



Adding or Removing a Dependent to Benefits in Workday:

The following instructions are available to guide you through the steps of reporting the qualified life event and modifying your current benefit elections at ConvaTec.

Qualified Life Events to add or remove a dependent include and are not limited to:

- Legal marital status change;
- A dependent child gaining other benefit coverage (employment or change of marital status);
- Birth of a child or adoption;
- A spousal change of employment

*****Please note, you have 31 days from the date of the event to enroll in or change your current benefit elections.**

Log into Workday by following the Workday quick link located at the bottom right hand side of the Catalyst homepage <http://catalyst.corp.convatec.com> or directly through <https://www.myworkday.com/convatec>

Welcome to Catalyst ConvaTec

Home Departments Markets Policies & Procedures Careers Quick Links Project Workspace Search

180 Medical Recognized For High Integrity And Ethics
 180 Medical (ConvaTec's U.S subsidiary) received the 'Torch Award' for Integrity and Ethics from the Better Business Bureau of Oklahoma, USA (BBB). The team picked up the award at a ceremony on Friday September 9.

Compliance Helpline
 It is our responsibility to ensure an ethical and compliant company culture. Immediately report any compliance concerns via our [ConvaTec Compliance Helpline](#) portal or by calling 1-855-357-8475 (U.S. Toll free).
 For local helpline numbers, see the Ethics and Compliance page.

Product News

- ConvaTec Receives Two Top Awards from Journal of Wound Care World Union of Wound Healing Societies (WUWHS)
- ConvaTec Launches Foam Lite™ ConvaTec Dressing, Expanding its Foam Portfolio for a Wide Variety of Wounds
- ConvaTec Marks 20 Years of AQUACEL® Innovation at 5th Conference of the World Union of Wound Healing Societies
- ConvaTec Extends Protection for Surgical Wounds with Launch of AQUACEL® Ag SURGICAL SP Dressing
- ConvaTec Enters \$1.7B NPWT Market with Launch of Avicel System

Quick Links

- CONNECT Onboarding
- ConvaTec Development Portal
- PDF webpage
- PTD System log in
- Informalita Programme
- Complaint Handling Process & Complaint Form
- Help Desk Phone Numbers
- Internal Employee Announcement Guidelines
- Organizational Charts
- Service Desk Incident Submission Form
- Work Day

Your Personal Stories
 We would love to hear how people at ConvaTec are living our values and fulfilling our purpose to improve the lives of people we touch. Email your story to catalyst@convatec.com.

Log into Workday. Your user name and password are the same as your credentials you use to log onto your computer. If you need assistance logging in to Workday, or to change your address, please send an email to workday@convatec.com.

workday

user name
password
Sign In

jeanette.lespoy
100 Account Admin

WELCOME to the ConvaTec Human Capital Management System.

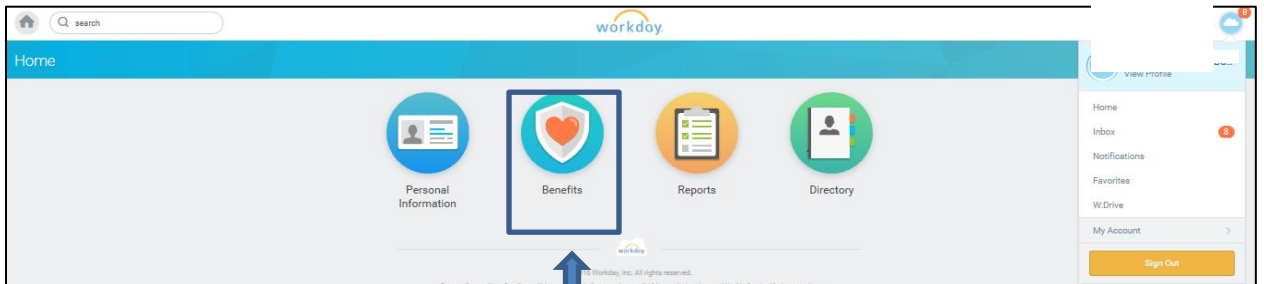
Notice
 NOTICE TO USERS

This computer system is the property of Workday and is for authorized use only. Users have no explicit or implied expectation of privacy. By using this system, the user consents to interception, monitoring, recording, copying, auditing, inspection, and disclosure of information as needed to perform the legitimate business functions of Workday.

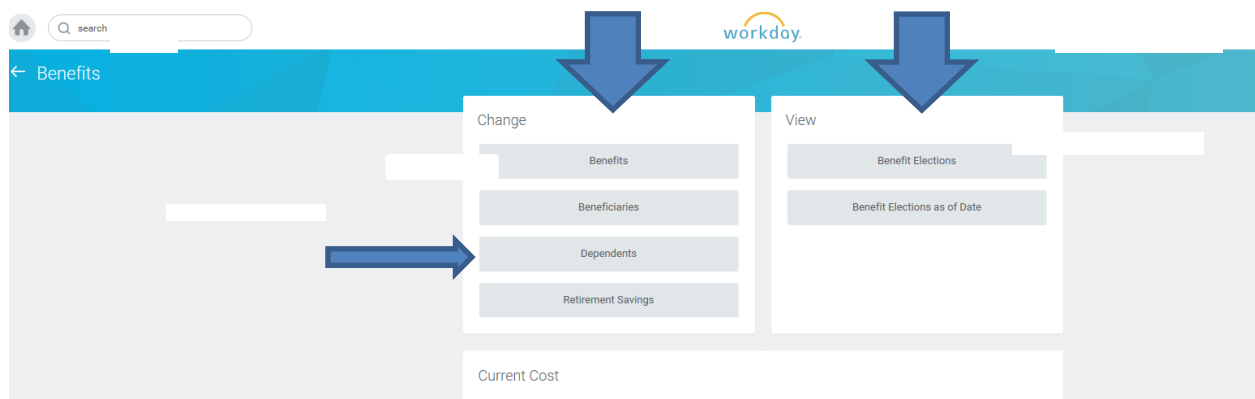
Status
 Your system will be unavailable for a maximum of 12 hours during the next Weekly Service Update and Quarterly Maintenance, starting on Saturday, October 22, 2016 at 11:00 a.m. PDT (GMT-7).

Workday Service Privacy Policy

Access your benefits page by selecting the benefits icon.



You may review your current benefit elections by selecting Benefit Elections under View. You may modify your current benefit coverage and dependents by selecting Benefits or Dependents under Change.



- Select the Dependent Change or appropriate Benefit Event Type if available under Benefit Event Type.
- Enter the date effective date of the event as the Benefit Event Date (event date entered must be within 31 days of entry)
- Attach a copy of the supportive documentation confirming the event (example: statement of divorce or separation, confirmation of benefit coverage for a dependent, etc.) Add a comment confirming the details of the life event.

Change Benefits []

Benefit Event Type *

- Dependent Change
- Employment Status Change
- HSA Enrollment
- Legal Marital Status Change
- Medicare/Medicaid Change
- Qualified Domestic Relations Order (QDRO)
- Spouse Employment Change

Benefit Event Date *

04 / 01 / 2017

Submit Elections By 05/01/2017

Enrollment Offering Types

- Vision
- Spouse Life
- Optional Life
- Medical
- Limited Purpose Health Care FSA
- Health Care FSA
- Discovery HSA
- Dependent Care FSA
- Dental
- Child Life
- Less (5)

Attachments 1 item

Attachment	Comment	File
<input type="text"/>	<input type="text"/>	<input type="button" value="Attach"/>

Submit Save for Later Cancel

Review your selections for the Medical/Dental/Vision Plans; select the appropriate level of coverage; remove dependent.

*****Please note eligibility for dependents is as follows: Age 26 for Medical and Vision, regardless of student status; Dental: 19 if not a full-time student; Age 25 if full-time student**

Change Benefit Elections Dependent Change

Event Date: 04/01/2017
 Initiated On: 04/27/2017
 Submit Elections By: 05/01/2017

Total Employee Net Cost: \$198.03 Bi-week

Health Care Elections	Benefit Plan	Elect / Waive	Enroll Dependents	Change	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Plan Description	Provider Website
	Medical - Cigna - Health CDHP w/HSA 2017	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee + Child(ren)	\$63.00	\$403.00		https://www.mypigna.com
	Medical - Cigna - Health OAP 2017	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						https://www.mypigna.com
	Dental - MetLife 2017	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee + Child(ren)	\$14.00	\$30.28	MetLife	https://mybenefits.metlife.com
	Vision - EyeMed	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		X Employee + Child(ren)	\$5.54			
					\$85.54	433.33		

Continue Save for Later Cancel

Once your selection has been entered, please click on continue at the bottom of the screen.

Please review current HSA elections and modify if a change is required. Please note, the HSA is only available if enrolled in the CIGNA Open Access Plus CDHP Plan.

If a change to the HSA is being requested, the number of pay periods remaining for the year is required. (You can find the current payroll calendar on Catalyst. Go to Departments > Human Resources > US > Payroll)

Change Benefit Elections Dependent Change Step 2 of 6

Event Date: 04/01/2017
 Initiated On: 04/27/2017
 Submit Elections By: 05/01/2017

Total Employee Cost/Credit: \$198.03 Bi-weekly Cost

Enrollment in the CIGNA OAP CDHP is required for enrollment in the Health Savings Account.
 Cigna/Tea will contribute \$300 for employee only coverage and \$1,000 for employee + spouse, employee + child(ren) and family coverage annually. The employer contribution will be funded to your HSA each pay.
 Please note: The 2017 IRS maximum HSA contribution is \$3,600 employee and \$6,750 for all other coverage tiers.

Remaining Deductions Override: 18

Health Savings Account Plan Dependencies

Health Savings Election	Benefit Plan	Elect / Waive	Contribution Range (Annual)	Supporting Information
	Discovery HSA - Discovery Benefits	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining periods for the year: 18 Your estimated contributions made this year: 0.00 How much do you want to contribute for the total year?: 3,000.00 How much do you want to contribute (Bi-weekly)? 105.56	Maximum Contribution (Annual): \$3,748.90 Provider Website: http://www.discoverybenefits.com Plan Description: http://www.discoverybenefits.com

Continue Save for Later Go Back Cancel

Once entered, click on continue to proceed.

Please review your FSA Elections.

Please note, if you have enrolled in the CIGNA OAP CDHP with the HSA, you will not be allowed to contribute to the Health Care FSA. You may, however, elect to contribute towards the Limited Purpose FSA to be used for dental and vision expenses.

If you are making any changes, enter your selections, then click on continue on the bottom of the screen.

Change Benefit Elections - Dependent Change Step 3 of 6 [Continue](#)

Event Date: 04/01/2017 Total Employees for Court ID: \$198.00 BI-weekly C
Initiated On: 04/27/2017
Submit Elections By: 05/01/2017

Remaining Dependents Outside: 18

Spending Account Plan Dependencies

Spending Account Elections: 3 items

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Health Care FSA - Discovery Benefits	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining periods for the year: 18 Your estimated contributions made this year: \$0.00 How much do you want to contribute for the total year?: \$0.00 How much do you want to contribute (BI-weekly)? \$0.00	Minimum Contribution (Annual): \$52.00 Maximum Contribution (Annual): \$2,900.00 Provider Website: http://www.dicoverplansfhs.com Plan Description: http://www.dicoverplansfhs.com
Dependent Care FSA - Discovery Benefits	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining periods for the year: 18 Your estimated contributions made this year: \$0.00 How much do you want to contribute for the total year?: \$0.00 How much do you want to contribute (BI-weekly)? \$0.00	Minimum Contribution (Annual): \$52.00 Maximum Contribution (Annual): \$4,994.00 Provider Website: http://www.dicoverplansfhs.com Plan Description: http://www.dicoverplansfhs.com
Limited Purpose Health Care FSA - Discovery Benefits	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining periods for the year: 18 Your estimated contributions made this year: \$0.00 How much do you want to contribute for the total year?: \$0.00 How much do you want to contribute (BI-weekly)? \$0.00	Minimum Contribution (Annual): \$52.00 Maximum Contribution (Annual): \$2,900.00 Provider Website: http://www.dicoverplansfhs.com

[Continue](#) [Save for Later](#) [Go Back](#) [Cancel](#)

ConvaTec provides Basic Life Insurance and Accidental Death and Dismemberment Coverage at 2x's your base salary. If your dependent life event results in a removal or addition of a dependent to be covered under the spousal/child optional life insurance, modify your optional life insurance elections as appropriate.

If you are not making any changes or once your elections have been entered, click on continue.

Change Benefit Elections - Dependent Change, Step 4 of 6 [Admin](#)

Event Date: 04/01/2017
 Initiated On: 04/27/2017
 Submit Elections By: 05/01/2017

Total Employee Net Cost/Cost: \$198.03 Bi-weekly Cost

Insurance Plan Dependencies and Coverage Limitations

Insurance Elections: 3 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (\$/week)	Employee Contribution (\$/week)	Provider Website
Basic Life - Cigna - Life (Employee)	<input type="radio"/> Elect <input type="radio"/> Waive	2 X Salary		\$164,000.00		\$6.58	https://www.mycigna.com
Optional Life - Cigna - Life (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	3 X Salary		\$246,000.00	\$6.93		https://www.mycigna.com
Spouse Life - Cigna - Life Spouse Life Amount Based (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						https://www.mycigna.com
Child Life - Cigna - Life (Dependent)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive						https://www.mycigna.com
Accidental Death & Dismemberment - Cigna - Life AD&D (Employee)	<input type="radio"/> Elect <input type="radio"/> Waive	2 X Salary		\$164,000.00		\$1.07	https://www.mycigna.com
					6.58	7.55	

[Continue](#) [Save for Later](#) [Go Back](#) [Cancel](#)

Please review your beneficiary designations for accuracy. You may designate both primary and contingent beneficiaries. Both primary and contingent must equal 100%.

Once you have reviewed or modified your beneficiary designation, please click continue on the bottom of the screen.

Change Benefit Elections - Dependent Change, Step 5 of 6 [Admin](#)

Event Date: 04/01/2017
 Initiated On: 04/27/2017
 Submit Elections By: 05/01/2017

Total Employee Net Cost/Cost: \$198.03 Bi-weekly Cost

Beneficiary Designations

Beneficiary Designations: 3 items

Benefit Plan	Provider Website	Respirer/Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Life - Cigna - Life (Employee)	https://www.mycigna.com	<input checked="" type="radio"/> <input type="radio"/>		<input checked="" type="radio"/> Primary Percentage: 100 <input type="radio"/> Contingent Percentage: 0
Optional Life - Cigna - Life (Employee)	https://www.mycigna.com	<input checked="" type="radio"/> <input type="radio"/>		<input checked="" type="radio"/> Primary Percentage: 100 <input type="radio"/> Contingent Percentage: 0
Accidental Death & Dismemberment - Cigna - Life AD&D (Employee)	https://www.mycigna.com	<input checked="" type="radio"/> <input type="radio"/>		<input checked="" type="radio"/> Primary Percentage: 100 <input type="radio"/> Contingent Percentage: 0

[Continue](#) [Save for Later](#) [Go Back](#) [Cancel](#)

Please review all of your elections. If you agree with all of your selections, scroll down to the bottom of the page. You must click on the "I Agree" and click on submit at the bottom of the page. Then click on submit.

Change Benefit Elections: Benefit Elections Review for Dependent Change, ar

Total Employee Net Cost/C
\$198.03 (\$/week)
C

Worker: |
Event Date: 04/01/2017
Initiated On: 04/27/2017
Submit Elections By: 05/01/2017

Elected Coverages: 7 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (\$/week)	Employer Contribution (\$/week)
Medical - Cigna - Health CDHP w/HSA 2017	04/01/2017	04/01/2017	Employee + Child(ren)				\$65.00	\$403.03
Dental - MetLife 2017	04/01/2017	04/01/2017	Employee + Child(ren)				\$14.00	\$30.28
Vision - EyeMed	04/01/2017	04/01/2017	Employee + Child(ren)				\$6.54	
Discovery HSA - Discovery Benefits	04/01/2017	04/01/2017	\$1,900.08 Annual				\$105.56	
Basic Life - Cigna - Life (Employee)	01/11/2016	01/11/2016	2 X Salary	\$144,000.00				\$6.06
Optional Life - Cigna - Life (Employee)	01/11/2016	01/11/2016	3 X Salary	\$244,000.00			\$6.93	
Accidental Death & Dismemberment - Cigna - Life AD&D (Employee)	01/11/2016	01/11/2016	2 X Salary	\$144,000.00				\$1.07
Total:							\$198.03	\$440.46

Waived Coverages

Beneficiary Designations

Attachments: 0 items

Attachment	Comment	File
No Data		

Electronic Signature

LEGAL NOTICE - Please Read
Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. **When you check the "I AGREE" checkbox, you are certifying that:**
1. You understand that your benefit elections are legal and binding transactions.
2. You understand that your benefit elections and any associated benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Agree

Submit Save for Later Go Back Cancel

Print a copy for your records and click on done to complete. The benefit providers and payroll will be updated with your elections as soon as administratively feasible. Should you have any questions throughout the process or regarding your benefits, please contact Deanna Baamonde at Deanna.Baamonde@convatec.com or benefits@convatec.com.