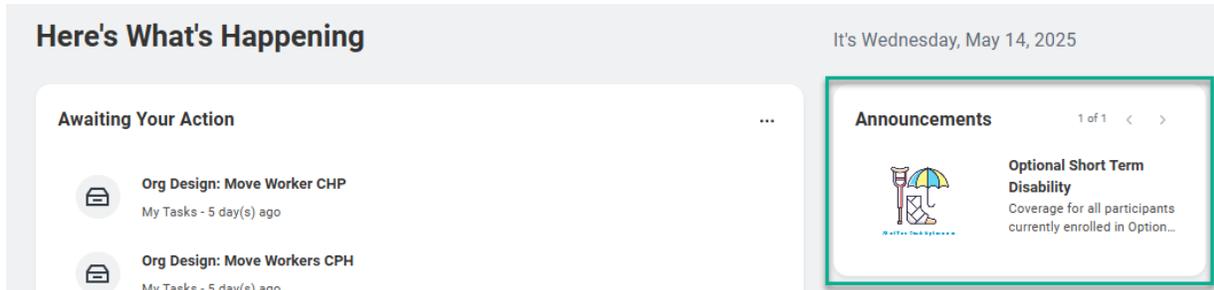


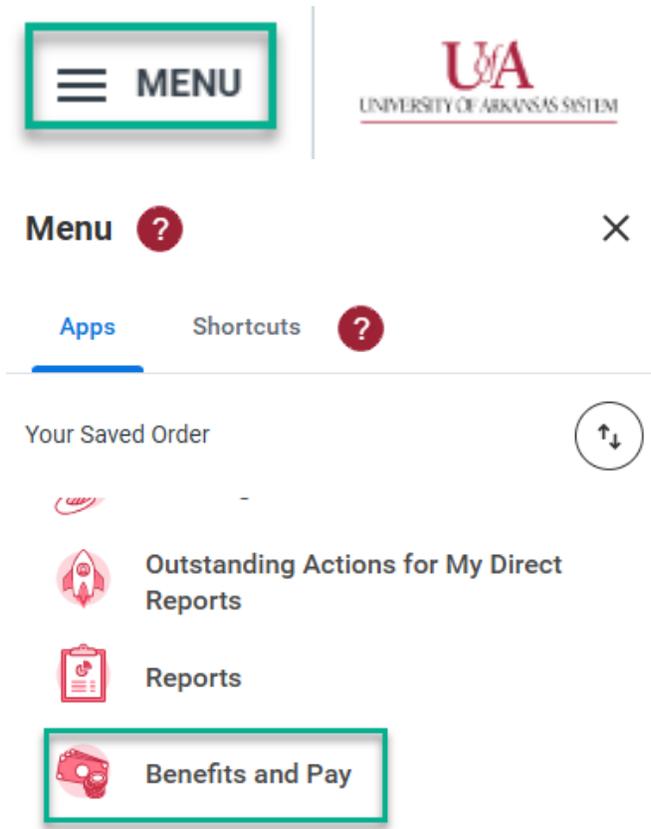
Short Term Disability Enrollment Instructions

Step 1 - Initiate the Change Benefits task for special enrollment opportunity:

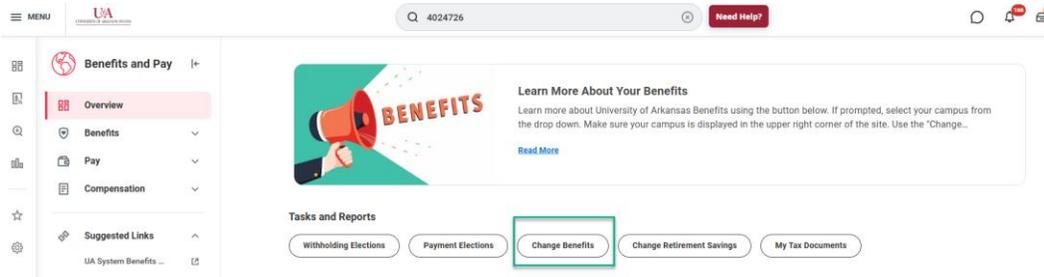
Option 1: You can initiate the Change Benefits task using the Announcement located on the Workday home page. Click on the announcement and use the **BP: Change Benefits** button at the bottom of the announcement to initiate the task.



Option 2: You can access the Change Benefits task in Workday using the Benefits and Pay app located in the **Menu** on the home page.



Once you are in the **Benefits and Pay** app, use the **Change Benefits** button at the top of the screen.



Option 3: Type “Change Benefits” in the search bar to access the task.

Once the task is initiated, select ****Special Enrollment | Short Term Disability (STD)**** from the **Change Reason** menu.

Enter **7/1/2025** in the date field.

Change Benefits

Ashley Smith

Change Reason *

Enter 7/1/2025 *

Use the **Submit** button at the bottom of the screen to initiate the transaction.

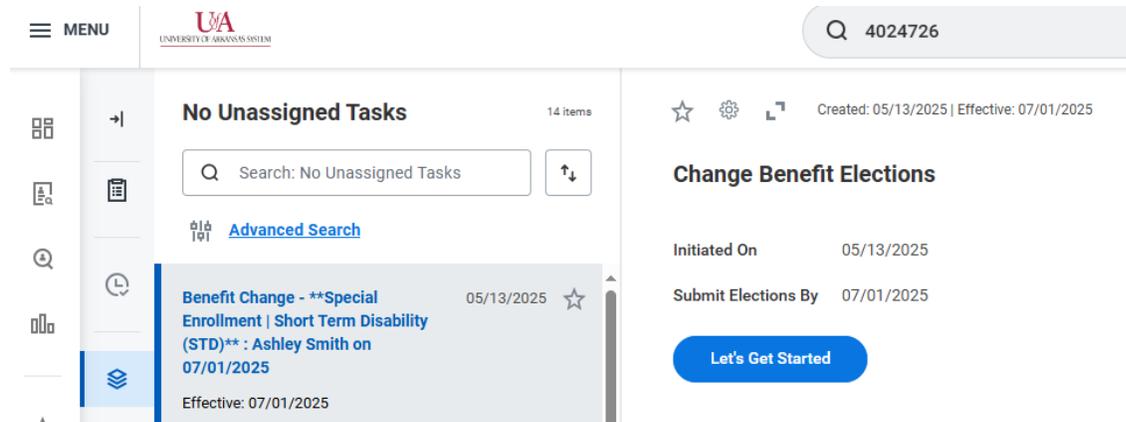
NOTE: If you do not enter 7/1/2025, you will receive an error message. The task will be in your inbox. You will need to change the date and submit it again to continue.

You MUST complete the remaining steps to enroll in OSTD insurance.

Step 2 - Enroll in Optional Short Term Disability insurance

Once the Change Benefits task is properly submitted using the 7/1/2025 date, you will receive the **Benefit Change - **Special Enrollment | Short Term Disability (STD)**** enrollment event.

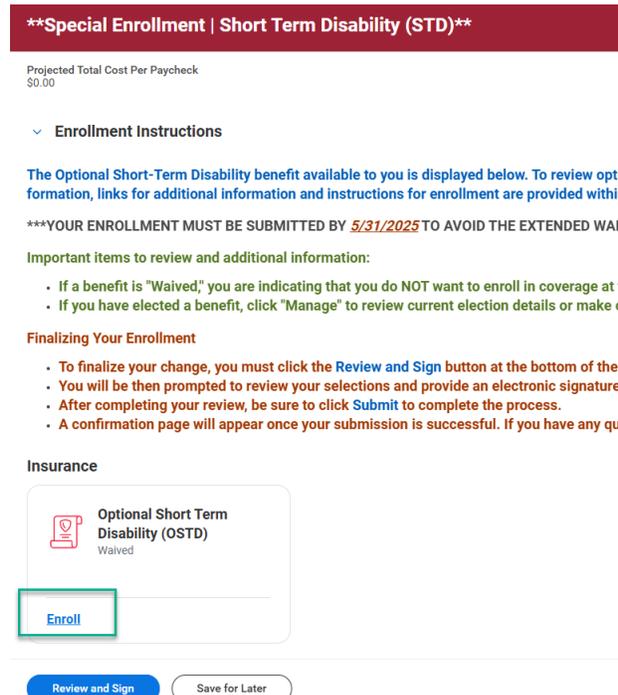
Click the **Let's Get Started** button to review the plans available to you and make your selection.



The screenshot shows a user interface for the University of Arkansas System. At the top left is a 'MENU' button. The main header displays the university logo and a search bar containing '4024726'. Below the header, a notification banner reads 'No Unassigned Tasks' with '14 items'. A search bar below the notification contains the text 'Search: No Unassigned Tasks'. To the right of the notification is a 'Change Benefit Elections' section. It includes the text 'Created: 05/13/2025 | Effective: 07/01/2025', 'Initiated On 05/13/2025', and 'Submit Elections By 07/01/2025'. A prominent blue button labeled 'Let's Get Started' is positioned below this section.

NOTE: if you do not receive the Benefit Change task you are NOT eligible for OSTD.

Click **Enroll** in the **Optional Short-Term Disability (OSTD)** tile to view the plan available to you.



The screenshot displays the enrollment details for 'Optional Short Term Disability (OSTD)'. At the top, a dark red banner contains the text '**Special Enrollment | Short Term Disability (STD)**'. Below this, the 'Projected Total Cost Per Paycheck' is listed as '\$0.00'. A section titled 'Enrollment Instructions' provides information about the benefit and includes a warning: '***YOUR ENROLLMENT MUST BE SUBMITTED BY 5/31/2025 TO AVOID THE EXTENDED WAIT'. Underneath, 'Important items to review and additional information:' are listed, including instructions on how to handle a 'Waived' status. A section titled 'Finalizing Your Enrollment' provides further steps. At the bottom, the 'Insurance' section features a tile for 'Optional Short Term Disability (OSTD)' with a 'Waived' status and a blue 'Enroll' button. Below the tile are two buttons: 'Review and Sign' and 'Save for Later'.

To enroll in the plan available to you, **Select** the plan.

If you **Waive** the plan, you indicate that you do not want to enroll at this time.

Once you have made your selection, click the **Confirm and Continue** button.

Optional Short Term Disability (OSTD)

Projected Total Cost Per Paycheck
\$31.01

Plans Available

Select a plan or Waive to opt out of Optional Short Term Disability (OSTD).

1 item

Benefit Plan	*Selection	You Pay (Semimonthly)	Company Contribution (Semimonthly)
The Standard Employee Voluntary Coverage for Full Salary up to \$216,000 (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$31.01	

If you enroll, your coverage and **estimated Plan cost per paycheck** based on your current salary will be displayed. If your salary changes by 7/1/2025, your premium will adjust accordingly.

Click **Save** to complete your selection.

If you want to make changes, you can use the **Manage** option within the OSTD tile.

Once your selection is made, click **Review and Sign**.

Review your final selection, check the **I Accept** box and **Submit** your enrollment for processing.

Electronic Signature

I agree that all the elections made and documents submitted are true to the best of my knowledge

- If I elect family (or dependent) coverage under any university plan, I may **not be covered as I**
- My dependent children may be **covered only under one parent's benefit plan** but not both.
- My coverage will not be approved until any required dependent documentation is submitted
- I have reviewed the [eligibility requirements](#) for enrollment of spouse and child participants, and employment. Further, I understand that the plan has the right to request reimbursement of p

I Accept



enter your comment

Process History



Ashley Smith
Change Benefits for Life Event- Awaiting Action

Submit

Save for Later

Cancel

If your submission is successful, you will receive a confirmation.

Submitted

You've submitted your elections.

[CONFIRMATION OF SUBMISSION: SPECIAL ENROLLMENT OF OPTIONAL SHORT TERM DISABILITY ELECTIONS HAVE BEEN SUBMITTED]

Congratulations! You have successfully completed your OSTD Special Enrollment Event!
Your changes will take effect on July 1, 2025. For questions or clarifications, please contact your campus Human Resources department.

[View 2025 Benefits Statement](#)