

Within Workday, benefit-eligible employees can change their MBTA Elections at any time during the year. However, since Simmons must submit monthly pass orders to the MBTA by a certain date, you must make elections for the upcoming month by the 10th day of the current month.

For example, if it is May and you want to change your MBTA pass for June, you must make the change no later than May 10th. If later, you would not be able to receive that new pass until July, since the deadline for June would have already passed.

ADDING AN MBTA ELECTION

From the Benefits and Pay application:



Benefits and Pay

1. On the **Overview** tab, select the **Change Benefits** option in the **Tasks and Reports** section or navigate to the **Benefits** tab and select the **Benefit Elections** section-**Change Benefits**.
2. Select **Commuter Options** from the **Change Reason** pull-down.
3. Click the **calendar** icon to enter the date of the benefit event.

Change Benefits Christina Webber ⋮

Change Reason *

Benefit Event Date *

4. Click **Submit**, then click **Done**. A task will route to your Inbox.
5. Click the **Benefit Change** task.
6. Click **Manage** on the Commuter Pass card.

Commuter Options

Projected Total Cost (Monthly)
\$0.00

Additional Benefits



MBTA
Waived

[Enroll](#)

7. Choose the MBTA pass type in the Coverage pull-down and review the monthly cost

Commuter Pass - MBTA

Coverage

Select the coverage that you would like for this plan.

Coverage *

Plan cost (Monthly)

- Charlie Card Local Bus Pass
- Charlie Card LinkPass
- Charlie Card Inner Express Bus Pass
- Charlie Card Outer Express Bus Pass
- Commuter Boat Ticket
- Commuter Rail Zone 1A Ticket
- Commuter Rail Zone 1 Ticket
- Commuter Rail Zone 2 Ticket
- Commuter Rail Zone 3 Ticket
- Commuter Rail Zone 4

8. Complete and continue through all required screens to Save your election.
9. Click Review and Sign after reviewing your selection.

MBTA Election

Your Commuter Pass 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.

Additional Benefits

	Commuter Pass MBTA
Cost (Monthly)	\$199.00
Coverage	Commuter Boat Ticket
Manage	

10. Check I Accept in the Electronic Signature and Submit.

Electronic Signature

- I hereby apply for myself and any dependents listed on this Election Form for the coverage indicated. I understand that su processing applications for coverage indicated above (if any). I also understand I may get follow-up Workday items for furtl

- I understand that coverage is subject to the exclusions and all other provisions contained in the benefit plan.

- I agree to pay the current and future premiums for the benefits I have elected to participate in, as long as I remain in a ben from my pay. If I choose to participate in the Health Care or Dependent Care Flexible Spending Accounts, I understand that forfeited into the Plan(s).

- I have read this Election Form, Summary of Benefits provided to me and made available on the Benefits & Payroll intranet,

- I understand that these elections cannot be changed until the next open enrollment period unless I experience a qualifying

- Information provided on this form will be shared with the respective benefit provider including my address, phone number by the vendor.

I Accept

[Submit](#) [Save for Later](#) [Cancel](#)

11. Click Done to return to the Home screen or click View Benefits Statement to review and print a summary of your benefits.