

Open Enrolment Instructions



From your main homepage in Workday, click on your inbox, where you will see a “Luxembourg Open Enrolment” item. This will stay in your inbox for 2 weeks in which time you can make your benefit choices. Click “Let’s Get Started”.

Please Note: You can save your enrolment elections and complete at a later time. To pick up where you left off, just go into your Inbox.

Luxembourg Open Enrolment

Projected Total Cost Per Paycheck
€0.00

Health Care

 **Healthcare**
Waived

Enroll

Retirement

 **Pension - LUX**
Swiss Life Employee

Contribution per paycheck €0.00

Manage

Additional Benefits

 **Annual Leave Purchase**
Waived

Enroll

Review and Sign

Save for Later

Here you will see all your benefit plans and this is how you will make your selections for each plan. If you are already enrolled in the plan, it will say “Manage” and if you are not already enrolled, it will say “Enrol”.

Open Enrolment Instructions

Healthcare - DKV

Projected Total Cost Per Paycheck
€0.00

Plans Available

Select a plan or Waive to opt out of Healthcare. The displayed cost of waived plans assumes coverage for Member Only. Workday displays the cost for a waived plan only if it offers Member Only coverage.

1 item

*Selection	Benefit Plan Details	Company Contribution (Monthly)
☒ Select ☐ Waive	DKV Easy Health	€46.40



Once you are in the plan you wish to edit, you can click “Select” if you wish to enrol in that plan, or “Waive” if you do not want to be enrolled. Once you are happy with your selections, click “Confirm and Continue”.

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Healthcare – DKV Easy Health

Projected Total Cost Per Paycheck
€0.00

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Member & Spouse 



 



You will then be asked to enter in the information for any dependants you wish to add to your plan. Click “Save” to continue.

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Add Dependant

Relationship	*	
Use as Dependent		☒
Use as Beneficiary		☐
Inactive Date		(empty)
Date of Birth	*	DD/MM/YYYY
Age		(empty)
Gender	*	select one
Primary Nationality	*	
Country of Birth		
Region of Birth		
City of Birth		
Full-time Student		☐
Student Status Start Date		
Student Status End Date		
Disabled		☐
Allow Duplicate Name		☐

Check this box only when there is more than one dependent with the same name.

Local Name	Contact Information	National ID#	Additional Government ID#	Other ID#

Save

Cancel

If you clicked “Add New Dependants” this is the page you will enter in your dependant’s information. Once complete, click “Save” to continue.

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Projected Total Cost Per Paycheck
€0.00

Health Care



REVIEWED
Healthcare
Waived

Enroll

Retirement



Pension - LUX
Swiss Life Employee

Contribution per
paycheck

€0.00

Manage

Additional Benefits



Annual Leave Purchase
Waived

Enroll

Review and Sign

Save for Later



Once you have made your selections for each plan you will be brought back to the main page.
Please note, you have not finished the enrolment process yet. Click “Review and Sign” to continue.

Open Enrolment Instructions

View Summary

Projected Total Cost Per Paycheck
€0.00

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Pension - LUX	01/11/2022	01/11/2022				Included
Swiss Life Employee						

Waived Benefits 2 items

Healthcare					Waived
Annual Leave Purchase					Waived

Total Benefits Cost 1 item

Employee Cost	Net Credits
€0.00	€0.00

Attachments

Drop files here

or

[Submit](#) [Save for Later](#) [Cancel](#)



Here you will see a summary of your plan selections. If you are happy with your edits/selections, click “Submit” to complete the enrolment process. If you want to make a change, click “Cancel” to go back to the main page.

Submitted

You've submitted your elections.

Important Dates:

Benefits go into effect 01/01/2023

Final day to update benefits 16/12/2022

[View 2023 Benefits Statement](#)

Success! After clicking submit, you will know you have completed your enrolment when you see the above message.