

Workday Guide for Benefits Annual Enrollment

Review your options!

Before enrolling in benefits in Workday, visit benefits.truist.com and <https://aetnaresource.com/n/Truist> for information about all the offerings.

You can also access [Alex@](#) – our interactive decision support tool – to preview elections and costs.

After reviewing your health and welfare benefits options, you are ready to log into Workday and make your benefits elections.

Please ensure you submit your elections Nov. 1 – 15.

1. **Log into Workday.** Access Workday from Benefits.Truist.com (Workday > Sign In).



2. On the home page, you will see the following task in your Inbox:

Awaiting Your Action



3. Click on the task and then click “Let’s Get Started” to begin:

☆ ⚙️ 📅 Created: 09/19/2024 | Due: 09/22/2024 | Effective: 01/01/2025

Change Benefits for Open Enrollment

Open Enrollment 09/19/2024-09/22/2024

Choose new plans or re-enroll in the plans you currently have.

 [Let's Get Started](#)

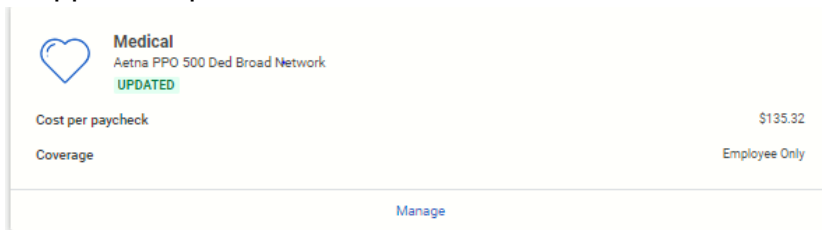
Your current year elections will then be displayed but will reflect the applicable rates for 2024. To make changes for 2025, click “Manage” or “Enroll” under each benefit.

IMPORTANT NOTES:

- Vacation purchase elections will not carry over and must be re-elected for next year.
- If you are enrolled in a Kaiser medical plan and/or the Dental HMO plan, but your zip code is no longer eligible for that plan in 2025, your coverage for that benefit will be defaulted to no coverage. Please review and ensure you enroll in medical and/or dental coverage if you would like coverage in 2025 and fall into this situation.

4. Medical, Dental and Vision Plans:

To enroll or change your medical, dental and/or vision plans, click “Manage” or “Enroll” under the applicable plan:



The plans available to you will be displayed. Select the plan you would like to enroll in and click “Confirm and Continue.”

On the next screen, add or remove dependents that you would like enrolled in the plan. You can add or remove existing dependents by checking or unchecking the box next to their name (under the column “Select”) and you can also add new dependents by clicking on “Add New Dependent.”

Once done, click “Save” on the bottom left-hand corner of the page.

5. Hospital and Accident Insurance: To enroll or change your elections for the Hospital and/or Accident insurance plans, click “Manage” or “Enroll” under the applicable plan.

Then, choose “Select” to enroll in the plan, or “Waive” to opt out of the plan. After, click on “Confirm and Continue”.

Plans Available

Select a plan or Waive to opt out of Hospital Insurance. The displayed cost of waived plans assumes coverage for Employee Only..

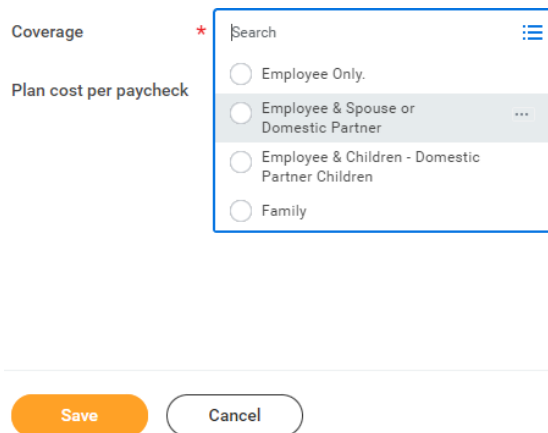
1 item ☰ ☰ 🔍

*Selection	Benefit Plan Details	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)
<input checked="" type="radio"/> Select ▲ <input type="radio"/> Waive	Unum	\$4.36	\$0.00



Then, select the coverage level you would like to enroll in. **Note that you do not have to select specific dependents for these plans.**

Once done, click “Save.”



Coverage * Search ☰

Plan cost per paycheck

- Employee Only.
- Employee & Spouse or Domestic Partner ...
- Employee & Children - Domestic Partner Children
- Family

Save Cancel

6. Pre-tax Spending Accounts: For each account that you are eligible to enroll in below, enter the amount of pre-tax dollars to deduct annually or enter the amount to deduct per pay period. The amount will be withheld from your paychecks semi-monthly.

- If you enroll in a High Deductible Health Plan (HDHP), you will have the option to enroll in a Health Savings Account (HSA) and the Limited Use Flexible Spending Account (FSA – Health Care). Note that the HSA requires you to designate a beneficiary.
- If you enroll in a PPO plan or do not enroll in medical coverage, you will have the option to enroll in a Healthcare Flexible Spending Account (FSA – Health Care).
- The following plans are available to you, regardless of your medical plan elections: Dependent Care Flexible Spending Account (FSA – Dependent Care), Transportation Spending Account (TSA – Mass Transit and TSA – Parking).

7. Vacation Purchase: To purchase vacation days for 2025, click “Enroll” under the Vacation Purchase plan. Choose the number of hours (listed in 8-hour increments) by clicking on “Select” next to the number of hours you would like to purchase. Then click “Confirm and Continue.”

*Selection	Benefit Plan Details
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Truist Financial Corporation 08 Hours (Employee)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Truist Financial Corporation 16 Hours (Employee)
	Truist Financial

After, click “Save.”

Coverage

Calculated Coverage \$769.23
 Coverage 8 X Salary
 Plan cost per paycheck \$32.04

Note: The vacation days purchased will be used after all other vacation options have been spent. Purchased vacation days, according to IRS guidelines, are not eligible for rollover to the next calendar year.

- Student Debt:** To enroll in the Student Debt Program, click “Enroll” under the Student Debt plan. Choose the number of hours (listed in 8 hour increments) by clicking on “Select” next to the number of hours you would like to use toward the program. Then click “Confirm and Continue.”

Plans Available

Select a plan or Waive to opt out of Student Debt.

3 items

*Selection	Benefit Plan Details
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Truist 08Hrs (Employee)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Truist 16Hrs (Employee)
<input type="radio"/> Select <input type="radio"/> Waive	Truist 24Hrs (Employee)

Review the coverage elected and general instructions, and then click “Save.”

- Eligible teammates may elect from 8 to 56 hours of vacation, based on their annual accrual vacation. Annual eligible vacation does not include carried-over vacation, purchased vacation, or special agreement vacation. The eligible vacation hours elected will be deducted from the 2025 vacation balance in February 2025.
- Regular teammates with scheduled weekly hours in Workday of at least 20 hours per week but less than 40 hours per week are eligible for a pro rata benefit based on their scheduled weekly hours in Workday. If the election amount is too high based on the teammate’s annual accrual vacation, the vacation hours elected will be reduced to the max eligible vacation hours teammate can convert.

This is a two-step enrollment process. Do not forget to complete Step 2 in Fidelity NetBenefits (go to the Student Debt tile on the site) which is needed to process the payment towards your student loan!

Coverage

Calculated Coverage \$468.57

Coverage 16 X Salary

▼ Insurance Instructions

General Instructions

- You may elect from 8 to 56 hours of vacation, based on your annual accrual vacation. Annual eligible vacation does not include carried-over vacation, purchased vacation, or special agreement vacation. The eligible vacation hours elected will be deducted from your 2023 vacation balance in March 2023.
- Regular teammates with scheduled weekly hours in Workday of at least 20 hours per week but less than 40 hours per week are eligible for a pro rata benefit based on their scheduled weekly hours in Workday.
- This is a two-step enrollment process. Do not forget to complete Step 2!
 - **Step 1:** During open enrollment, eligible teammates will be able to elect the number of vacation hours they would like to convert into a payment towards their student debt.
 - **Step 2:** Next, eligible teammates will receive an email from Fidelity NetBenefits providing them with a link to the website where they can enroll and provide their loan provider information.

• [Access the Student Debt tile on Fidelity NetBenefits](#)

Save Cancel

9. Disability, Life & AD&D: To enroll or change your disability, life and/or AD&D plans, click “Manage” or “Enroll” under the applicable plan.

- Disability: Truist automatically covers you at 50% of your Benefits Annual Rate (“BAR”; see definition on the last page of the guide). You can elect to purchase an additional 10% of disability coverage for a total coverage of 60% of your BAR.
- Basic Life: Truist automatically covers you at 1 X your BAR. **Please ensure you designate and/or review/update your beneficiary(ies).**
- Supplemental Life: You can elect to enroll in additional life insurance coverage for yourself. **If you elect coverage greater than \$750,000, Evidence of Insurability will be required. A link for you to complete the form will be available in Workday after you enroll.**

- **Dependent Life:** You can elect to purchase life insurance for your child(ren) and/or your spouse/domestic partner. **If you elect coverage greater than \$100,000 for your spouse/domestic partner, Evidence of Insurability will be required. A link for you to complete the form will be available in Workday after you enroll.**
- **AD&D:** You can elect to purchase accidental death and dismemberment insurance for yourself or yourself and your family. **Please ensure you designate and/or review/update your beneficiary(ies).**

10. Critical Illness: To enroll or change your Critical Illness insurance election, click “Enroll” or “Manage” under the Critical Illness plan.

Two options are available for employee coverage and spouse/domestic coverage depending on tobacco use. Different premiums apply for tobacco users vs. non-tobacco users. **Please ensure you review carefully and only select one option for Employee coverage and one option for Spouse/DP coverage.**

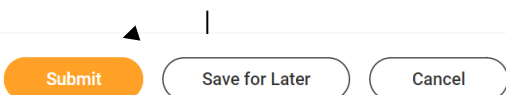
To enroll in spouse/domestic partner coverage for Critical Illness, you must elect coverage for yourself. In addition, your spouse’s/domestic partner’s critical illness coverage must be equal to 50% of the coverage you elect for yourself. For example, if you elect \$20,000 in critical illness coverage for yourself, if you also cover your spouse/DP, your spouse’s/DP’s critical illness coverage must be \$10,000; you cannot elect an amount greater or lower. If select a lower amount, a correction will be made after you submit your enrollment.

11. After you have reviewed all your elections, click on “Review and Sign” on the bottom left corner of the page.



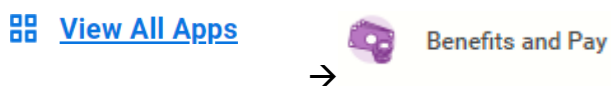
12. On the next page, carefully review the summary of benefits you have enrolled in, the benefits you have waived, as well as the Disclosure and Consent Release. Once ready, scroll all the way down, and click the box next to “I accept.” Then click “Submit.” You can also click “Cancel” to go back, or “Save for Later” to save (but not submit) your elections and exit.

I Accept



13. Once you submit your elections, view, and save a final summary of your 2025 benefit elections by clicking on “View 2025 Benefits Statement.” You can save a copy by clicking “Print” at the bottom, or “PDF” on the top right corner of the page.

14. Once you have submitted your elections, go to the Benefits app (click on “View All Apps” on your Workday home page).



From there, you can:

- View your benefits elections by clicking on “Benefit Elections as of Date” under “View,” entering 01/01/2025 and then clicking “OK.”

Benefit Elections as of Date

View As Of * 

- **Within the enrollment window only**, make changes to your elections by clicking on “Change Open Enrollment.”

Benefits Annual Rate (BAR)

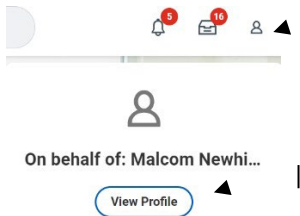
Definition: Your Benefits Annual Rate (BAR) determines what you pay for medical premiums and your coverage for life insurance and disability benefits.

Your BAR is equal to your annual base pay as of September 30, plus other cash payments received from October 1 – September 30. Cash payments include bonuses, incentives, overtime, and commissions. Cash payments don't include equity (stock options, RSUs, etc.).

For example, your 2025 BAR is your base pay as of 9/30/24 + any eligible cash payments paid from 10/1/23 through 9/30/24.

For new hires, your BAR is your base pay alone.

View your BAR in Workday: Click on your picture or the person icon on the top right corner of your Workday home page, and then click “View Profile.”



Then, click “Actions” under your name, select “Benefits” and then click on “View Benefits Annual Rate.”

