

Benefits: Manage a Commuter Pass Election

Employee

Within Workday, benefit-eligible employees can change their Commuter Pass Election 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 by the 10th of the month for coverage beginning the following month.**

For example, if you want to change your MBTA pass for June, you must make the change no later than May 10th. If submitted later than this date, your election change will not go into effect until July, since the deadline for June would have already passed.

Adding a Commuter Options Election

From the Benefits and Pay application:

1. From the Tasks and Reports section, select the **Change Benefits** button. The Change Benefits page displays, as shown in the image below
2. From the **Change Reason** field, select **Commuter Options**.
3. Select the **Calendar** icon to enter the date of the benefit event.



Note: Your benefit event date should be the 1st of the month that you want your coverage to begin as of. For example, enter 6/1/2025 for a June coverage start).

4. Select **Submit**.

5. From the pop-up, select **Open** to start the Benefits Change task.

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- Alternatively, navigate to My Tasks.
- Select the **Benefit Change** task, then **Let's Get Started**.
- Select **Enroll** or **Manage** to either Select or Waive an available benefit plan. Select **Confirm and Continue** when ready to move forward and select your pass type.
- From the Coverage field, choose an available pass type
- Scroll down and select the **I Accept** checkbox to provide an electronic signature, confirming your changes.
- Select **Submit**.
- Select **Done** to complete the task or select **View Benefits Statement** to review and print a summary of your benefits.

The screenshot shows a 'Coverage' selection screen. At the top, it says 'Coverage' and 'Select the coverage that you would like for this plan.' Below this, there is a search bar with a red asterisk and a search icon. A list of coverage options is displayed, each with a radio button and a three-dot menu icon. The options are: Charlie Card Local Bus Pass, Charlie Card LinkPass, Charlie Card Inner 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 Ticket, Commuter Rail Zone 5 Ticket, Commuter Rail Zone 6 Ticket, Commuter Rail Zone 7 Ticket, and Commuter Rail Zone 8 Ticket. At the bottom of the screen, there are two buttons: 'Save' and 'Cancel'.

- Select **Save**, then **Review and Sign** to move forward to the Summary page.