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

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

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

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