

2023 Benefits Enrollment Guide for New Hires

[Temporary Employees and Interns]



Important

Please complete your New Hire elections within 30-calendar days from your latest Date of Hire. Your benefit selections will be effective on the first of the month following or coinciding with your Date of Hire.

1. Login



Log into Workday to complete your new hire benefit elections.

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

Login Credentials: Your SpaceX username and password

Sign in with your
SpaceX credentials

Username
Password

Keep me signed in

Sign in

For Workday login assistance, please open a HR JIRA service ticket by typing **HRDATA/** in any browser bar while 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

Windows Security

Making sure it's you

Please sign in to spacex.com.

This request comes from Chrome, published by Google LLC.

Please enter your security key PIN.

Security Key PIN

OK Cancel

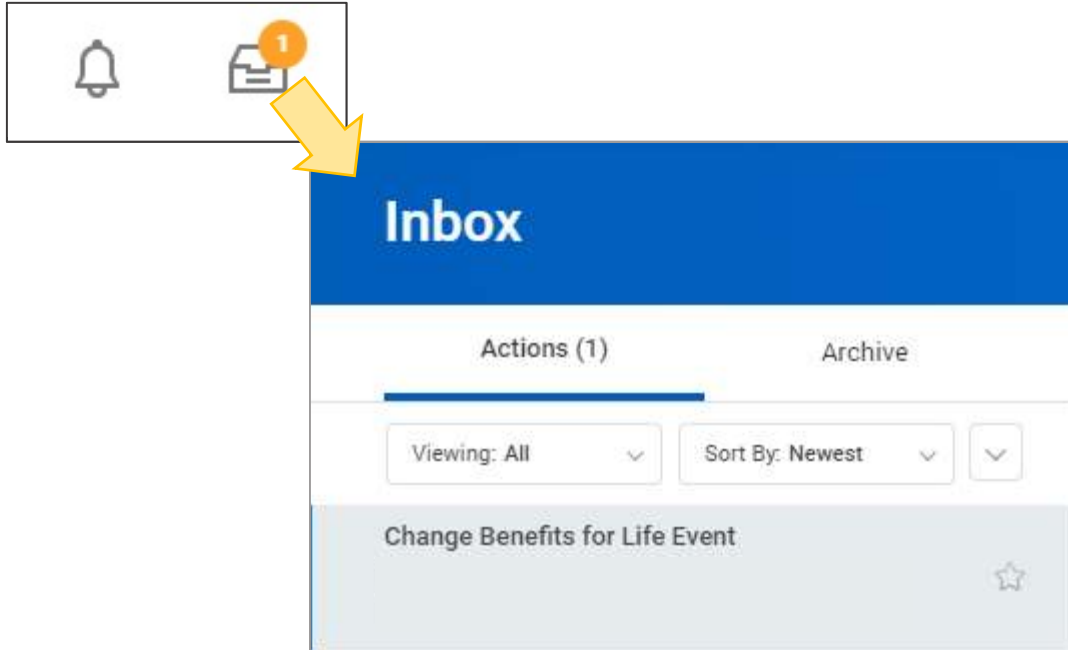


2. Workday Inbox

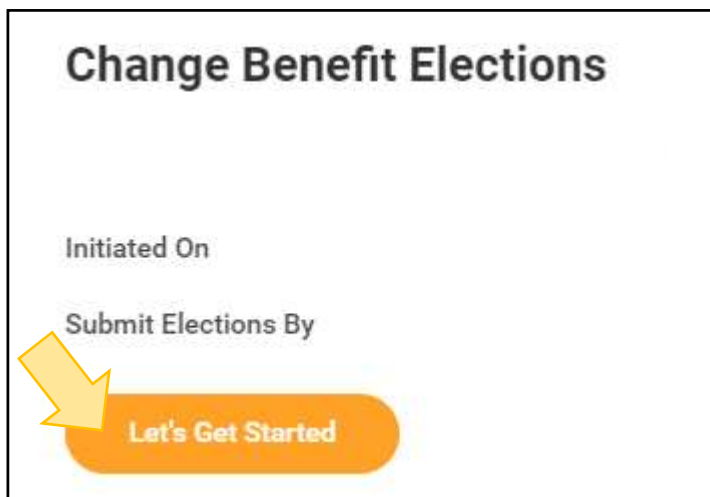


Click on your Workday Inbox, located on the top right corner of the screen.

Once you click your Inbox icon, you should see a "Change Benefits for Life Event" task in your Inbox. If you do not see this task in your Inbox, please contact benefits@spacex.com immediately.



Click on "Let's Get Started" to begin your benefits enrollment.





3. Health Care & Accounts – Medical




Select “Manage” to elect the desired Medical Plan.

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)



Medical
Collective Health _EPO (Blue Shield of California)

Cost per paycheck Included

Coverage Employee Only

[Manage](#) 

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)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Collective Health _EPO (Blue Shield of California)	Included	\$204.94
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Collective Health _PPO (Blue Shield of California)	\$37.06	\$195.08
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Collective Health Guide PPO (Blue Shield of California)	\$24.72	\$193.35
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Collective Health HDHP High-Deductible Health Plan	\$24.72	\$167.19
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Kaiser Permanente (SCA) HMO	\$98.86	\$170.08
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Waiver Opt-Out Credit	Included	\$0.00



3. Health Care & Accounts – Medical



Enroll your dependents, if applicable.

If you are a Rehire, and you already have a dependent listed in Workday, then select the dependent listed.

Dependents

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

Coverage * Employee + Child(ren)

Plan cost per paycheck \$74.95

1 item

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

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 follow the pages to add your dependent to your benefits.

1

Dependents

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

Coverage * Employee Only

Plan cost per paycheck

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

2

Add My Dependent From Enrollment

11 day(s) ago - Effective 01/01/2023

Use as Beneficiary

If you'd like this dependent to be a beneficiary for your Life and Accidental Death & Dismemberment (AD&D) insurance, check this box. Otherwise, you can click "OK".



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

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	Waiver Opt-Out Credit
<input type="radio"/> Waive	

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. 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.

Health Savings Account (HSA)
Waived

Enroll

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

Contribute

Per Paycheck Annual

Total Paychecks 26

Maximum Annual Amount: \$3,850.00

Summary

Annual Company Contribution \$500.00

Total Annual HSA Contribution \$3,850.00

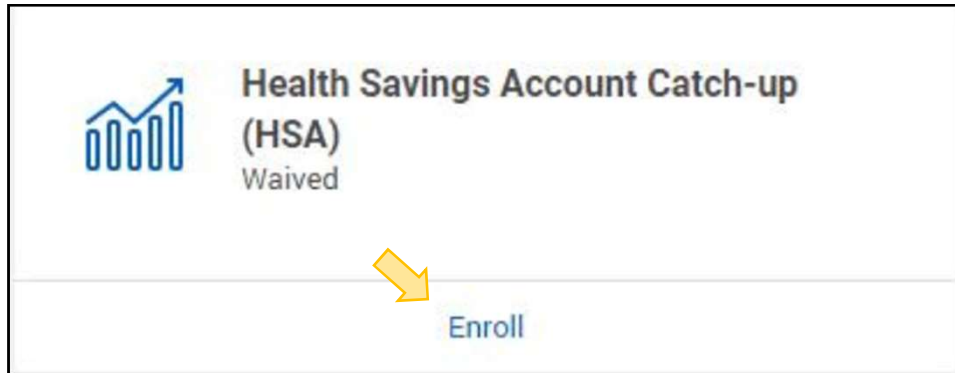
Please note, SpaceX automatically contributes to your HSA, irrespective of whether you choose to contribute to your HSA.



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



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



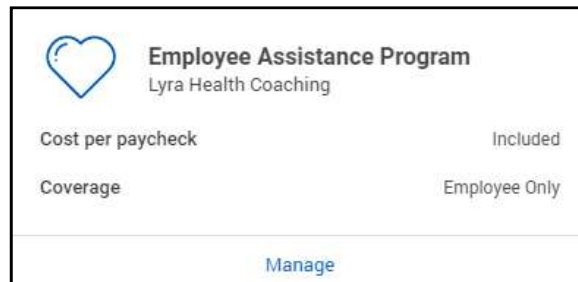
The screenshot shows a notification box with a blue bar at the top. On the left is a blue icon of a bar chart with an upward arrow. To the right of the icon, the text reads "Health Savings Account Catch-up (HSA) Waived". Below this text is a horizontal line, and a yellow arrow points down to a blue "Enroll" button.

3. Health Care & Accounts - Employee Assistance Program




Lyra Coaching is a six-session mental health coaching program, designed by Lyra clinicians and grounded in principles of evidence-based treatments, that will empower you to better manage stress, make difficult decisions, and improve relationships, both at work and at home. Lyra Coaching will be available for FREE to all SpaceX employees (regular, temporary, and interns), who are normally scheduled to work at least 20 hours per week, and their eligible dependents (ages 18+).

You are automatically enrolled in Lyra Coaching, so no additional action is required on your end.



The screenshot shows a card for the "Employee Assistance Program" by Lyra Health Coaching. It includes a heart icon and lists "Cost per paycheck" as "Included" and "Coverage" as "Employee Only". A "Manage" button is at the bottom.

 Employee Assistance Program Lyra Health Coaching	
Cost per paycheck	Included
Coverage	Employee Only
Manage	



4. Review and Confirmation of Benefit Elections

Once you are ready to submit your benefit elections, click on "Review and Sign" button on the bottom left corner of the screen.

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 + Family	Mrs. Fits Yackie Fits
Dental	01/01/2023	01/01/2023	Employee + Family	Mrs. Fits Yackie Fits
			Employee + Family	Mrs. Fits Yackie Fits

Electronic Signature

I attest by checking the "I agree" box below that I have reviewed the information that I provided and that it is true and accurate to the best of my knowledge. I understand that outside of Annual Benefits Open Enrollment, I cannot make benefit changes during the year unless I experience a qualifying life event, such as a marriage, divorce, birth/adoption of a child, and loss/gain coverage elsewhere. I also understand that if I experience a qualifying life event, then I only have 30 days from the qualifying life event date to request any benefit changes by making my desired benefit elections and submitting the necessary supporting documentation in Workday or by emailing Benefits@spacex.com. If I miss the 30-day qualifying life event window, then understand I will have to wait until the next Annual Benefits Open Enrollment period to make my desired benefit changes, or upon experiencing another qualifying life event.

If applicable, I authorize SpaceX to deduct the employee contribution amounts required for the benefit plan coverage(s) for which I elected and have been approved.

I Accept

Submit Save for Later Cancel

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. Making Changes



You will not be able to edit your elections after you click Submit. If you need to make changes, then please contact the Benefits team at benefits@spacex.com no later than 30-calendar days from your Date of Hire / Conversion.