

2025 Annual Open Enrollment Workday Guide

(Temporary Employees, Interns, and Graduate Engineers)



IMPORTANT REMINDERS:

- 2025 Open Enrollment is Monday, October 28, 2024 through Friday, November 15, 2024 at 5pm PST
- Open Enrollment closes on Friday, November 15, 2024 at 5pm Pacific Time – No Exceptions!
- Open Enrollment benefit elections are effective on January 1, 2025

Important Benefits Open Enrollment Information

WORKDAY



All Open Enrollment benefit elections will need to be completed online in Workday (<https://www.myworkday.com/spacex>).

NEED WORKDAY OR YUBIKEY ASSISTANCE?

- **Workday login assistance:** Open an HR JIRA service ticket by typing HRDATA/ in any browser bar on the SpaceX network.
- **YubiKey assistance:** Contact the IT Help Desk at (310) 363-6999.

ELIGIBILITY



If you are a **temporary employee, intern or graduate engineer** normally scheduled to work at least 20 hours per week, you may participate in SpaceX's benefit program upon meeting the eligibility requirements. You also have the option to enroll your eligible dependents in certain benefits. Eligible dependents include:

- Your legally-married 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 and indefinitely 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. Your legally registered domestic partner (DP) and your DP's child(ren) constitute as 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 DP and DP's child(ren) will be treated as taxable income to you, and applicable taxes and withholdings will be deducted from your wages. Please contact the SpaceX Benefits team at benefits@spacex.com for additional information.

ADDITIONAL RESOURCES

2025OE/

- For more information regarding 2025 Open Enrollment, type **2025OE/** in any browser on the SpaceX network.
- If you are not on the SpaceX network, you can visit www.spxbenefits.com (password: 2025benefits)
- If you have any questions, please reach out to benefits@spacex.com

Enrollment Instructions

STEP 1. Log into Workday to complete your 2025 Open Enrollment benefit elections.

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

Login Credentials: Your SpaceX Username

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

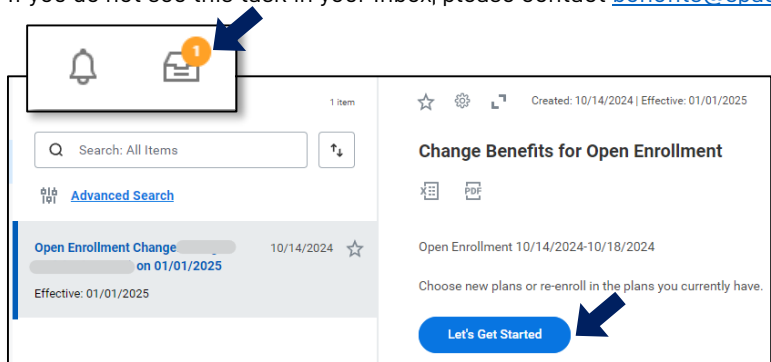
For Workday login assistance, please open a HR JIRA service ticket by typing **HRDATA/** in any browser bar on the SpaceX network.

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



STEP 2. Click on your Workday Inbox, located on the top right corner of the screen.

Once you click the Inbox icon, you should see a "Open Enrollment Change" task, then click "Let's Get Started."
If you do not see this task in your Inbox, please contact benefits@spacex.com immediately.

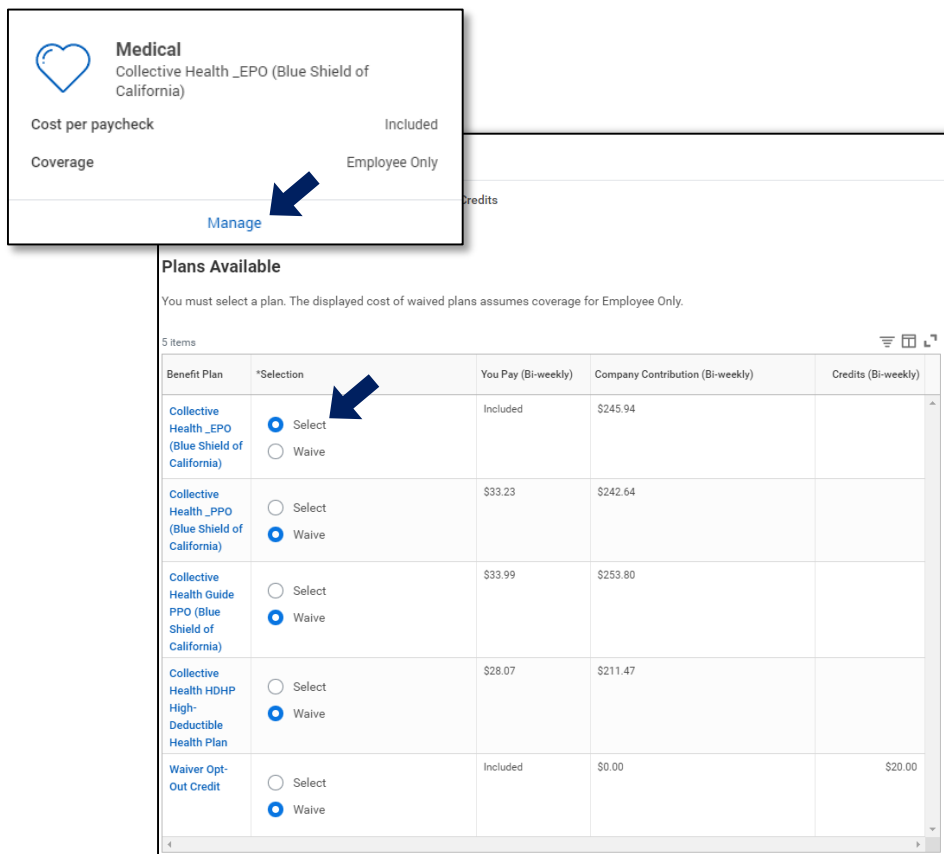


TROUBLESHOOTING

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 the SpaceX Benefits Team for approval. Once it has been approved, then your 2025 Open Enrollment event will become available for you to make your benefit elections. If you continue to have issues with your 2025 Open Enrollment task, please contact benefits@spacex.com.

STEP 3. Health Care – Medical

First, select "Manage" to elect the Medical Plan and click "Confirm and Continue" to proceed to the next page.



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 medical coverage

Second, upon selecting a Medical Plan, proceed with enrolling your **dependents**, if applicable, and click "**Save**" to save your elections. (If you already have a dependent listed in Workday, then click on the box next to your dependent's name.)

Steps to add your dependent(s) are on the next page.



How to add dependents:

If you'd like to add a dependent that is not yet listed in Workday, click on **"Add New Dependent"** then select **"Create Dependent"** and enter your dependent's information before adding them to your benefits.

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

Input your dependent's information, if adding the dependent for the first time. The information required to add is indicated by a red asterisks (*). Click **"Save"** once completed.

You will then be prompted to enter in your dependent's Social Security Number (SSN) or the reason the SSN is not available. You will be able to update your dependent's SSN at a later time by following the steps below

- 1) Log into Workday
- 2) Click "Menu"
- 3) Click "Benefits and Pay"
- 4) Click "Benefits" > "Dependents"
- 5) Click on "Edit" next to your dependent's name
- 6) Select "Update Dependent > "No Benefit Change"
- 7) Scroll down to "National IDs" and correct SSN
- 8) Click "Submit"

To DECLINE Medical coverage, select "Waiver Opt-Out Credit". If you decline Medical coverage, you will receive a \$20.00 opt-out credit per paycheck.

STEP 4. Health Savings Account (HSA)

Health Savings Account (HSA): Eligible to participate 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.

Coverage Level	2025 IRS HSA Contribution Limit	SpaceX Automatically Contributes	For 2025 you can contribute up to...
Employee Only	\$4,300	\$500	\$3,800*
Employee + Spouse	\$8,550	\$1,000	\$7,550*
Employee + Child(ren)	\$8,550	\$1,000	\$7,550*
Employee + Family	\$8,550	\$1,000	\$7,550*

*if age 55 or older, eligible to contribute an additional \$1,000

Reminder: HSA is only available if you are enrolled into the HDHP medical plan.



STEP 5. Employee Assistance Program

[Lyra](#) Coaching is a six-session mental health program. 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.**

STEP 6. Review and Confirmation of Benefit Elections

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

Electronic Signature

I attest by checking the "I Accept" 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](#) [Cancel](#)

Once submitted, to view and/or download your 2025 Benefits Statement click "**View 2025 Benefits Statement**"

You've submitted your elections.

Congratulations, you have successfully submitted your 2025 Annual Benefits Open Enrollment elections! You can download a copy of your submitted elections by clicking on the "View 2025 Benefits Statement" below and then "Print". Your submitted 2025 Annual Benefits Open Enrollment elections will be effective January 1, 2025.

To change your elections before open enrollment closes on November 15, 2024 at 5 PM PT:

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

Important Dates:

Benefits go into effect	01/01/2025
Final day to update benefits	10/18/2024

[View 2025 Benefits Statement](#)

STEP 7. Making Changes

After you submit your 2025 Open Enrollment elections, you will continue to have access to make changes while the Open Enrollment period is still open by logging into Workday > Menu > View All Apps > Benefits and Pay. From there click "**Edit**" under Benefit Event: Open Enrollment

Needs Attention

SUBMITTED

Benefit Event: Open Enrollment

[Edit](#)

Please be sure to finalize and submit all changes by

Friday, November 15, 2024 at 5pm Pacific Time / 7pm Central Time / 8pm Eastern time.