## **Communication Topic:** PEBB Benefits – Open Enrollment

## **Audience:** HR and Payroll Partners

## **Target Send Date:** Dec. 21, 2023 - (Resend this comms 12/20)

## **Method of Communication:** E- News

Good Afternoon,

Communication sent earlier for the “Verify My Information” app included instructions on how employees can verify their profile information. Additionally, we want to provide you with the steps for direct access to benefits including open enrollment changes for any employees that might want to revisit this information.

Employees can view PEBB Benefits by following the steps below or by using the [Overview of Benefits knowledge article.](https://wd5.myworkday.com/oregon/email-universal/inst/25755%24955/rel-task/2998%2440834.htmld) To navigate directly to Benefits in Workday:

1. From the Workday homepage click on, “View Profile”
2. From the menu on the left select, “Benefits”
3. You will see PEBB and PERS enrollment information
4. If there are discrepancies, please visit the [PEBB website](https://pebbbenefits.oha.oregon.gov/bms_web/%21pb.main) to verify your benefit elections.
	1. If a change is needed, or if you have additional questions, please contact your [agency payroll office](https://www.oregon.gov/das/HR/Pages/WD-Payroll-Contacts.aspx) for assistance.

**Please Note:** PEBB is the system of record for this information and if there are discrepancies, please reach out to PEBB to correct it in PEBB or create a case to correct it in Workday.

If you have any questions about PEBB Benefits please create a case and we will respond as quickly as possible.

Sincerely,

DAS Workday Payroll