

2023 Benefit Changes for a Qualifying Life Event

[Temporary Employees / Interns]



If you or your eligible dependent experience a qualifying life event, then you may make changes to your existing benefit elections within **30-calendar days** from the date of the qualifying life event. Questions? Contact benefits@spacex.com.

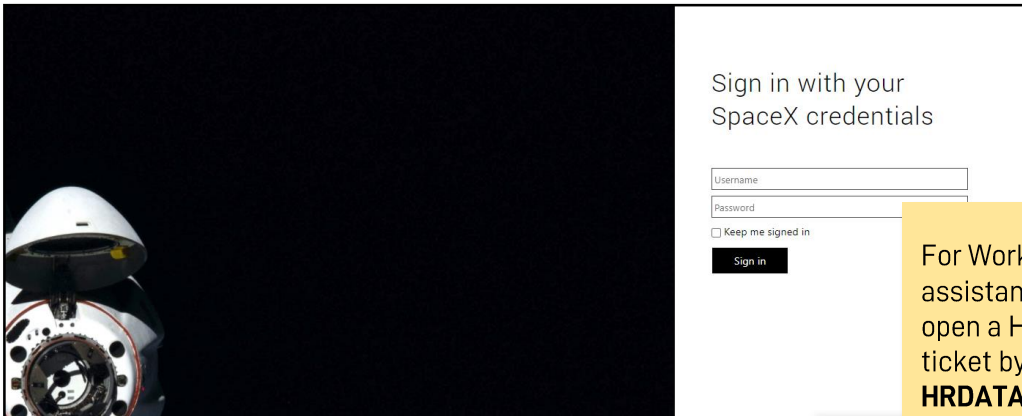
1. Login



Log into Workday to complete your new hire benefit elections.

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

Login Credentials: Your SpaceX username and password



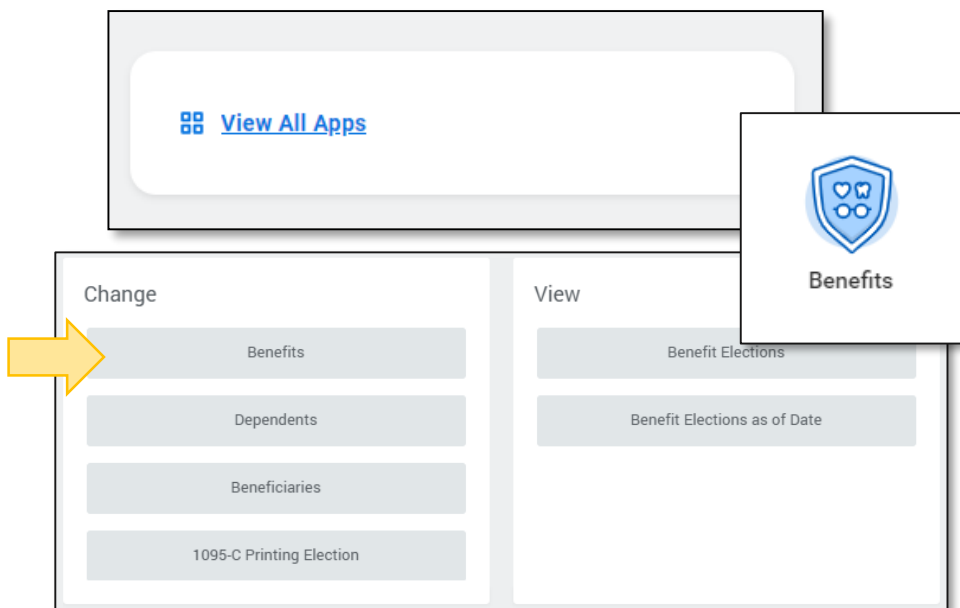
For Workday login assistance, please open a HR JIRA service ticket by typing **HRDATA/** in any browser bar while on the SpaceX network.

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

2. Triggering a Qualifying Life Event



Click on the “View All Apps” and select “Benefits” icon on your Workday homepage. Under “Change”, select “Benefits”.



Benefit Event Type

- Birth / Adoption / Legal Guardianship of a Child
- Gained other health benefits elsewhere
- HSA Contribution Change
- Legal Marital Status Change – Divorce
- Legal Marital Status Change – Marriage
- Life Insurance Beneficiary Change
- Loss of other health benefits/coverage elsewhere

Select the Benefit Event Type

Enter the “Benefit Event Date”, which is the date of your qualifying life event.

For instance, use the date of marriage or date you or your family member gained or lost other health care coverage.

Benefit Event Date * 03/02/2023

Submit Elections By 04/01/2023

You must submit your elections within 30-calendar days from the date of event. Your benefit election changes due to the qualifying benefit event will be effective first of the month following or coinciding with the benefit event date. For instance, if you got married on March 2, 2023, then you have until April 1, 2023 to submit your changes to add your new spouse to your benefits. Coverage for your spouse would be effective April 1, 2023.

2. Triggering a Qualifying Life Event (cont.)



Attach your supporting documentation* and then click on “Submit” at the bottom of the page.

*Common examples of eligible supporting documentations:

Marriage

- Marriage certificate
- Customer copy of county clerk record request for marriage certificate, signed by a state official/marriage officiator

Gain of Coverage

- Documentation which details the name of the individual(s) gaining coverage, the date coverage was gained and the type of coverage gained (i.e. medical, dental, vision). Common examples of acceptable documents include: a letter from HR or a letter from the insurance provider

Loss of Coverage

- Documentation which details the name of the individual(s) losing coverage, the date coverage was lost and the type of coverage lost (i.e. medical, dental, vision). Common examples of acceptable documents include: a letter from HR, a letter from the insurance provider, or a COBRA letter

Attachments

Drop files here

or

Select files

Click on “Open” and “Let’s Get Started” to begin your benefits enrollment.

You have submitted

Up Next: **Benny Fits Change Benefit Elections**

[View Details](#)

Open



Change Benefit Elections

Initiated On

Submit Elections By

Let's Get Started

3. Health Care & Accounts – Medical



Select your tobacco status.

Health Information

Tobacco Use

Question Has any person to be insured (employee and spouse) used tobacco in the last 12 months?

Answer * Yes
 No

Make sure your tobacco status is up to date, as the tobacco status will determine your Allstate Critical Illness rates, which is also impacted by your age band and elected amount.

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 Paych \$46.95

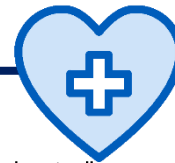
Plans Available

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 type="radio"/> Select <input checked="" 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 checked="" type="radio"/> Select <input 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

3. Health Care & Accounts – Medical



Enroll your dependents, if applicable.

If you already have a dependent listed in Workday, then click on “Existing Dependents.”
Do not create duplicate dependent profiles.

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

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

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

2

Add My Dependent From Enrollment

11 day(s) ago - Effective 01/01/20...

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.

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Citizenship Status

Tobacco Use

* Not Applicable
 Yes
 No

Eligible Dependents

- Your spouse (including same-sex spouse)
- 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.

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. 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 <input type="radio"/> Waive	HealthEquity

Contribute

Per Paycheck Annual

Total Paychecks 26

Maximum Annual Amount: \$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 bar chart icon on the left. The text reads "Health Savings Account Catch-up (HSA) Waived". A yellow arrow points from the notification 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" (Lyra Health Coaching). It 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.

Health Care and Accounts

Medical
Collective Health _EPO (Blue Shield of California)

Cost per paycheck: \$168.34

Coverage: Employee + Family

Dependents: 2

[Manage](#)

Health Savings Account (HSA)
Waived

[Enroll](#)

Employee Assistance Program
Lyra Health Coaching

Cost per paycheck: Included

Coverage: Employee Only

[View](#)

[Review and Sign](#)

[Save for Later](#)

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)	04/01/2023	04/01/2023	Employee + Family	Mrs. Fits Yacki Fits
Employee Assistance Program	04/01/2023	04/01/2023	Employee Only	

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 Qualifying Life Event date.