



Step-by-Step Workday Enrollment Guide

[Temporary Employees & Interns, including Associate Engineers]



Important

- 2023 Open Enrollment is Tuesday, November 1, 2022 through Friday, November 18, 2022
- Open Enrollment link closes on Friday, November 18, 2022 at 5 PM Pacific Time
- Open Enrollment benefit elections are effective on January 1, 2023
- For more information regarding 2023 Open Enrollment, type in **2023OE/** in any browser on the SpaceX network. If you are not on the SpaceX network, you can also visit www.spxbenefits.com (password: **2023benefits**)
- If you have any questions, please reach out to benefits@spacex.com

1. Login



Log into Workday to complete your 2023 Open Enrollment benefit elections.

Website: <https://www.myworkday.com/spacex>

Login Credentials: Your SpaceX username and password

For Workday login assistance, please open a HR JIRA service ticket by typing **HRDATA/** in any browser bar on the SpaceX network.

For YubiKey assistance, please call the IT Help Desk at (310) 363-6999.

YubiKey: Enter in your Security Key PIN then touch your security key



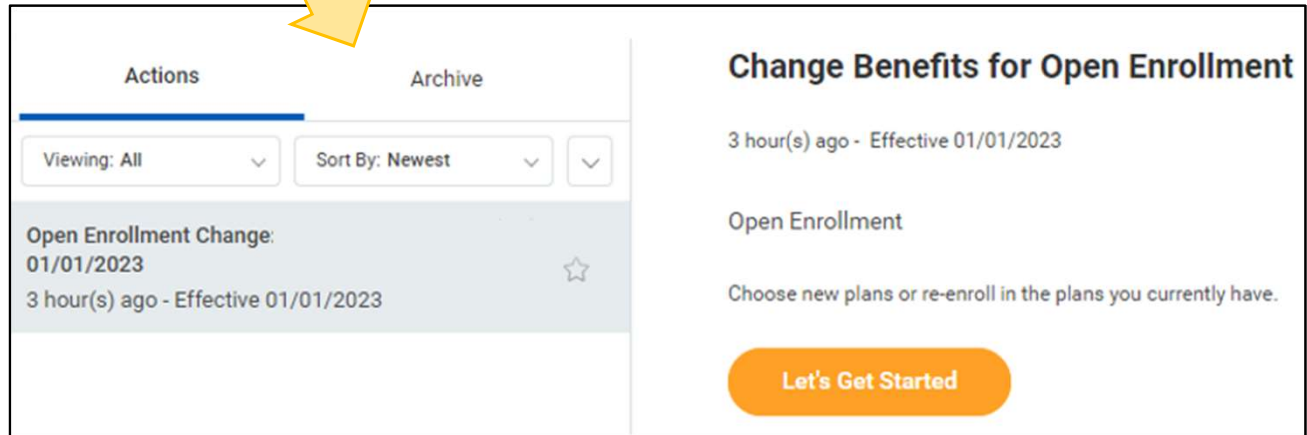
2. Workday Inbox



Click on your Workday Inbox, located on the top right corner of the screen.



Once you click the Inbox icon, you should see an "Open Enrollment Change". If you do not see an Open Enrollment task in your Inbox, please contact benefits@spacex.com immediately.



TROUBLESHOOTING

If your Open Enrollment task is "On Hold", then you may have other pending items in your Workday Inbox that have not been completed yet. You need to complete the pending items first and submit it to Benefits team for approval. Once it has been approved, then your 2023 Open Enrollment event will open for you to make your benefit elections. If you continue to have issues with your 2023 Open Enrollment task, please contact benefits@spacex.com.



3. Health Care & Accounts – Medical

Select “Manage” to elect the Medical Plan and click “Confirm and Continue” to proceed to next page.

Medical

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Plans Available

You must select a plan. The displayed cost of waived plans assumes coverage for Employee Only.

6 items

*Selection	Benefit Plan Details	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)	Credits (Bi-weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Collective Health _EPO (Blue Shield of California)	Included	\$213.39	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Collective Health _PPO (Blue Shield of California)	\$38.17	\$203.55	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Collective Health Guide PPO (Blue Shield of California)	\$24.72	\$202.34	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Collective Health HDHP High-Deductible Health Plan	\$25.46	\$174.36	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Kaiser Permanente (SCA) HMO	\$109.24	\$188.06	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Waiver Opt-Out Credit	Included	\$0.00	

Medical

Collective Health _EPO (Blue Shield of California)

Cost per paycheck

Included

Coverage

Employee Only

[Manage](#)

More information regarding the five medical plans and the additional perks can be found on **2023OE/** ShareX page. If you are not on the SpaceX network, visit www.spxbenefits.com (password: **2023 benefits**).

SpaceX offers five medical plans:

- Medical EPO
- Medical PPO
- Medical Guide PPO
- Medical High-Deductible Health Plan (HDHP)
- Kaiser HMO (CA only)
- And option to waive

Please note, you must be enrolled into the Medical EPO, PPO, Guide PPO or HDHP plan if you would like to utilize the following benefits:

- Lyra Therapy (with access to medication management)
- SpaceX Health Center (Hawthorne, CA)
- 2nd.MD
- Hinge Health
- Kindbody
- One Medical (CA, WA, & D.C.)
- One Medical Now (all other locations)



3. Health Care & Accounts – Medical

Enroll your dependents, if applicable, and click “Save” to save your elections.



If you already have a dependent listed in Workday, then click on “Existing Dependents.”

Dependents

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

Coverage * Employee + Child(ren)

Plan cost per paycheck \$74.95

Add New Dependent

1 item

Select	Dependent
<input checked="" type="checkbox"/>	Yackie Fits

Important!
 Having duplicate dependent profiles will impact your benefit coverage. If there are duplicate dependent names, please email benefits@spacex.com.

If you do not already have a dependent listed in Workday and you'd like to add a dependent, then click on “Add New Dependent” and enter your dependent's information before you can add them to your benefits.

Dependents

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

Coverage * Employee Only

Plan cost per paycheck

Add New Dependent

If you have dependents listed as your emergency contact, please click “use an Existing Beneficiary or Emergency Contact.”

Use an Existing Beneficiary or Emergency Contact



3. Health Care & Accounts – Medical

Input your dependent's information, if adding the dependent for the first time.

Add My Dependent From Enrollment

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Citizenship Status

Eligible Dependents

- Your spouse (including same-sex spouse)^{1, 2}
- Your child(ren) up to age 26, which may include natural, adopted, stepchildren and children obtained through court-appointed legal guardianship
- Your unmarried child(ren) of any age who are incapable of supporting themselves due to a mental or physical disability and who are totally dependent on you

¹ If you are legally married to your same-sex partner, you can enroll him/her as your spouse. The federal government recognizes legal marriages of same-sex couples in all states. Enrolling your same-sex spouse allows you to pay for certain benefits with pre-tax dollars.

² Legally registered domestic partners and their children constitute eligible dependents for certain fully-insured SpaceX benefits, such as Kaiser HMO (available in California only) and voluntary benefits. Premium contributions made by SpaceX on behalf of your domestic partner and domestic partner's children will be treated as taxable income to you, and applicable taxes and withholding will be deducted from payroll. Please contact the SpaceX Benefits team at benefits@spacex.com for additional information.

To decline Medical coverage, select "Waiver Opt-Out Credit".

<input checked="" type="radio"/> Select <input type="radio"/> Waive	Waiver Opt-Out Credit
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If you decline medical coverage, you will receive a \$20 opt-out credit per paycheck.



3. Health Care & Accounts – Health Savings Account (HSA)

Enroll into the Health Savings Account (HSA) if you've elected the HDHP as your medical plan. If you did not elect the HDHP, then you are ineligible for a HSA and you can skip this step.

Taking SpaceX's contributions into account, you can contribute up to \$3,850 if you elected the employee only coverage for your HDHP and up to \$7,750 if you elected HDHP coverage for you and one or more family member(s) (e.g., EE + Spouse, EE + Child(ren), EE + Family).

Coverage Level	2023 IRS HSA Contribution Limit	SpaceX Automatically Contributes ...	For 2023 You Can Contribute Up to ...
Employee Only	\$3,850	\$500	\$3,350
Employee + Spouse	\$7,750	\$1,000	\$6,750
Employee + Child(ren)	\$7,750	\$1,000	\$6,750
Employee + Family	\$7,750	\$1,000	\$6,750

Select "Enroll" to enter your annual goal or bi-weekly contribution amount for your HSA.

Please note, SpaceX automatically contributes to your HSA, irrespective of whether you choose to contribute to your HSA.

Health Savings Account (HSA) - HealthEquity

Projected Total Cost Per Paycheck: \$146.61
Projected Total Credits: \$0.00

Contribute

Per Paycheck: Annual:

Total Paychecks: 26

Maximum Annual Amount: \$3,850.00

Summary

Annual Company Contribution: \$500.00
Total Annual HSA Contribution: \$3,649.90

Health Savings Account (HSA)
Waived

*Selection	Benefit Plan
<input checked="" type="radio"/> Select	HealthEquity
<input type="radio"/> Waive	

If you are age 55 or older (or will turn age 55 in 2023), you can contribute an additional \$1,000.

IMPORTANT! Are you currently contributing to a Health Care Flexible Spending Account?

If you choose to enroll in the HDHP for 2023 and are currently contributing to a Health Care Flexible Spending Account, you **MUST** use your entire balance by **December 31, 2022**.

If you don't, neither you nor SpaceX can begin contributing to your HSA on January 1, 2023. Instead, you'll be required to wait to make and receive your HSA contributions until April 1, 2023.



4. Review and Confirmation of Benefit Elections

After reviewing your benefit elections, you'll note that each section you clicked on displays a "reviewed" status at the top. Sections that were not reviewed by you will not display this. This can help you manage your elections and ensure you have considered all of your benefit options.

The screenshot shows the 'Open Enrollment' page with a 'Health Care and Accounts' section. Under 'Medical', the plan 'Collective Health _EPO (Blue Shield of California)' is listed with a 'REVIEWED' status. A yellow arrow points to this status. Below the plan details, there are 'Review and Sign' and 'Save for Later' buttons. Another yellow arrow points to the 'Review and Sign' button.

Please verify your elections carefully before submitting. When you are satisfied with your elections, please check off your Electronic Signature and hit "Submit" at the bottom of the page.

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents
Medical Collective Health _EPO (Blue Shield of California)	01/01/2023	01/01/2023	Employee + Child(ren)	Bene Fits

The screenshot shows the 'Electronic Signature' section. It contains a paragraph of text where the user attests to the accuracy of their elections. Below the text is a checkbox labeled 'I Accept'. A yellow arrow points to this checkbox. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

If you need to make any edits you can do so by clicking "Cancel" on the bottom of the page to return to the enrollment page.



5. View Benefits Statement



Once submitted, you have access to review and/or download your 2023 Benefits Statement by clicking “View 2023 Benefits Statement.”

Submitted

You've submitted your elections.

Congratulations, you have successfully submitted your 2023 Annual Benefits Open Enrollment elections! You can download a copy of your submitted elections by clicking on the "View 2023 Benefits Statement" below and then "Print". Your submitted 2023 Annual Benefits Open Enrollment elections will be effective January 1, 2023.

To change your elections before open enrollment closes on November 18, 2022 at 5 PM PT:

- From Workday's home page select **View All Apps > Benefits > Change Open Enrollment**.

Important Dates:

Benefits go into effect	01/01/2023
Final day to update benefits	10/26/2022

[View 2023 Benefits Statement](#)

6. Making Changes

After you submit your 2022 Open Enrollment elections, you will continue to have access to make changes while the Open Enrollment session is still open by logging into Workday > Benefits > Change Open Enrollment.

Please be sure to finalize and submit all changes by Friday, November 18, 2022 at 5 pm Pacific Time / 7 pm Central Time / 8 pm Eastern Time.

Current Cost

14.84

[Change Open Enrollment](#)