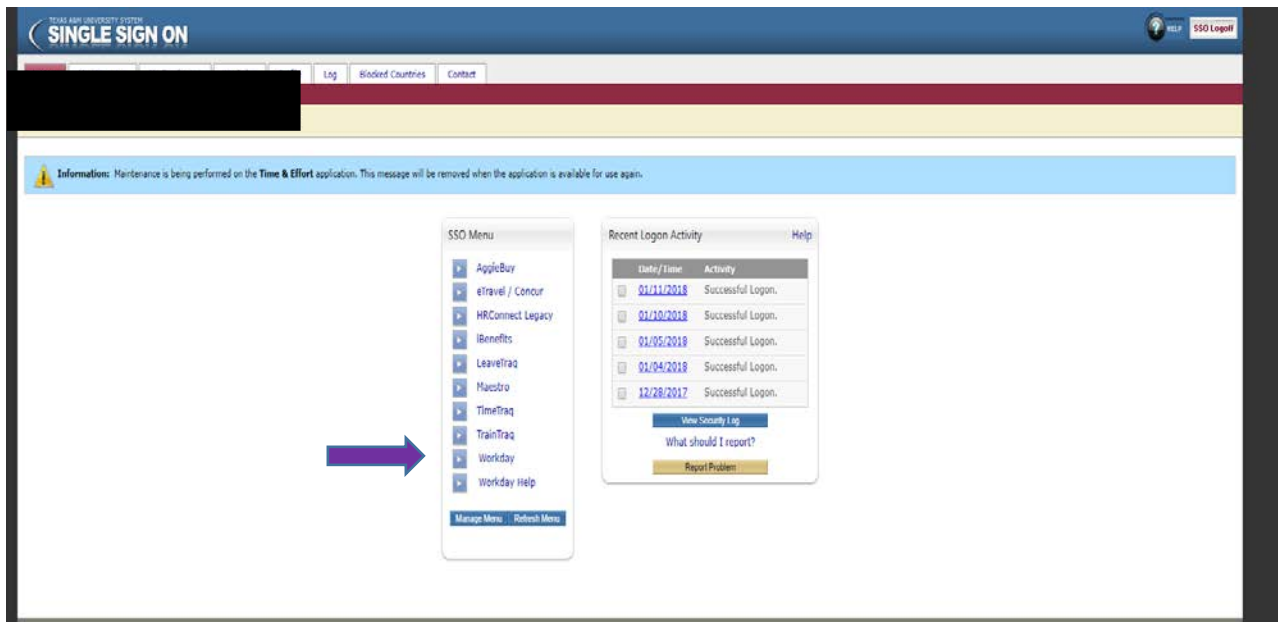


Instructions for Submitting Benefit Elections

In order to have your international student health insurance fee waived you must submit a copy of your benefit elections with your graduate assistantship waiver form. Please note that you must be covered for the **ENTIRE SEMESTER** in order to have your fee waived. You must also have an offer of **AT LEAST 4.5** months. If you do not meet this criteria your fee will not be waived. **All international students registered at PVAMU must be insured all semester NO EXCEPTIONS!** Please deliver your form to the Office of International Programs along with your waiver form.

1. Log on to workday via single sign on.

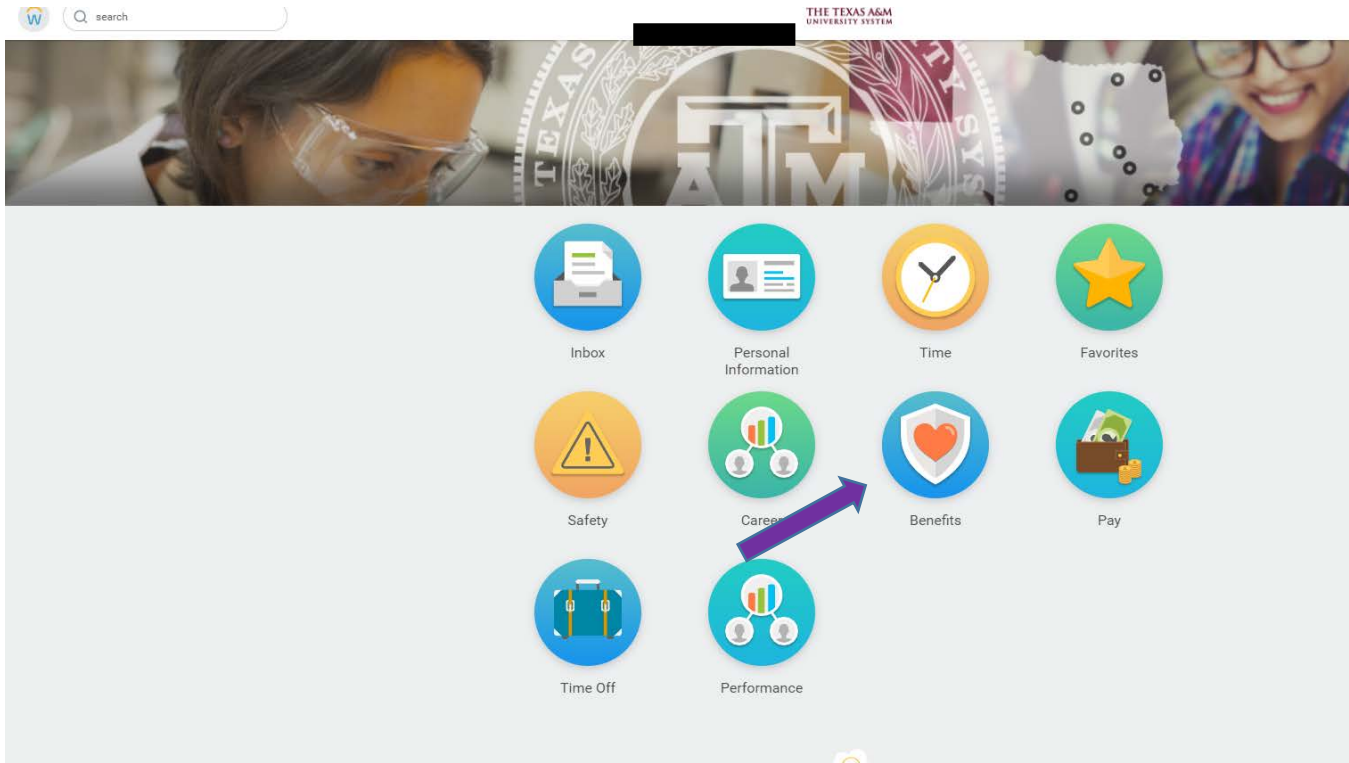


The screenshot displays the Single Sign On (SSO) interface. At the top, there is a blue header with the text "SINGLE SIGN ON" and a "SSO Logout" button. Below the header, there is a navigation bar with "Log", "Blocked Countries", and "Contact" links. A large black redaction box covers the user's name and ID. Below the navigation bar, there is a blue information banner that reads: "Information: Maintenance is being performed on the Time & Effort application. This message will be removed when the application is available for use again." The main content area is divided into two panels. The left panel is titled "SSO Menu" and contains a list of application links: "ApploBay", "etravel / Concur", "HRConnect Legacy", "iBenefits", "LeaveTraQ", "Maestro", "TimeTraQ", "TrainTraQ", "Workday", and "Workday Help". A purple arrow points to the "Workday" link. The right panel is titled "Recent Logon Activity" and contains a table with the following data:

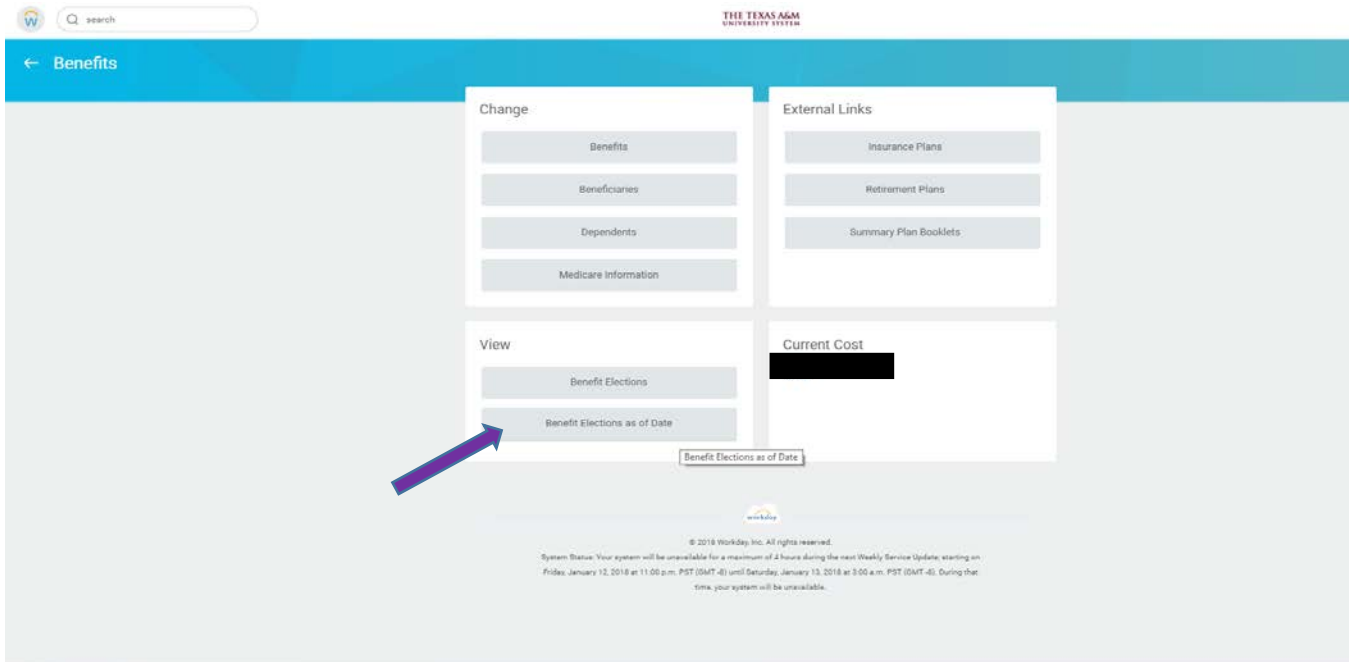
Date/Time	Activity
01/11/2018	Successful Logon.
01/10/2018	Successful Logon.
01/05/2018	Successful Logon.
01/04/2018	Successful Logon.
12/28/2017	Successful Logon.

Below the table, there are buttons for "View Security Log", "What should I report?", and "Report Problem".

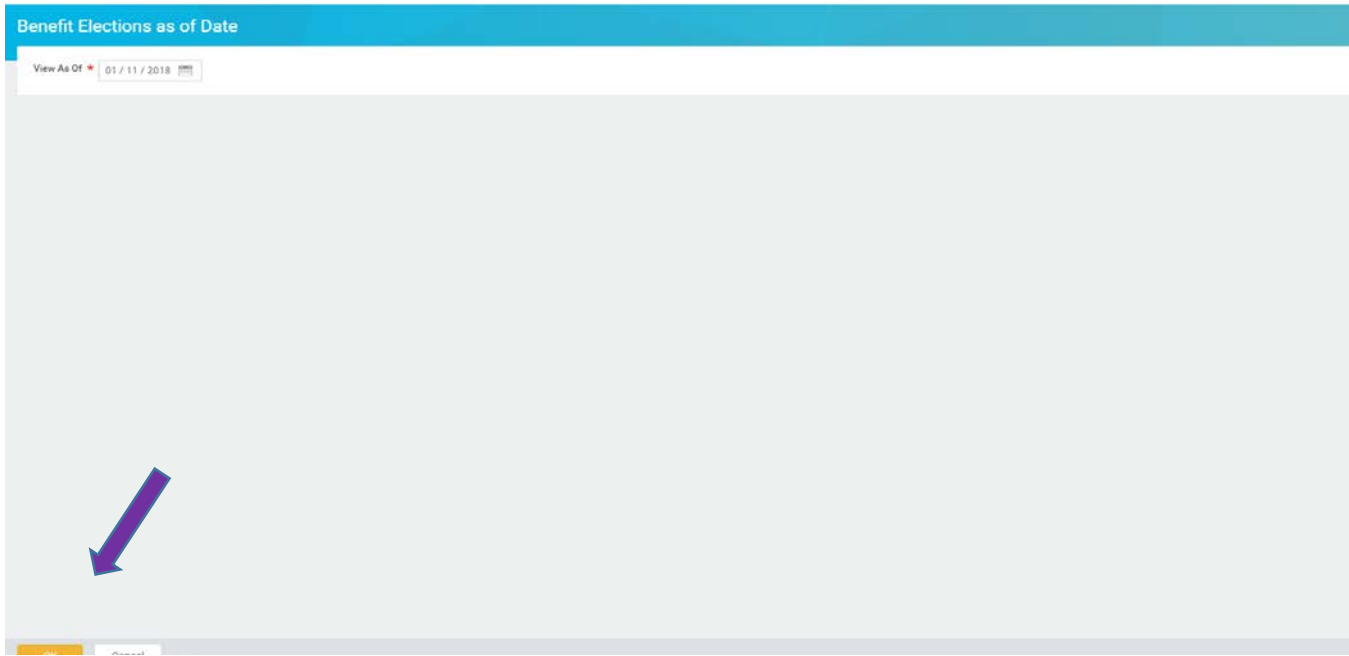
2. Select "Benefits"



3. Select "Benefit Elections as of Date"



4 . Select "OK"



5. Print this screen.

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (TAMUS Bi-weekly)	Employer Contribution (TAMUS Bi-weekly)	Benefit Credit
Medical - Blue Cross Blue Shield of TX PPO ABM Care									
Dental - Delta Dental DPPO									
Vision - Superior Vision VIS									
Basic Life/AD&D - Scourian (Employee)									
Long Term Disability - CIGNA Employee Paid - Post Tax (Employee)									
Teacher Retirement System - Teacher Retirement System									
							Total:	\$20.00	\$200.13

Benefit Credits	Total
Medical	
Total:	