

Open Enrollment

Revised October 15, 2021

You must enroll during Open Enrollment if you want to make plan changes or contribute to a flexible spending/health savings/commuter account for next year. Otherwise, only your current health/life elections will carry over into next year.

Before going into Workday to complete your enrollment, review the Eligibility section of the [Benefits Resource Guide](#) to determine if your dependents are eligible for coverage. Collect Social Security numbers and birthdates for your dependents who are enrolling in an Avnet-sponsored health plan. Also review the contribution schedule included in the guide.

Log on to Workday (workday.avnet.com) from your home or work computer using your employee number and network password. (If you have forgotten your password, contact the IT Helpdesk). If you aren't able to finish your elections in one session, you can save and return to finish at a later time.

- 1 You will be assigned a task to complete your benefits enrollment, which will appear in your **Inbox**. On your Home page, select the task item titled **Open Enrollment Change** on your Inbox card, or you can find it by clicking on either the *Go To Inbox* or the Inbox icon at the top right corner of your screen. NOTE: Do not click on the Benefits icon—this is available for you to review or change your benefit elections or for benefit changes during the year.

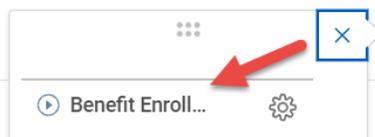


Inbox
5 items

Open Enrollment Change: Karen
on 01/01/2018
22 hour(s) ago - Effective 01/01/2018



- 2 The **Health Care and Accounts** landing page will display with the Quick Cards labeled with each benefit election available. Individually select one or more of the Quick Cards to change or enroll in your desired benefit elections (e.g., health plans, spending accounts, supplemental life insurance, etc.). NOTE: For job aids, videos, etc., open the Benefit Enrollment Resources box near the top right corner of your screen.



Health Care and Accounts

Medical United Healthcare CDHP HSA 70 (Non-Tobacco) Cost per paycheck: \$42.00 Coverage: Employee Only Manage	Dental MetLife DMPP Dental PPO Plan Cost per paycheck: \$10.00 Coverage: Employee Only Manage	Vision Waived Enroll
Health Savings Account Waived Enroll	Healthcare Flexible Spending Account Waived Enroll	Dependent Care Flexible Spending Account Waived Enroll
Insurance	Optional Life Waived Enroll	Family Life and AD&D Waived Enroll
Basic Life and AD&D/Travel Accident Lincoln Financial Basic Life (Employee) Cost per paycheck: Included Coverage: 1 X Salary Manage		

- 3 If you want to make changes to your health benefits, choose the **Medical, Dental** and/or **Vision** plan Quick Cards, then click the selected benefit plan and click **Confirm and Continue**.

Plans Available

6 items

*Selection	Benefit Plan	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)	Plan Details
<input checked="" type="radio"/> Select <input type="radio"/> Waive	United Healthcare CDHP HSA 70 (Non-Tobacco)	\$42.00	\$182.73	Avnet Health Plans Info

- 4 Using the drop-down menu, select your **Coverage** and then choose one or more current dependents. You can also click **Add New Dependent** to enter personal details on each new eligible dependent, including Social Security number (if issued). Complete all the necessary details using the buttons and/or prompts available. Click **Save**.

Coverage *

Plan cost per paycheck \$94.00

- 5 For the **Health Savings Account (HSA 70 or HSA 80 medical plan only)**, the total IRS annual contribution maximum (minus Avnet's contribution based on plan choice) will be shown. If you are age 55 or older, Workday will add an additional \$1,000 to the annual contribution maximum.

The **Healthcare FSA** is for eligible healthcare expenses for both you and your family. If you enroll in the HSA medical plan, you can only enroll in the **Limited Purpose Flexible Spending Account (LPFSA)** to be used exclusively for dental and vision expenses. The **Dependent Care FSA** is for daycare expenses only. The **Commuter Account** is to pay for your public transit and parking costs.

Enter how much you want to contribute to each account either per paycheck or as an annual amount and click **Save**.

Contribute

Your estimated contributions made this year

Per Paycheck

Annual Remaining Paychecks 8

- 6 Open the **Basic Life** Quick Card if you want to cap your company-paid life insurance (1X your annual salary/target income) at \$50,000 (see the Benefits Resource Guide for more details). Check your beneficiaries and assign percentages to ensure they are accurate. If desired, choose the **Supplemental Employee** and/or **Supplemental Family Life Insurance** Quick Cards to change or enroll in those benefits.

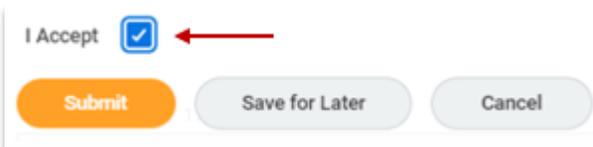
2 Items ☰ ☰ 🗑️

*Selection	Benefit Plan	You Pay (Bi-weekly)	Company Contribution (Bi-we
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Lincoln Financial Basic Life (Employee)	Included	\$4.07
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Lincoln Financial Basic Life - Capped at 50,000 (Employee)		

- 7 After you have verified your desired enrollment is correct in each Quick Card, you are ready to complete your enrollment. Click **Review and Sign** to confirm your benefit elections or you have the option to **Save for Later**.



- 8 On the **View Summary** page, double-check your selections and as you scroll down, read the important notes. Click on the check box next to **I Accept** to **electronically sign** your enrollment choice(s), then click on the **Submit** button.



- 9 You will receive an enrollment confirmation as well as the ability to **View** and **Print** a .pdf **summary of your benefit elections** for your records. Click **Done** when finished.

Submitted [2022 Open Enrollment](#)

You've submitted your elections.

- 10 If you want to confirm your elections during Open Enrollment, click on the “My Open Enrollment Elections” button located under the Benefits icon on the main page. If you need to change your elections after submitting them, you can **resubmit changes until enrollment closes**. Make your desired changes by choosing the “Change Open Enrollment” button on the same page.

View

- My 2022 Open Enrollment Elections
- HR Now
- Avnet Pension Center
- Benefit Elections

Current Cost

204.10

Change Open Enrollment

NOTE: Contact the HR Service Center at 888-99-HR NOW or email hrnow@avnet.com for assistance.