

How to complete benefits enrollment in Workday.

Questions?

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How to complete benefits enrollment in Workday

From the home page of Workday, click on **Open Enrollment Change** in the Awaiting Your Action box.



Awaiting Your Action



Open Enrollment Change:
My Tasks - 15 days ago

Change Benefit Elections



Initiated On 02/23/2026

Submit Elections By 03/25/2026

Let's Get Started

Click **Let's Get Started**



Health Information

Tobacco Use

Question Click YES, if you currently use tobacco. Click NO, if you do not use tobacco.

Answer * ☐ Yes
☐ No

This will start the benefits enrollment process. The tobacco attestation appears first.



How to complete benefits enrollment in Workday

Individual benefits are managed in their own boxes.

Click ENROLL or MANAGE on any of the boxes to open the benefit.



Do not click Review and Sign at the bottom until you are completely finished with your benefit elections.

Save for Later will allow you to come back to your benefit elections during the enrollment period.

 Medical Waived Enroll	 Spousal Attestation Waived Enroll	 Dental Waived Enroll
 Vision Waived Enroll	 Health Savings Account (HSA) Waived Enroll	 Health Care FSA Waived Enroll

Review and Sign

Save for Later

How to complete benefits enrollment in Workday

When you click enroll or manage to open a specific benefits box, the available plans will appear.

Rates on this slide may be different from what you see in Workday.

The opportunity to add a dependent will appear after you select a plan.

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans as

4 items

Benefit Plan	*Selection
Anthem HSP	☐ Select ☒ Waive
Anthem HSP HPN	☐ Select ☒ Waive
Anthem PPO	☒ Select ☐ Waive
Anthem PPO HPN	☐ Select ☒ Waive

How to complete benefits enrollment in Workday

If you enroll your legally married spouse in your Allegion medical plan, you will need to answer or “select” the attestation.



REVIEWED

Spousal Attestation

Waived

Enroll

Benefit Plan	*Selection
Spousal Attestation	☒ Select ☐ Waive

You have three options:

Adding my spouse who can have medical coverage elsewhere. (this option adds a \$100 a month fee)

Adding my spouse who has VA medical coverage and is under 65,

Adding my spouse who can not have medical coverage elsewhere.

Spousal Attestation - Spousal Attestation

Projected Total Cost (Monthly)
\$0.00

Coverage	* Search
Plan cost (Monthly)	☐ Adding my spouse, who can have medical coverage elsewhere ☐ Adding my spouse, who has VA medical coverage and is under 65 years old. ☐ Adding my spouse, who can NOT have medical coverage elsewhere

You may waive the attestation only if you are not adding a souse to your Allegion medical coverage.

How to complete benefits enrollment in Workday

After you select a plan for any of the benefits, the dependent page will appear allowing you to add and enroll your dependents.

You must enter the legal name, date of birth and social security number for each dependent you enroll in Allegion coverage.

You only need to enter your dependents once. When you open a new benefits box, the dependents you entered previously will appear. **Check the box next to the dependents name to add them to coverage.**

Dependents

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

Coverage ★ Employee Only

Plan cost (Monthly) \$129.29

Add New Dependent

Dependents

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

Coverage ★ Employee + Children

Plan cost (Monthly) \$26.00

Add New Dependent

1 item

Select	Dependent	Relationship
☒	Child Example	Child

How to complete benefits enrollment in Workday

After you have saved each benefit election, a notification will appear reminding you that you have saved an election but not submitted your election yet.



Your Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

Click Enroll or Manage to elect a spending account.



Health Savings Account (HSA)
Waived

Enroll



Health Care FSA
Waived

Enroll



Dependent Care FSA
Waived

Enroll



Limited Purpose Health Care FSA
Waived

Enroll

How to complete benefits enrollment in Workday

If you elect the PPO medical plan, you are eligible to elect Healthcare FSA.

If you instead elect the HSP medical plan, you will also need to elect an HSA but you are not required to add pre-tax funds to your HSA. You may also elect a limited purpose FSA.

You are not required to elect a medical plan to elect a dependent care FSA or healthcare FSA.

You will need to designate your annual goal or per paycheck amount when electing a spending account.

Health Care FSA

Plans Available

Select a plan or you can waive to opt out of Health Care FSA.

1 item

*Selection

☒ Select
☐ Waive

Contribute

Your estimated contributions made this year 0.00

Per Paycheck

226.67

Annual

3,400.00

Remaining Paychecks 15

Maximum Annual Amount: \$3,400.00

Health Savings Account (HSA)

Plans Available

Select a plan or you can waive to opt out of Health Savings Account (HSA).

1 item

*Selection

☒ Select
☐ Waive

How to complete benefits enrollment in Workday

If you elect a spending account that is not compatible with your medical plan choice, you will receive an error notice and the spending account selection will be grayed out. You will need to make corrections to your spending account election or medical election to move forward.

Remove Medical?

You can select either of the following plans, but not both: Health Care FSA - Discovery Benefits or Medical - United Steelworkers USW HSP QHDHP. When you select Health Care FSA - Discovery Benefits, then you can't select: Medical - Anthem HSP Non Union.

Remove

Cancel

Health Savings Account (HSA)

Plans Available

Select a plan or you can waive to opt out of Health Savings Account (HSA).

1 item

*Selection	Benefit Plan
Select Waive	Discovery Benefits



How to complete benefits enrollment in Workday

Any basic life or disability benefit that is provided by and paid for by Allegion, will be grayed out. You can not make edits to these benefits.

Please open or manage the life insurance to add a beneficiary. You will need the full name, DOB and contact info for a beneficiary. SSN is NOT required for a beneficiary to life insurance.

Spousal & child life assume the employee is the beneficiary

Insurance

 Basic Life Insurance Aflac (Employee) Cost (Monthly) Included Coverage 1.5 X Salary Manage	 Supplemental Life Insurance Aflac (Employee) Cost (Monthly) \$97.00 Coverage \$250,000 Manage	 Spouse Life Insurance Aflac (Spouse) Cost (Monthly) \$90.50 Coverage \$250,000 Manage
 Supplemental AD&D Aflac (Family) (Employee) Cost (Monthly) \$6.72 Coverage \$210,000 Manage	 Short Term Disability Aflac STD - Salaried (Employee) Coverage 70% of Salary Manage	 Basic Long Term Disability Aflac Basic LTD (Employee) Cost (Monthly) Included Coverage 40% of Salary Manage

How to complete enrollment in Workday

The ARAG Legal and Norton Life Lock voluntary benefits are also in Workday for enrollment.



Additional Benefits



Work Life Benefits
Anthem EAP

[Manage](#)



Legal
Waived

[Enroll](#)



ID Theft
Waived

[Enroll](#)

Review and Sign

Save for Later

The EAP box is grayed out.
Allegion pays for this benefit.

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When you have completed all benefit elections, click Review and Sign in the lower left.

If you choose to Save for Later, your elections will only save during the first 30 days. After 30 days your saved items will be removed.

When you click Review and Sign, you will see the View Summary page. Please make sure your OE benefit elections are correct!

Review and Sign

Save for Later

View Summary

Projected Total Cost (Monthly)
\$123.38

Please review your elections carefully. You will not be able to change these elections until the next An
Your electronic signature in the checkbox below indicates your agreement with these elections.
After you submit your benefit election updates, the coverage begin dates might change. Review your in

Selected Benefits 7 items

Plan	Coverage Begin Date
Medical	09/14/2026
Anthem HSP	
Spousal Attestation	09/14/2026
Spousal Attestation	
Health Savings Account (HSA)	09/14/2026
Discovery Benefits WEX	
Basic Life Insurance	09/14/2026
Aflac (Employee)	
Basic AD&D	09/14/2026

Submit

Save for Later

Cancel

How to complete benefits enrollment in Workday

Move to the bottom of the page to click the I Accept box. This is your electronic signature.

Click the orange Submit button.

You have successfully submitted your benefit elections!

If you would like to print your elections, click View Benefits Statement.

Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

1. You agree that the information you have provided is true and accurate.
2. You understand that your benefit elections are legal and binding transactions.
3. You understand that all benefits are subject to the terms and conditions contained in the applicable plan documents.
4. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
5. You understand that all benefits are contingent upon your enrollment and acceptance by the insurance carriers or benefit providers.
6. You authorize your wages to be reduced by the applicable employee contributions for the benefits options you have elected.
7. If you elect to participate in a health savings plan or the Company wellness program, you have read and agree to the Optum Bank HSA Account terms and conditions.

I Accept ☒

Submit

Save for Later

Cancel

Submitted

You've submitted your elections.

Thank you for submitting your Annual Enrollment elections. Please print or save

Contact the Benefits Team at Allegion.USBenefits@allegion.com or 1.844.623.9

If you enroll in an Allegion medical plan, 2025 Wellness Activities and Rewards tablet.

View 2026 Benefits Statement

