

2025 Benefits Enrollment Workday Instructional Video

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It's time for your 2025 benefits enrollment.

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Bringing whole person care for us to life through employee benefits is an important part of how we're all in on supporting you and investing in what matters to you.

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Enrollment will take place Monday, November 4th through Monday, November 18th in Work Day.

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In this video, we will walk you through the Work Day Enrollment tool so you understand how to select, review, and change your benefits during your 2025 Benefits enrollment.

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Let's get started.

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First, visit the AKN homepage and click on HR Connect.

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Remember, the AKN is not accessible via personal devices to get into Work Day.

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Next, click on the Work Day icon.

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Once you are in Work Day, you'll see your enrollment event just below the section titled Awaiting Your Action.

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Or, you can also access your enrollment event in your inbox by selecting the envelope icon in the upper right corner of the page.

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Click Go to My Tasks to open your inbox.

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During the 2025 benefits enrollment period, November 4th through November 18th, you will have an Open Enrollment change message in your inbox.

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Click on this message to access the enrollment tool anytime during the enrollment period.

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When you are ready to make your benefits selection, click Let's Get Started to begin on the Health Care and Accounts section, you can manage and enroll in all of your valuable employee benefits.

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The tiles display your current benefits enrollment that will apply for 2025 unless you make a change to the selection.

1:37

In each tile.

1:38

Click the Manage link to change a benefit.

1:41

Click the Enroll link to enroll in a benefit.

1:44

To enroll and add dependence to a benefit.

1:47

Click Manage or Enroll to confirm or change the benefit.

1:51

Once you elect a benefit, you are prompted to add or confirm dependents.

1:56

If you follow non contract medical, you are required to complete a medical attestation when you enroll in either the Alina First Plan or the Select Health Savings Plan.

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Even if you are not covering a spouse, a spousal surcharge will apply if you cover your spouse on either the Aligner First or Select Health Savings Plan and your spouse is offered medical coverage through their own employer if applicable, your 2024 attestation response will auto populate to complete the attestation.

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Under the Medical Attestation tile, click Enroll, click Select, then click Confirm and Continue.

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Click the box next to Coverage.

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Select the statement that applies to you.

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The spousal surcharge amount will only populate if you select My spouse is offered medical coverage through their employer.

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If you are not covering your spouse, select I am not covering a spouse on my medical plan.

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Click Save To enroll in a flexible spending account or FSA.

3:02

In the tile click the Enroll link.

3:05

Please note that your healthcare flexible spending account, dependent Care flexible spending account and limited purpose Flexible spending account FSA coverage does not roll over into the next year.

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Each year you have to re enroll in these FSA.

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If you choose to do so, select your Healthcare FSA plan, click Confirm and Continue.

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Enter an annual contribution amount, then click Save.

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It is quick and easy to fix an error during the enrollment process.

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Here's what that looks like for FSA elections, but the process can be done during any step in the enrollment process.

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To fix the error, on the top right, click the error notification, Review the error, correct the error, then click Save.

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If you would like to save your progress to complete later during the enrollment period, click Save for Later.

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Once you are finished, click Review & to complete the attestation.

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To finalize your enrollment in the electronic signature page, click Submit.

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Lastly, you can view your 2025 benefits statement on the top right.

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You can export and download a PDF, then print or save it.

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With that, you're all set.

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If you have any questions about this process, please reach out to the HR Connect Service Center.

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If you are using a multi user workstation, make sure to log out of work day to protect your personal information.

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Then log off of the computer.

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Remember, you can go back in and edit or change your selections at any time before midnight on November 18th.

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Once the enrollment period ends, you will not be able to make changes unless you experience a change in status or a special enrollment event.

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More about 2025 benefits enrollment Visit alinahealth.org.

4:59

2025 Enrollment.