

	Job Aid: <i>Completing Open Enrollment in UKG</i>	Last Modified Date: <i>10/20/2025</i>	Modified by: <i>E. Miller</i>
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Purpose

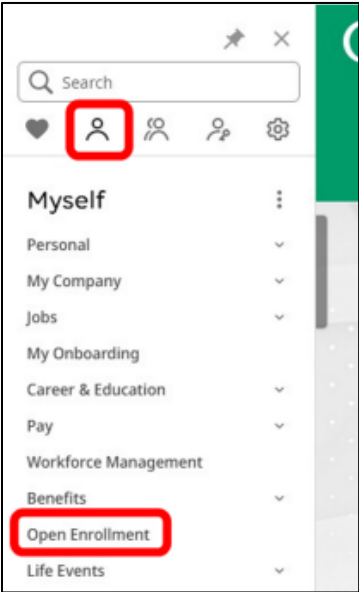
A guide demonstrating how to complete the benefits Open Enrollment session in UKG.

Points of Contact

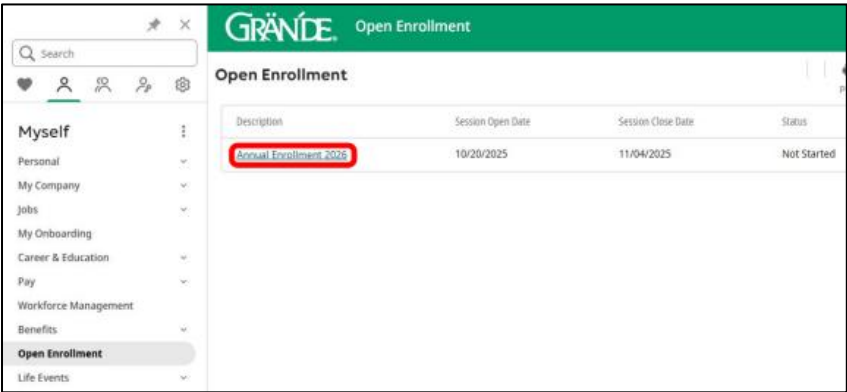
Grande Benefits Team
benefits@grande.com
 (920) 952-7555

Procedure

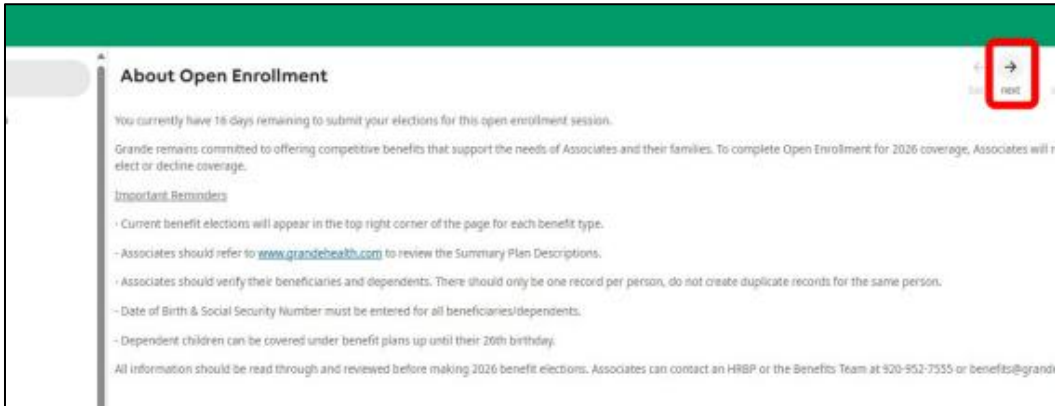
1. Log into UKG and navigate to the “Myself” tab, click “Open Enrollment.”



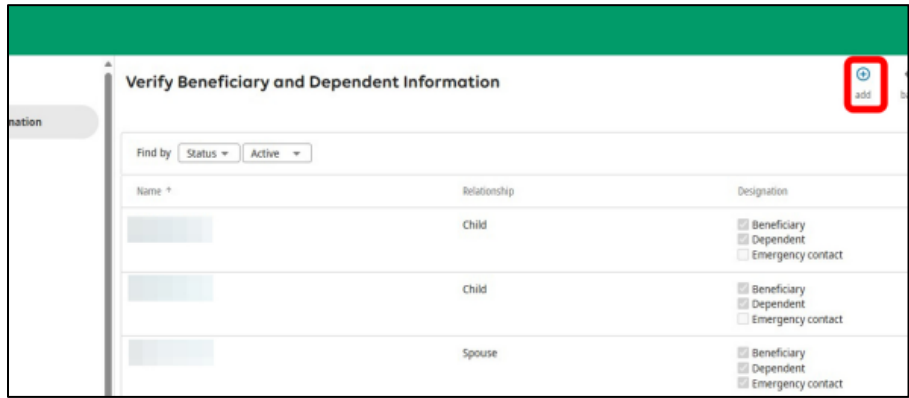
2. Select “Annual Enrollment 2026”



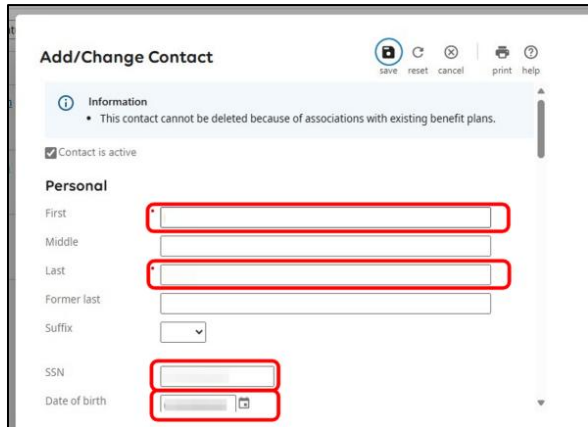
3. The Open Enrollment session will open. Read through each page and all messaging. Select “next” to navigate through each page.



4. Confirm beneficiary and dependent information.
 - a. To add a beneficiary/dependent select “+add.”



- i. Fill in the required information under “First,” “Last,” “SSN” and “Date of birth”.
**Note: Dependents cannot be added to plans without a Social Security Number (SSN) and Date of Birth in the system.*



Add/Change Contact

Information

- This contact cannot be deleted because of associations with existing benefit plans.

Contact is active

Personal

First:

Middle:

Last:

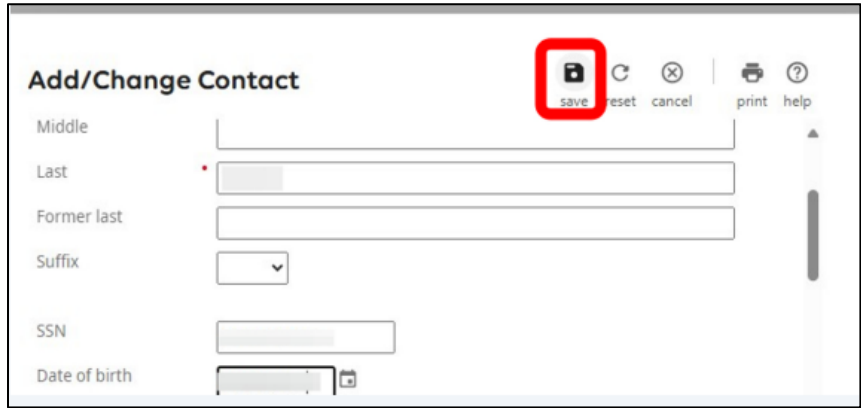
Former last:

Suffix:

SSN:

Date of birth:

- ii. Select “save”.



Add/Change Contact

save reset cancel print help

Middle

Last

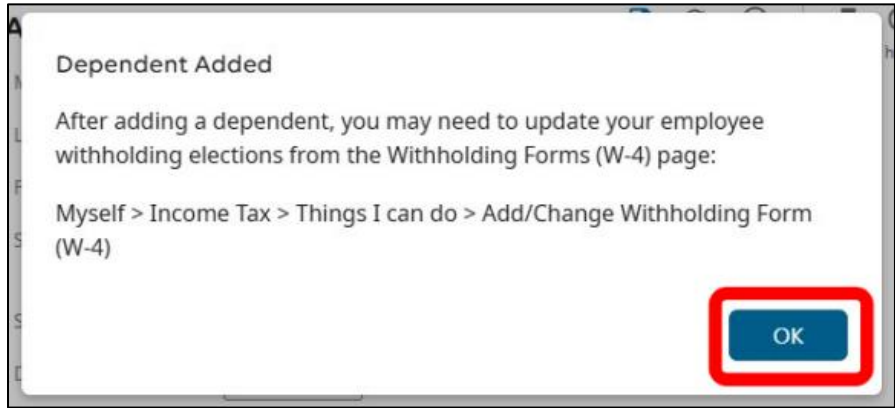
Former last

Suffix

SSN

Date of birth

iii. Select "OK".



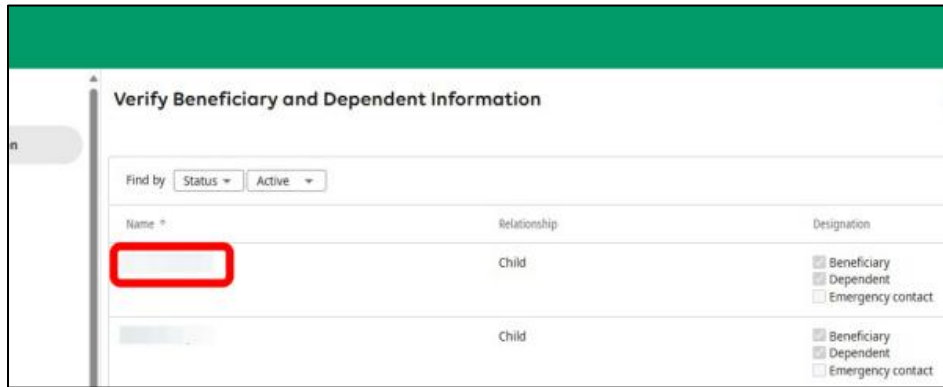
Dependent Added

After adding a dependent, you may need to update your employee withholding elections from the Withholding Forms (W-4) page:

Myself > Income Tax > Things I can do > Add/Change Withholding Form (W-4)

OK

b. To edit a beneficiary/dependent select their name.

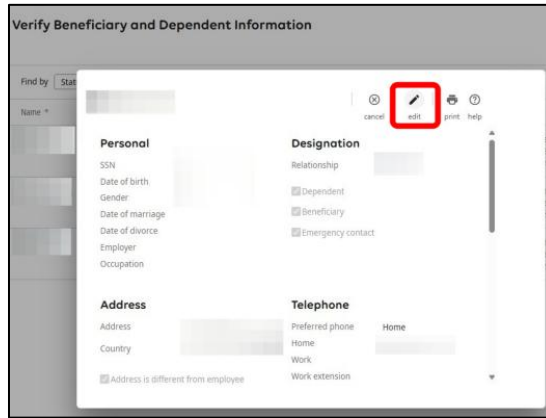


Verify Beneficiary and Dependent Information

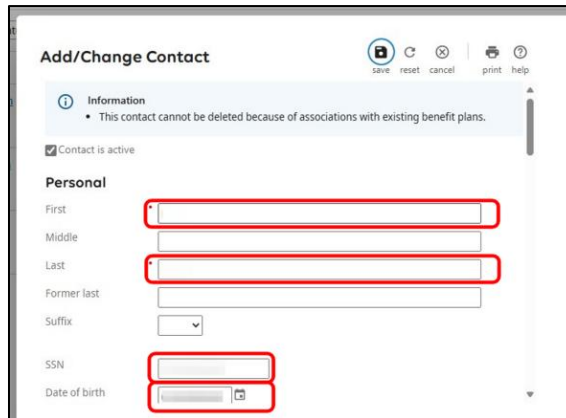
Find by Status Active

Name	Relationship	Designation
[Red Box]	Child	<input checked="" type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact
[Redacted]	Child	<input checked="" type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

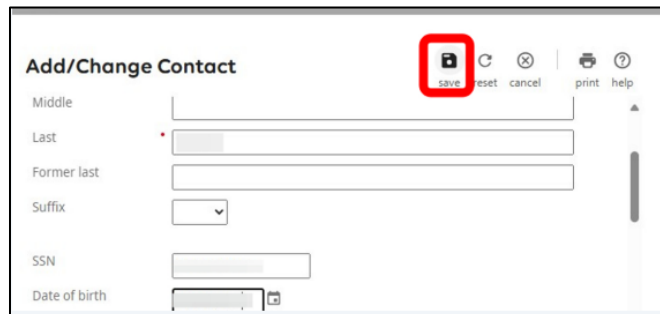
i. Select "edit".



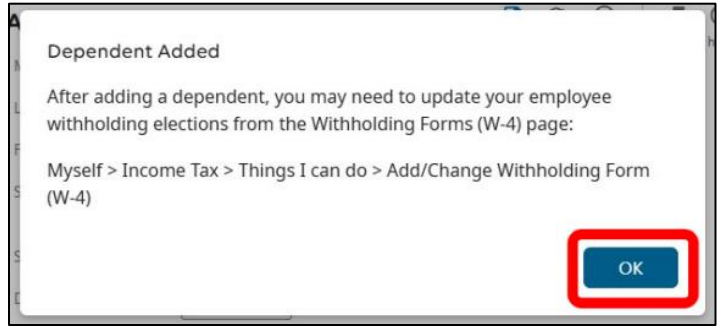
ii. Fill in the required information under "First," "Last," "SSN" and "Date of birth."
**Note: Dependents cannot be added to plans without a SSN and Date of Birth in the system*



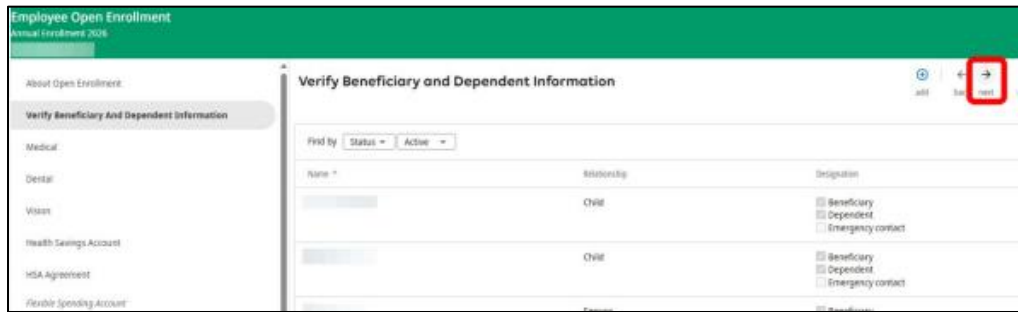
iii. Select "save" to save all information.



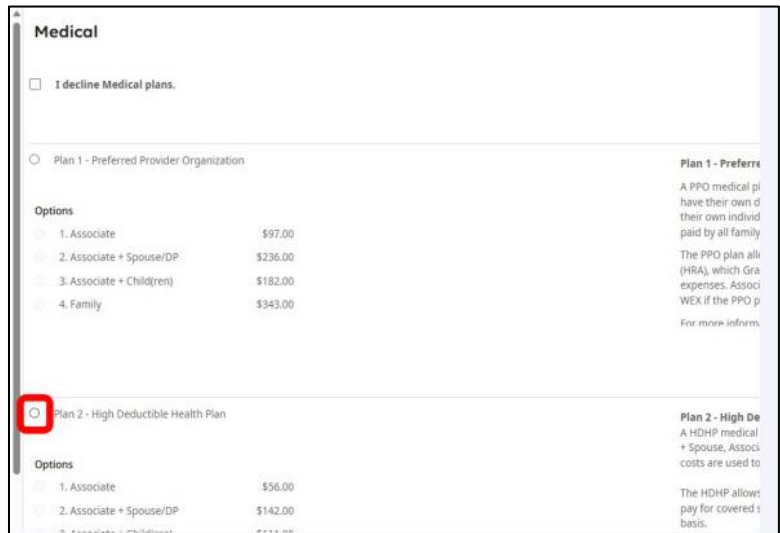
iv. Select "OK".



5. Select "next".

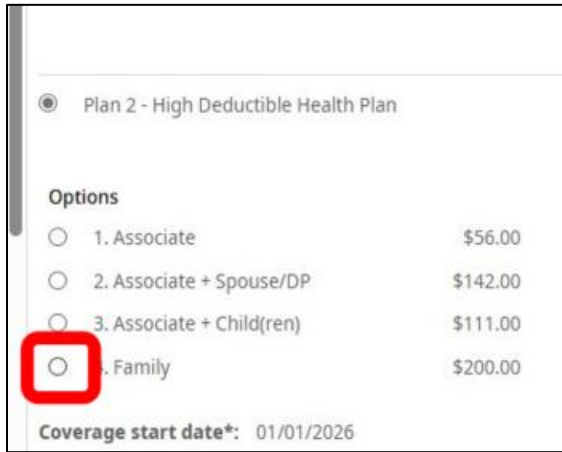


6. Go through each benefit offering and enroll or waive coverage.
 a. To enroll, select the plan type.



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i. Select your coverage tier.



Plan 2 - High Deductible Health Plan

Options

<input type="radio"/>	1. Associate	\$56.00
<input type="radio"/>	2. Associate + Spouse/DP	\$142.00
<input type="radio"/>	3. Associate + Child(ren)	\$111.00
<input checked="" type="radio"/>	4. Family	\$200.00

Coverage start date*: 01/01/2026

ii. Check the box for each dependent you want enrolled and confirm their SSN and Date of Birth is correct.



Medical

3. Associate + Child(ren) \$111.00

4. Family \$200.00

Coverage start date*: 01/01/2026

*Estimated values

Enroll dependents

You must enroll between 2 and 10 dependents in the plan.

SSN

Date of birth

Gender

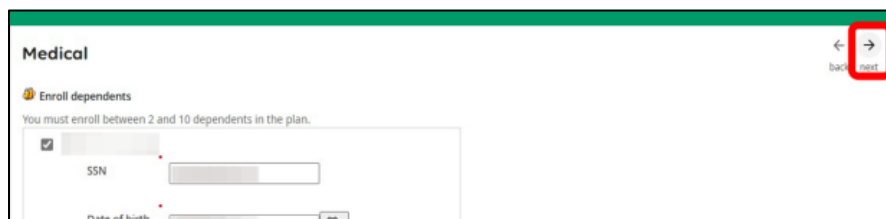
Malyn Miller

SSN

Date of birth

Gender

iii. Select "next".



Medical

Enroll dependents

You must enroll between 2 and 10 dependents in the plan.

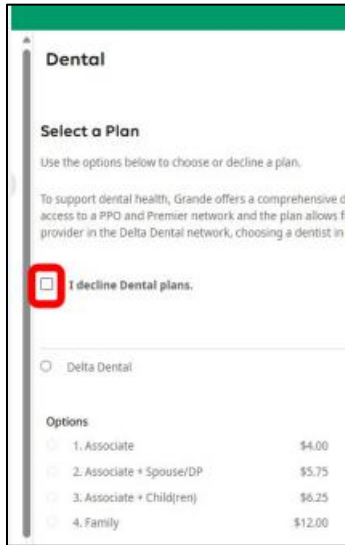
SSN

Date of birth

back

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b. To decline, select “I decline”.



Dental

Select a Plan

Use the options below to choose or decline a plan.

To support dental health, Grande offers a comprehensive dental plan, powered by Delta Dental. Through Delta Dental, Associates have access to a PPO and Premier network and the plan allows for four cleanings throughout the year. While Associates can utilize any dental provider in the Delta Dental network, choosing a dentist in the network helps create additional savings.

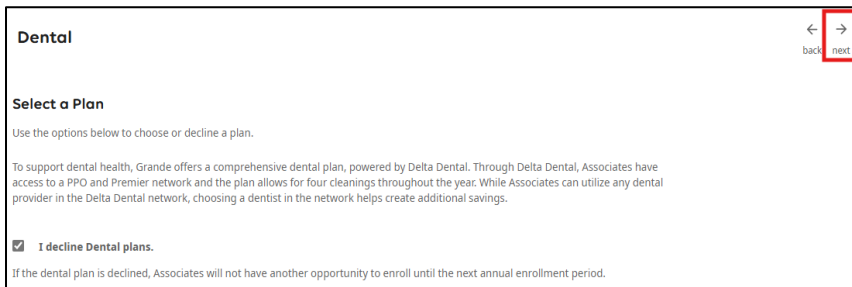
I decline Dental plans.

Delta Dental

Options

<input type="radio"/> 1. Associate	\$4.00
<input type="radio"/> 2. Associate + Spouse/DP	\$5.75
<input type="radio"/> 3. Associate + Child(ren)	\$6.25
<input type="radio"/> 4. Family	\$12.00

i. Select “next”.



Dental

← →
back next

Select a Plan

Use the options below to choose or decline a plan.

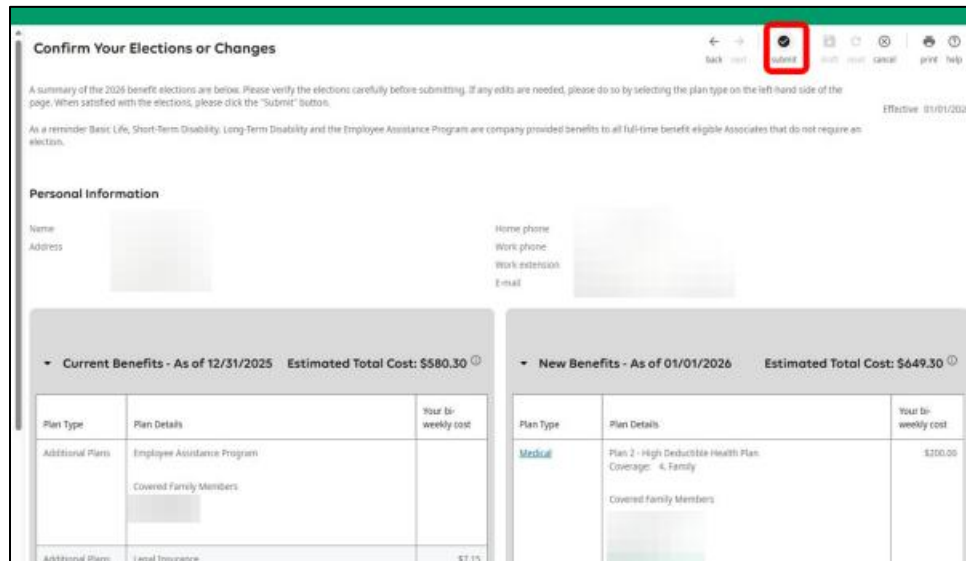
To support dental health, Grande offers a comprehensive dental plan, powered by Delta Dental. Through Delta Dental, Associates have access to a PPO and Premier network and the plan allows for four cleanings throughout the year. While Associates can utilize any dental provider in the Delta Dental network, choosing a dentist in the network helps create additional savings.

I decline Dental plans.

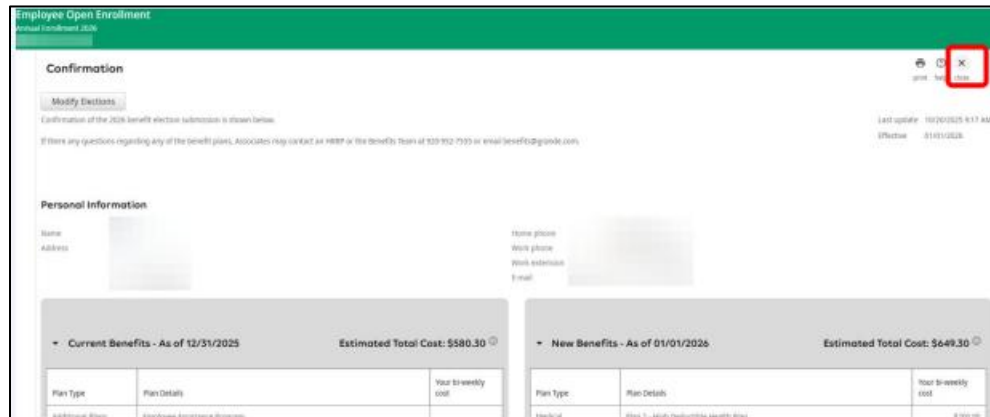
If the dental plan is declined, Associates will not have another opportunity to enroll until the next annual enrollment period.

7. Proceed through each benefit type and either enroll or decline coverage.

8. On the “Confirm Your Election or Changes” page, review your elections and select “submit”.



9. Your enrollment is complete. Select “close”.





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Last Modified Date:
10/20/2025

Modified by:
E. Miller

- To edit your enrollment after it has been submitted, go back to “Myself,” “Open Enrollment,” “Annual Enrollment 2026” and select “Modify Elections”.

Employee Open Enrollment
Annual Enrollment 2026

Confirmation

Modify Elections

Your election submission is shown below.

Last update: 10/20/2025 9:11
Effective: 01/01/2026

If there are any questions regarding any of the benefit plans, Associates may contact an HRBP or the benefits team at 1-800-952-7553 or email benefits@grande.com.

Personal Information

Name: [Redacted] Home phone: [Redacted]
Address: [Redacted] Work phone: [Redacted]
Work extension: [Redacted]
E-mail: [Redacted]

Current Benefits - As of 12/31/2025 Estimated Total Cost: \$580.30

Plan Type	Plan Details	Your bi-weekly cost
Additional Plans	Employee Assistance Program	
	Covered Family Members	

New Benefits - As of 01/01/2026 Estimated Total Cost: \$649.30

Plan Type	Plan Details	Your bi-weekly cost
Medical	Plan 2 - High Deductible Health Plan Coverage: 4 Family	\$200.00
	Covered Family Members	

- Go through each benefit type and select “submit” once completed.
Note: If you select “Modify Elections” and do not hit “submit” your enrollment will not be saved.

Confirm Your Elections or Changes

back next **Submit** print help

A summary of the 2026 benefit elections are below. Please verify the elections carefully before submitting. If any edits are needed, please do so by selecting the plan type on the left hand side of the page. When satisfied with the elections, please click the “Submit” button.

Effective: 01/01/2026

As a reminder Basic Life, Short-Term Disability, Long-Term Disability and the Employee Assistance Program are company provided benefits to all full-time benefit eligible Associates that do not require an election.

Personal Information

Name: [Redacted] Home phone: [Redacted]
Address: [Redacted] Work phone: [Redacted]
Work extension: [Redacted]
E-mail: [Redacted]

Current Benefits - As of 12/31/2025 Estimated Total Cost: \$580.30

Plan Type	Plan Details	Your bi-weekly cost
Additional Plans	Employee Assistance Program	
	Covered Family Members	

New Benefits - As of 01/01/2026 Estimated Total Cost: \$649.30

Plan Type	Plan Details	Your bi-weekly cost
Medical	Plan 2 - High Deductible Health Plan Coverage: 4 Family	\$200.00
	Covered Family Members	



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12. Select "close".

The screenshot shows the 'Employee Open Enrollment' confirmation page. At the top right, there are three icons: a refresh icon, a help icon, and a 'Close' button with an 'X' icon, which is highlighted by a red box. Below the header, there is a 'Confirmation' section with a 'Modify Elections' button. The main content area includes 'Personal Information' fields for Name, Address, Home phone, Work phone, Work extension, and Email. At the bottom, there are two summary boxes: 'Current Benefits - As of 12/31/2025' with an estimated total cost of \$580.30, and 'New Benefits - As of 01/01/2026' with an estimated total cost of \$649.30. Each summary box contains a table with columns for Plan Type, Plan Details, and Your bi-weekly cost.