

JOB AID - HEALTH CARE EXPENSE SUBSIDY

Health Care Expense Subsidy

This job aid is for creating a request (application) for the Health Care Expense Subsidy.

1. On the Workday homepage, select the Requests application.
2. In the Actions menu, select Create Request.



Requests

Actions

Create Request

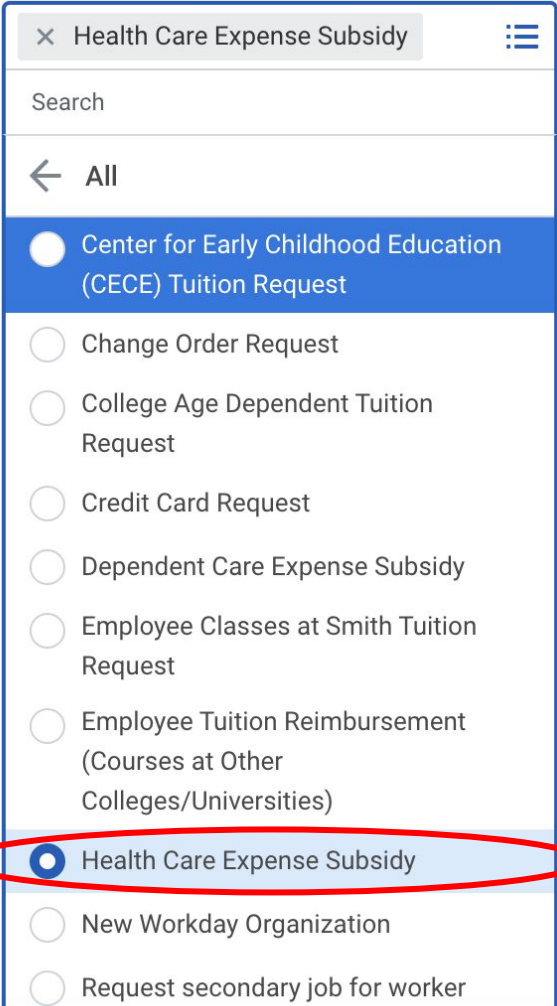
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3. In the Request Type section, select All, and then select Health Care Expense Subsidy.

4. Select the Submit at the bottom of the screen to continue to the application form.

Submit

Request Type *



A screenshot of a mobile application's 'Request Type' dropdown menu. The menu is titled 'Request Type *' and has a search bar at the top. Below the search bar, there is a back arrow and the text 'All'. The dropdown list contains several options, each with a radio button. The option 'Health Care Expense Subsidy' is selected and highlighted with a blue background, and it is also circled in red. Other options include 'Center for Early Childhood Education (CECE) Tuition Request', 'Change Order Request', 'College Age Dependent Tuition Request', 'Credit Card Request', 'Dependent Care Expense Subsidy', 'Employee Classes at Smith Tuition Request', 'Employee Tuition Reimbursement (Courses at Other Colleges/Universities)', 'New Workday Organization', and 'Request secondary job for worker'.

- Health Care Expense Subsidy
- Center for Early Childhood Education (CECE) Tuition Request
- Change Order Request
- College Age Dependent Tuition Request
- Credit Card Request
- Dependent Care Expense Subsidy
- Employee Classes at Smith Tuition Request
- Employee Tuition Reimbursement (Courses at Other Colleges/Universities)
- New Workday Organization
- Request secondary job for worker

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5. Type the subsidy year into the Describe the Request box.

6. Enter the dollar amount information from your Form 1040 into the Wages fields, if applicable.

Note: If you are married and filed your tax returns separately, you must include Form 1040 for **both** you and your spouse.

The information on this application is confidential and will be treated as such. Please review [the policy](#) related to the Smith College Health Care Expense Subsidy prior to submitting your application.

Describe the Request * Health Subsidy 2020

Wages, salaries, tips: (Required)

0

Other income (interest income, dividends, alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, Social Security, Railroad Retirement, and any other taxable income):

0

Total family income in 2019: (Required)

0

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7. Choose the health plan you're enrolled in for the current year.

For calendar year 2020, I am enrolled in a: (Required)

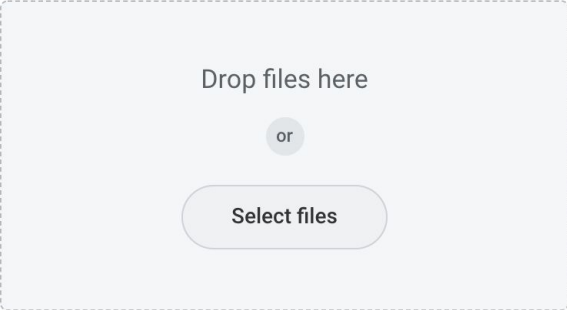
Note: If you're not sure which plan you have, you can check your enrollment through the Benefits application on the Workday homepage.

- Employee + Spouse Health Plan
- Employee + Child(ren) Health Plan
- Family Health Plan

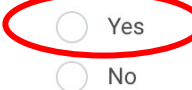
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8. Upload a copy of your federal tax return from the prior calendar year. This can be in a pdf or picture (JPEG, PNG, etc.) format.
9. Select Yes to confirm your information.
10. Enter a comment if needed.
11. Select the Submit button.
12. You will receive notification from the HR office if your application is approved.

Please attach your (and your spouse's, if applicable) 2019 tax return(s). (Required)

A dashed rectangular box containing the text "Drop files here" in a light gray font. Below this text is a small gray circle containing the word "or". At the bottom of the box is a rounded rectangular button with the text "Select files" in a dark gray font. A red arrow points from step 8 of the list to the top-left corner of this box.

I have read the information about the Health Care Expense Subsidy Program and certify that the information I have provided is correct. (Required)

Two radio button options are displayed. The first option is "Yes" with a radio button to its left. The second option is "No" with a radio button to its left. A red oval is drawn around the "Yes" radio button and its label. A red arrow points from step 9 of the list to the "Yes" radio button.