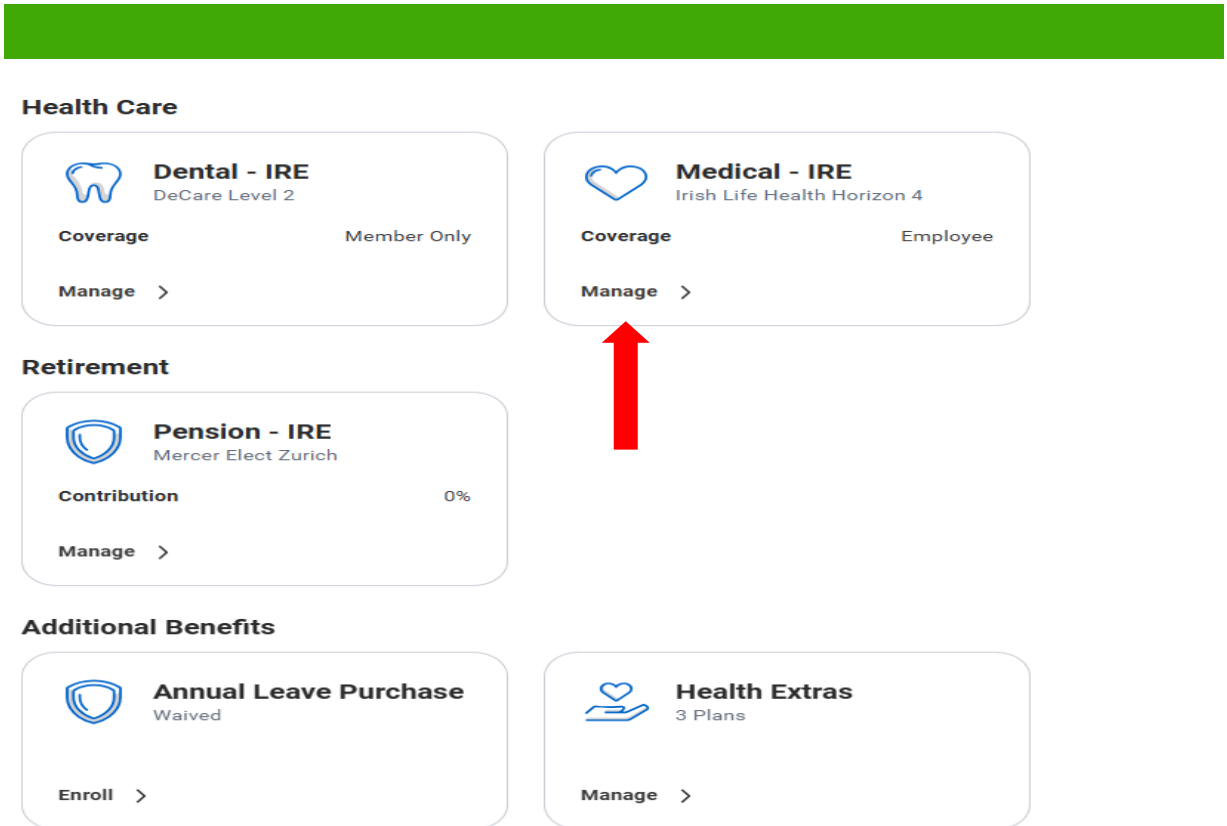
Open Enrolment Instructions



From your main homepage in Workday, click on your inbox, where you will see an "Ireland Open Enrolment" item. This will stay in your inbox for 2 weeks, in this 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.



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".

Plans Available

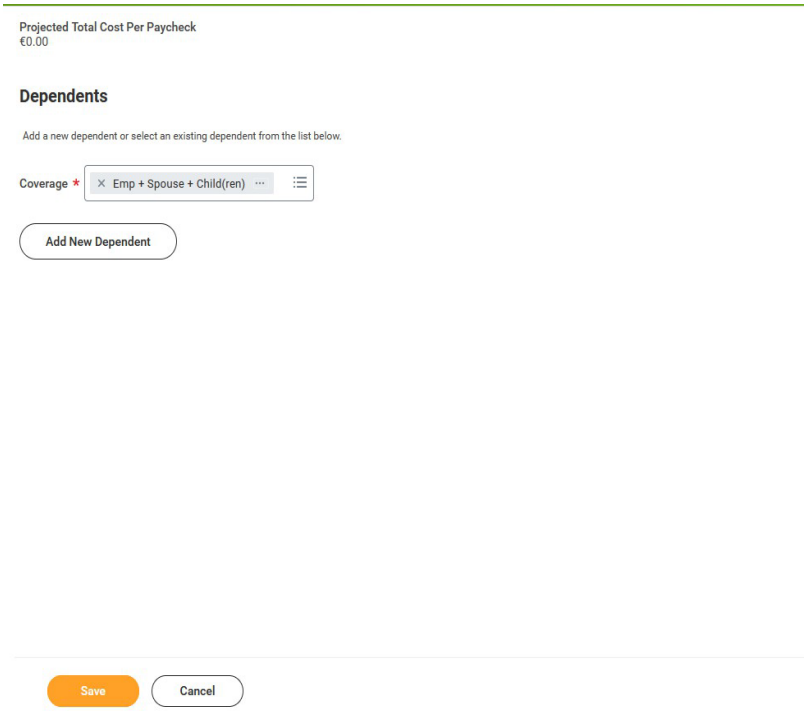
Select a plan or Waive to opt out of Medical - IRE. The displayed cost of waived plans assumes coverage for Employee. If Employee coverage isn't available, it assumes coverage. Workday displays the cost for a waived plan only if it offers Employee coverage.

15 items

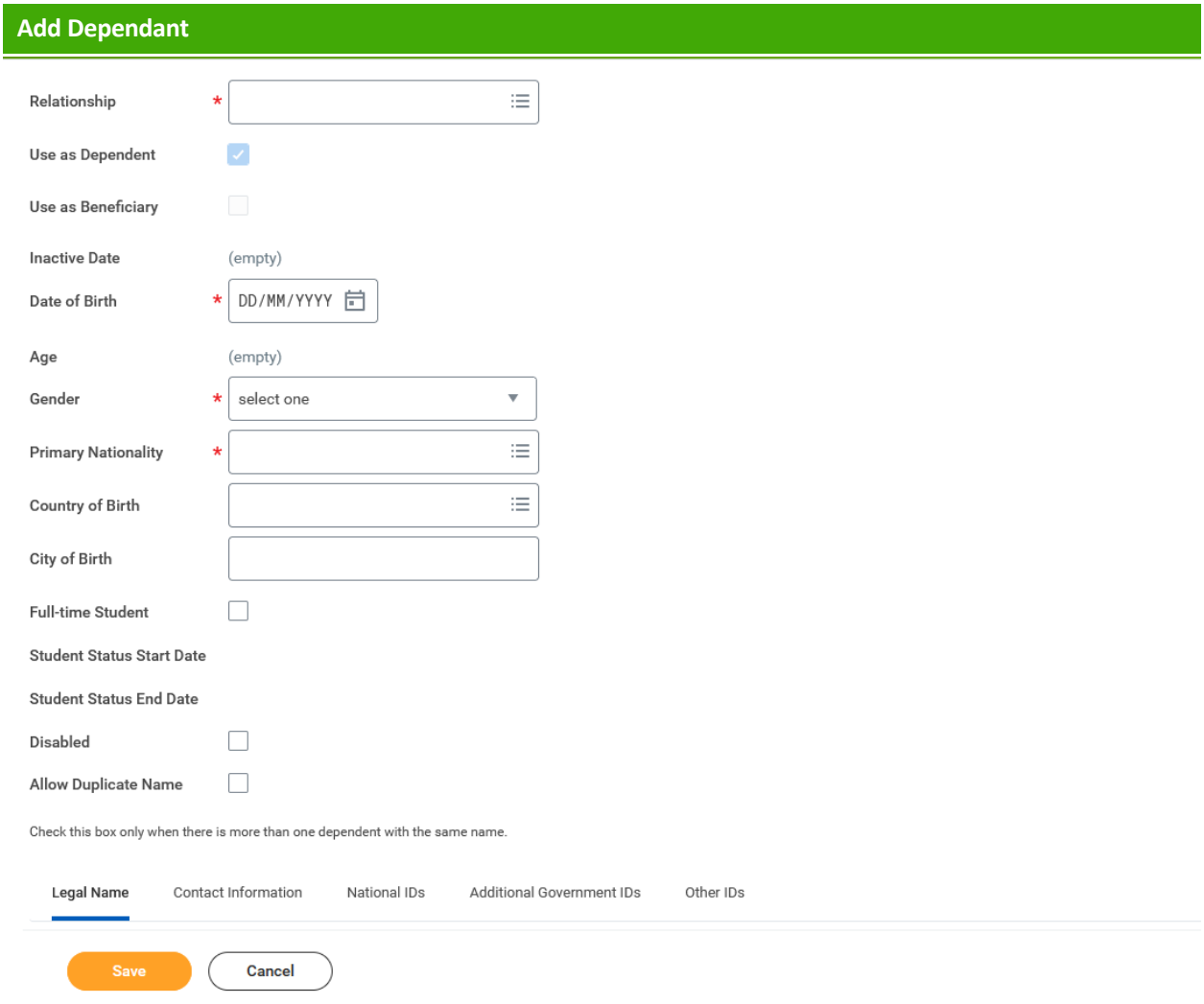
Benefit Plan	*Selection	Company Contribution (Monthly)
Irish Life Health Horizon 4	(•) Select ( ) Waive	€157.78
Irish Life Health Horizon 4 - Children	( ) Select (•) Waive	
Irish Life Health Horizon 4 Dependent Age 18-20	( ) Select (•) Waive	
Irish Life Health Horizon 4 Dependent Age 21	( ) Select (•) Waive	
Irish Life Health Horizon 4 Dependent Age 22	( ) Select (•) Waive	
Irish Life Health Horizon 4 Dependent Age 23	( ) Select (•) Waive	

Confirm and Continue Cancel

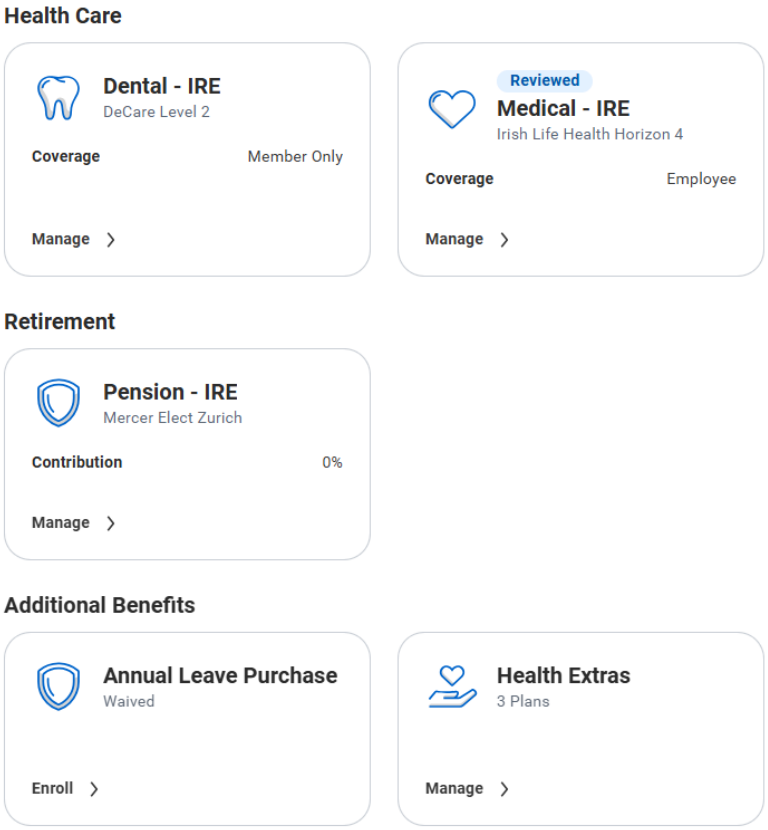
Once you are in the plan you wish to edit, you can click “Select” if you wish to enrol in that plan, or “Waive” if you do not want to be enrolled. Once you are happy with your selections, click “Confirm and Continue”.



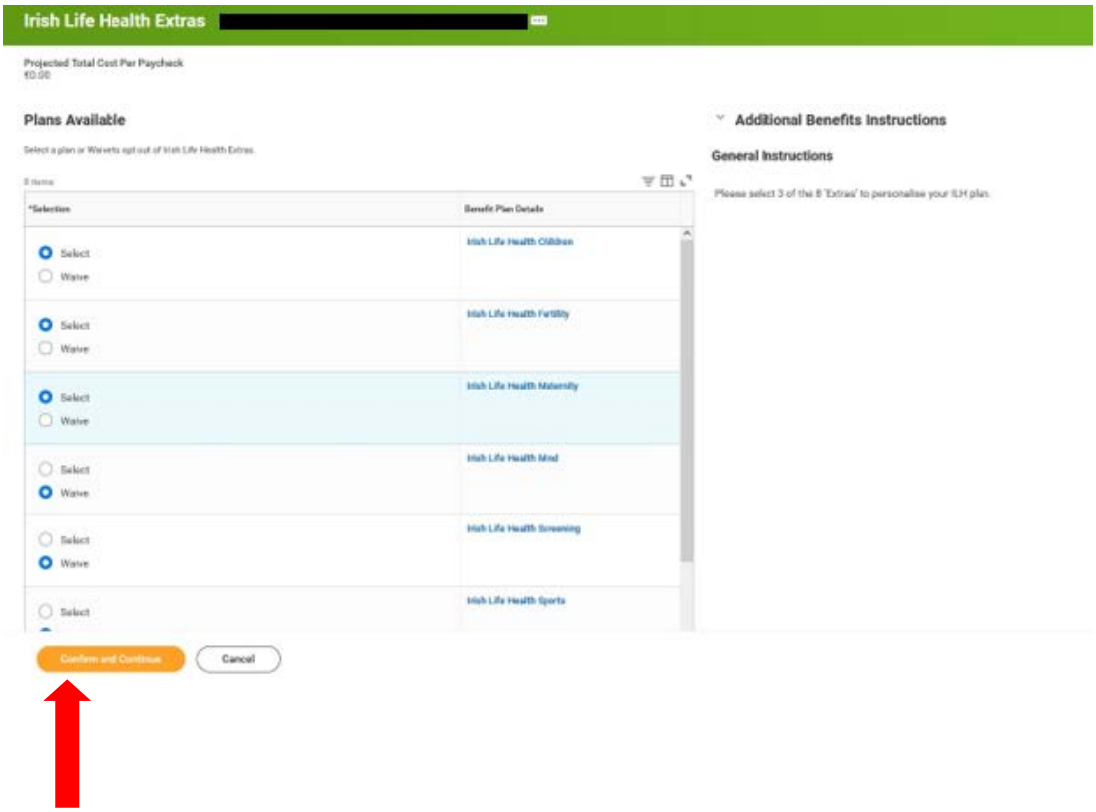
You will then be asked to enter in the information for any dependants you wish to add to your plan. Click “Save” to continue.



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

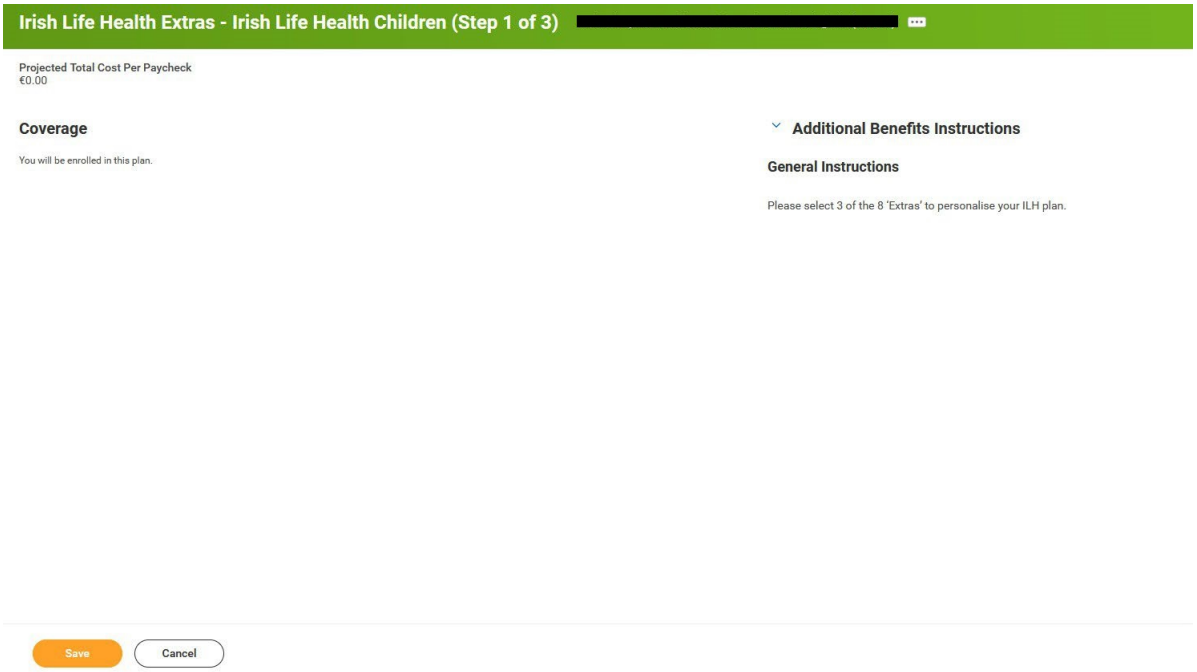


If you have enrolled into the ILH medical plan and would like to change or select your ILH Extras, please select “Enrol” or “Manage” here.

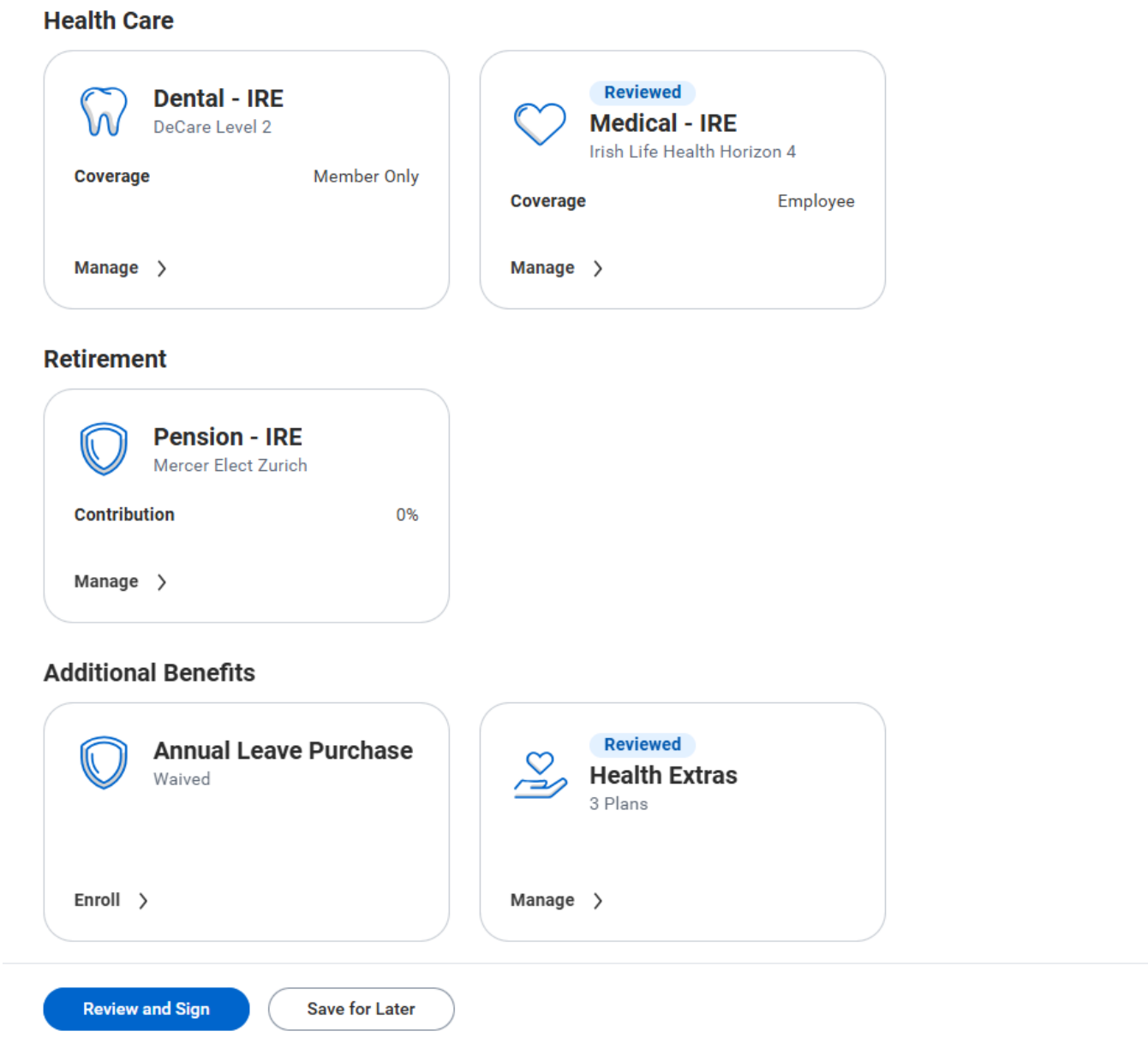


On the next page you will see the list of the ILH Extras. Please select 3 Extras to personalise your ILH plan.

Then select “Confirm and Continue”.



Select “Save” 3 times to enrol into each of the ‘Extras’.



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.

View Summary

Projected Total Cost Per Paycheck
€0.00

Selected Benefits 6 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Dental - IRE DeCare Level 2	03/01/2024	03/01/2024	Member Only			Included
Medical - IRE Irish Life Health Horizon 4	01/01/2027	01/01/2027	Employee			Included
Pension - IRE Mercer Elect Zurich	06/01/2026	06/01/2026				Included
Health Extras Irish Life Health Mind	03/01/2024	03/01/2024				Included
Health Extras Irish Life Health Travel	03/01/2024	03/01/2024				Included
Health Extras Irish Life Health You	03/01/2024	03/01/2024				Included

Waived Benefits 1 item

Annual Leave Purchase	Waived

Submit 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	01/01/2027
Final day to update benefits	12/11/2026

View 2027 Benefits Statement

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