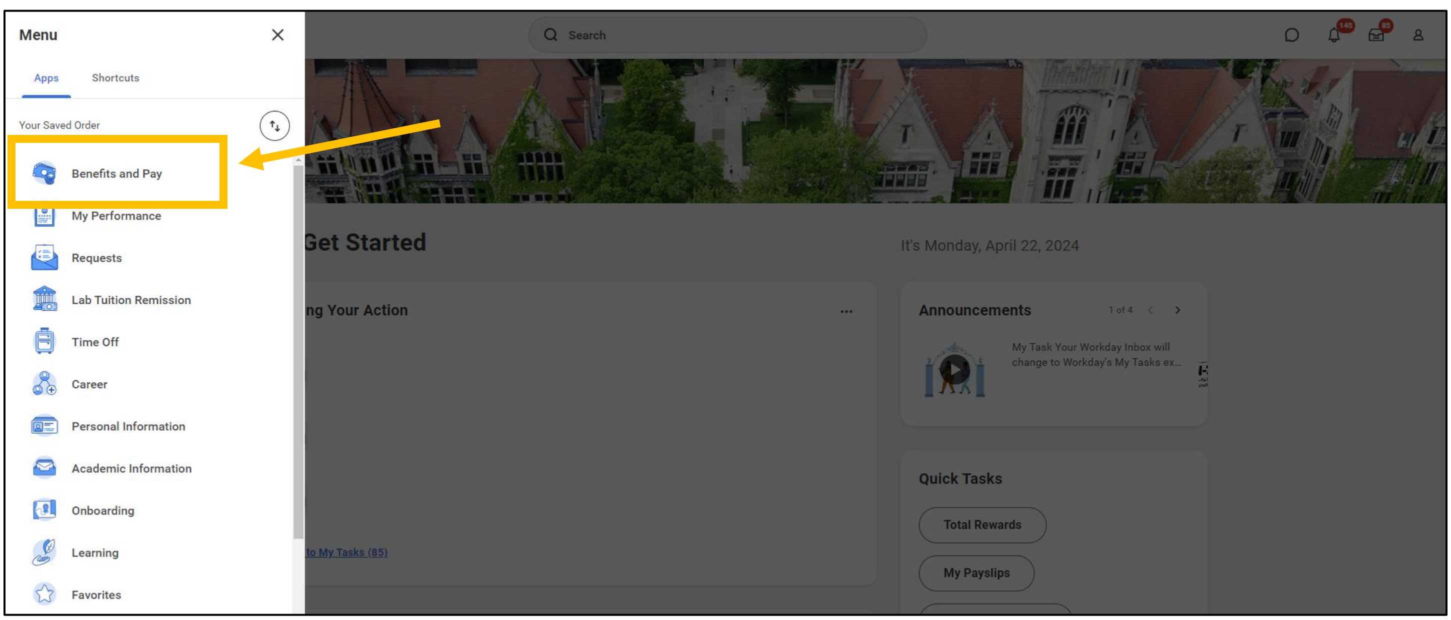
Evidence of Insurability (EOI) is required if you are currently waiving LTD coverage or if you are increasing your coverage from the Basic LTD plan to the Optional LTD plan. If Evidence of Insurability is required, the insurance plan provider will contact you directly.

Keep in Mind

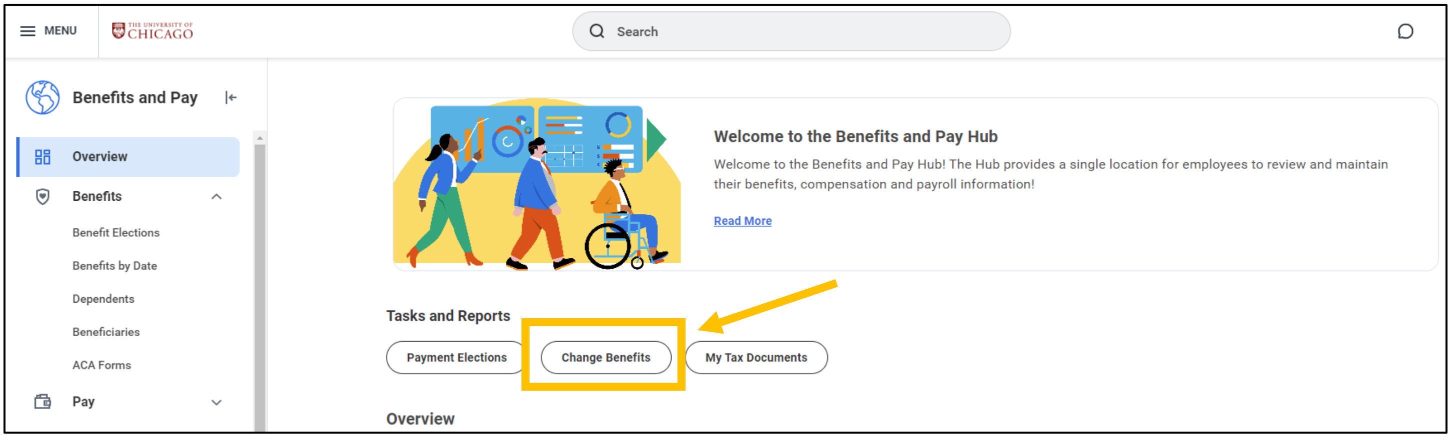
- You have 7 days to complete your Long-Term Disability benefit event. After 7 days, you will need to re-initiate the event.
- You have 90 days to complete and return your Evidence of Insurability (EOI) for your election to be approved.

Steps to Manage LTD Elections

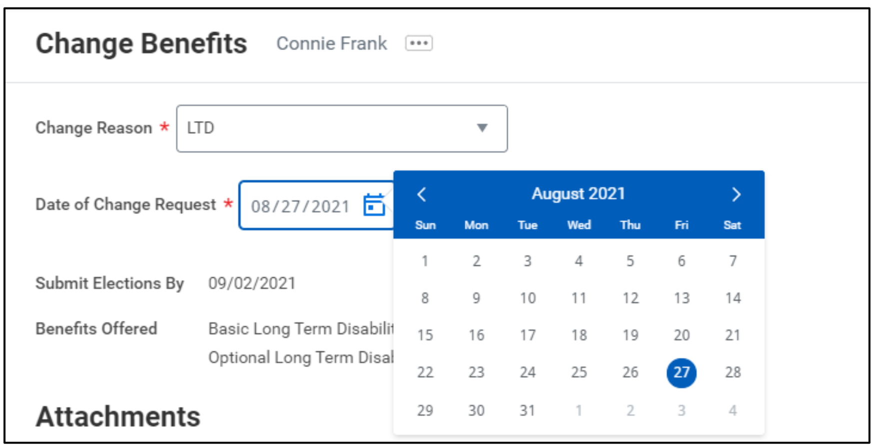
1. Log in to Workday using your CNet ID and Password.
2. From the Home page, click **Menu** at the top left of the screen. Click **Benefits and Pay**.



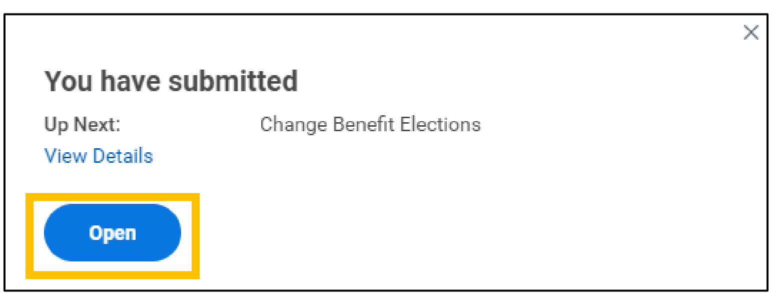
3. From the Overview page, click the Change Benefits button under Tasks and Reports.



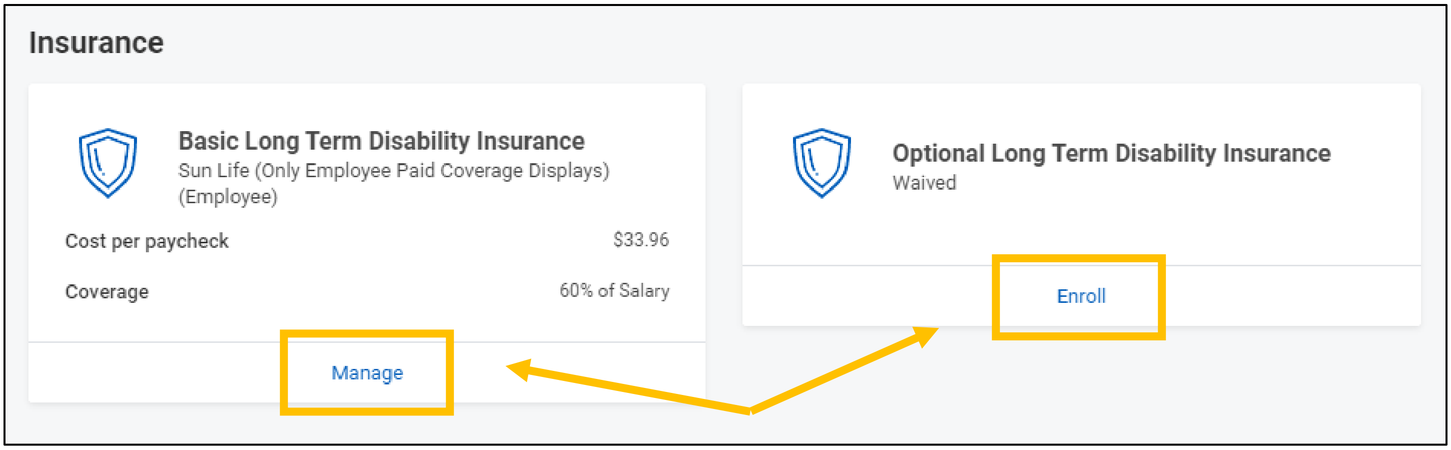
4. From the **Change Reason** dropdown menu, choose **LTD**.
5. Enter today's date or a date in the future as the **Date of Change Request** by typing in the prompt box or using the calendar icon.



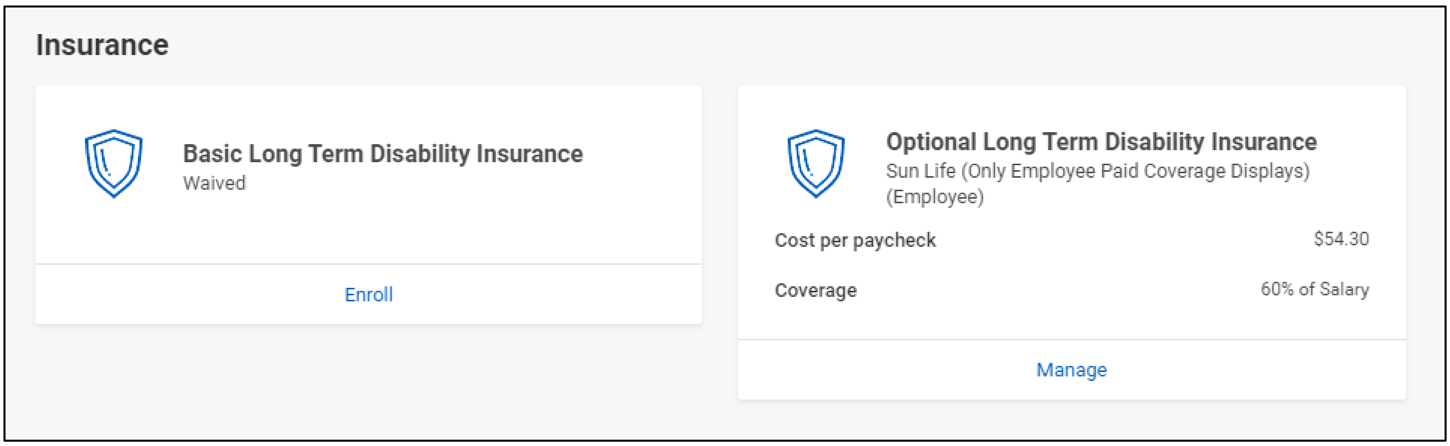
6. Click the **Submit** button.
7. You will see a pop-up with the next task to complete. Click **Open**.



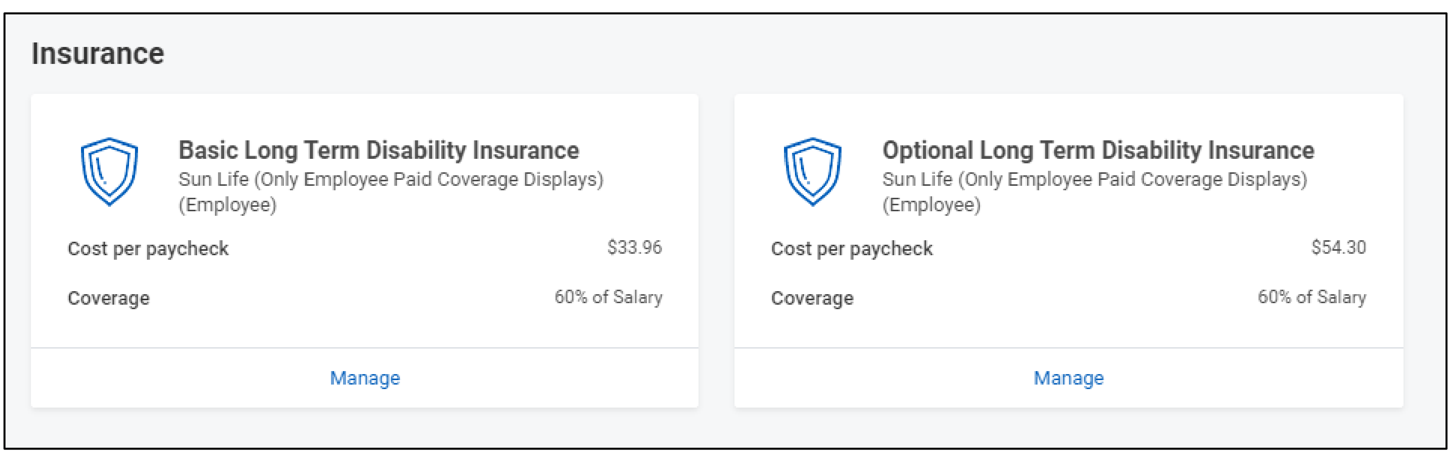
8. On the next screen, click the **Let's Get Started** button.
9. To change your Long Term Disability plan elections, click **Manage** or **Enroll** on the appropriate card.



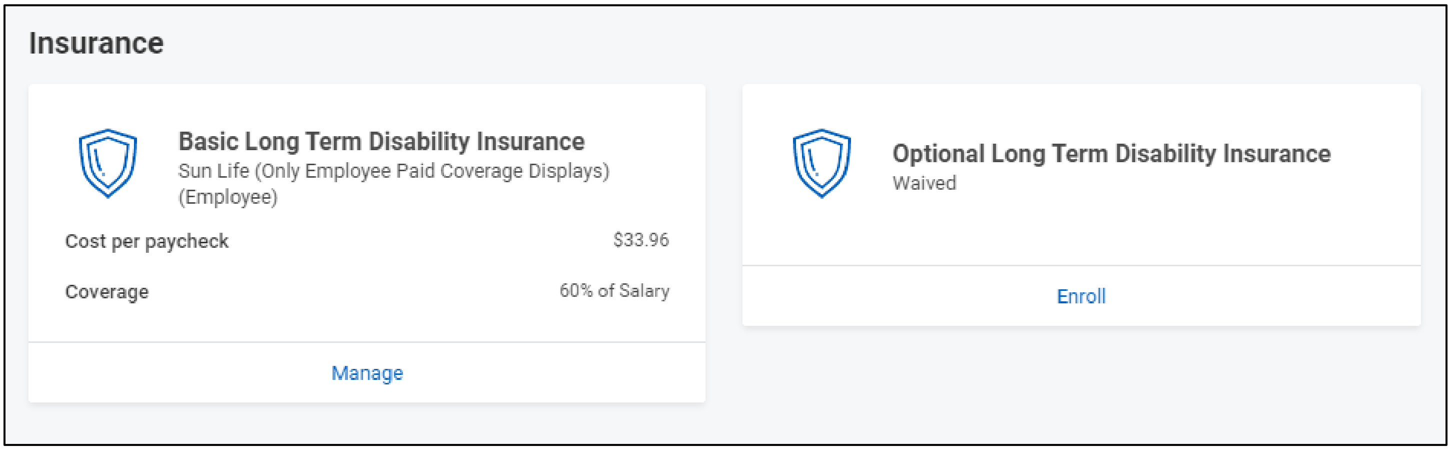
a. If you are **currently waiving coverage**, elect either the Basic **OR** Optional Long-Term Disability Insurance plan**. Elect only ONE (1) plan.** Evidence of insurability will be required; your election will be effective upon approval of EOI.



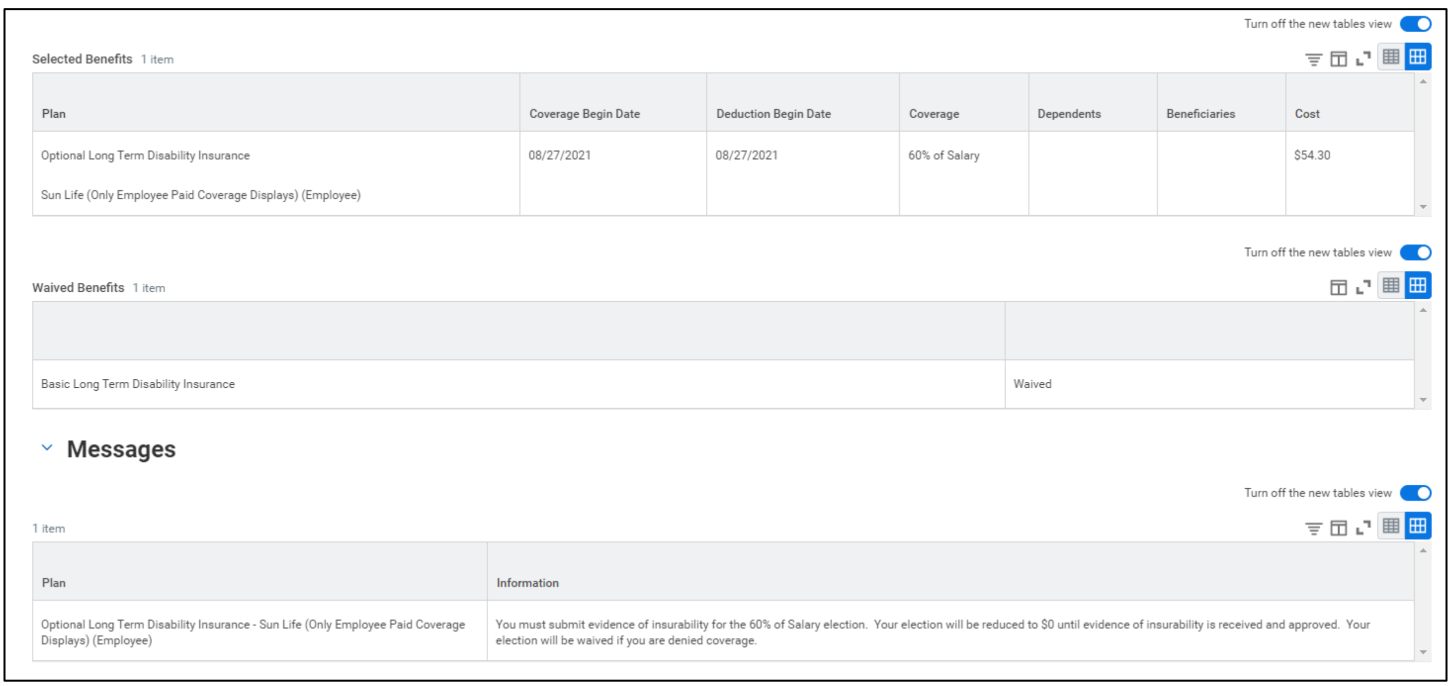
b. If you are currently enrolled in the Basic LTD plan and want to **increase coverage** to the Optional plan, remain enrolled in the Basic plan **AND** enroll the Optional plan. **Elect BOTH plans.** Evidence of Insurability will be required. You will continue with coverage under the Basic plan until approval of EOI, when your coverage will change to the Optional plan.



c. If you are currently enrolled in the Optional LTD plan and want to **decrease coverage** to the Basic plan, waive the Optional plan and enroll in the Basic plan. Evidence of Insurability is not required when decreasing coverage. Your election will be effective on the event date.



10. Once you have completed your Long-Term Disability elections, click the **Review and Sign** button.
11. Review the Selected Benefits, Waived Benefits, and Message about Evidence of Insurability.
    a. If Evidence of Insurability is required, the insurance plan provider will contact you directly. Benefit elections will take effect on the date evidence of insurability is approved, if required.


Turn off the new tables view

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Optional Long Term Disability Insurance Sun Life (Only Employee Paid Coverage Displays) (Employee)	08/27/2021	08/27/2021	60% of Salary			$54.30

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Waived Benefits 1 item

Basic Long Term Disability Insurance	Waived

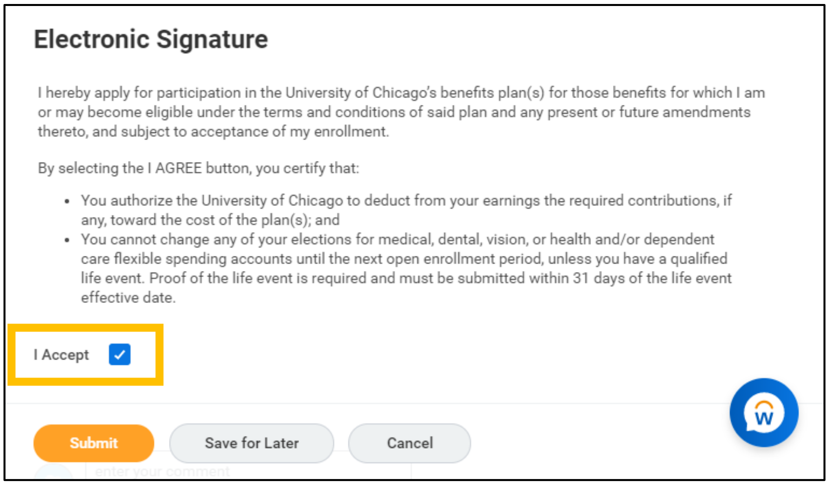
Messages

Turn off the new tables view

1 item

Plan	Information
Optional Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	You must submit evidence of insurability for the 60% of Salary election. Your election will be reduced to $0 until evidence of insurability is received and approved. Your election will be waived if you are denied coverage.

12. Scroll down to the bottom of the page. Read the Electronic Signature and click the **I Accept** checkbox.
13. Click **Submit**.



14. Click the **View Benefits Statement** button to print your enrollment change for your records.
    a. Once you click **Submit**, the event will be routed to a Benefits Specialist for approval. You will be able to view your updated LTD election on your Workday profile once the event is approved and Evidence of Insurability has been approved, if required.