

# MFB and Covenant Cafe Badge Enrollment in Workday

Please follow the steps below to enroll in the ability to have cafe deductions come out of your paycheck by using your badge in the cafe when checking out. The steps below are for the MFB Cafe and/or Covenant Cafeteria

19 Steps [View most recent version](#) 

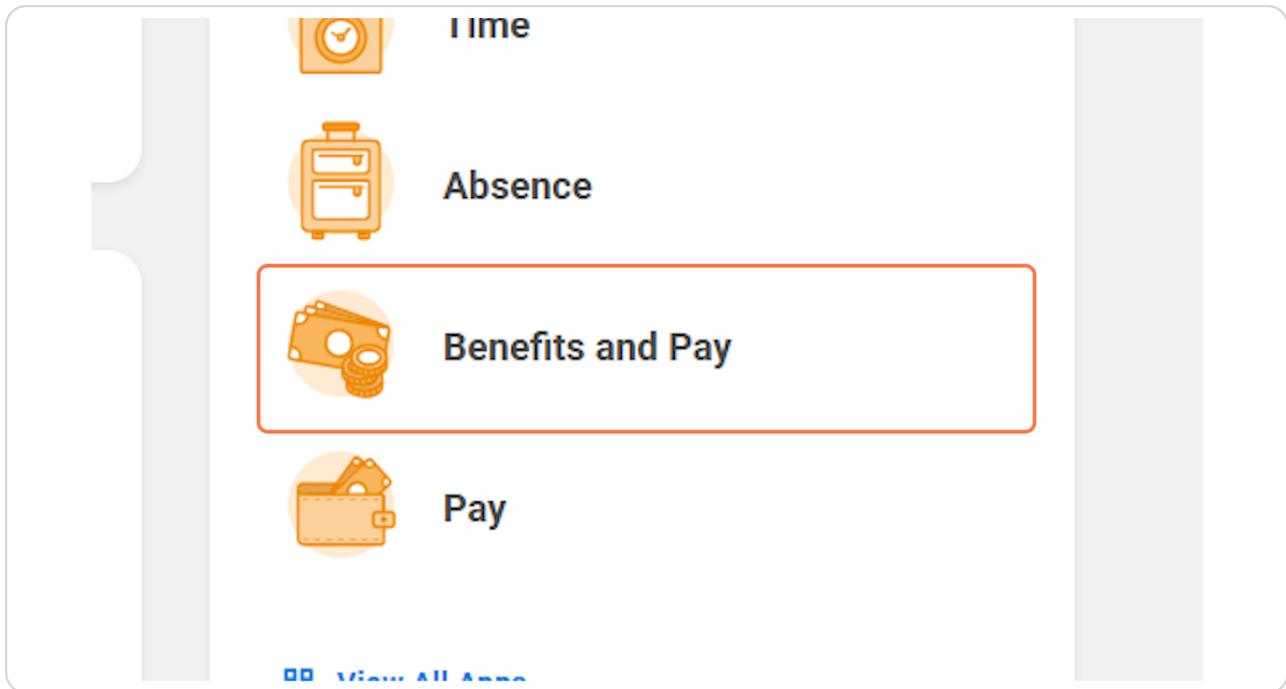
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Created by	Creation Date	Last Updated
Alex Drabik	Dec 03, 2024	Dec 03, 2024

## STEP 1

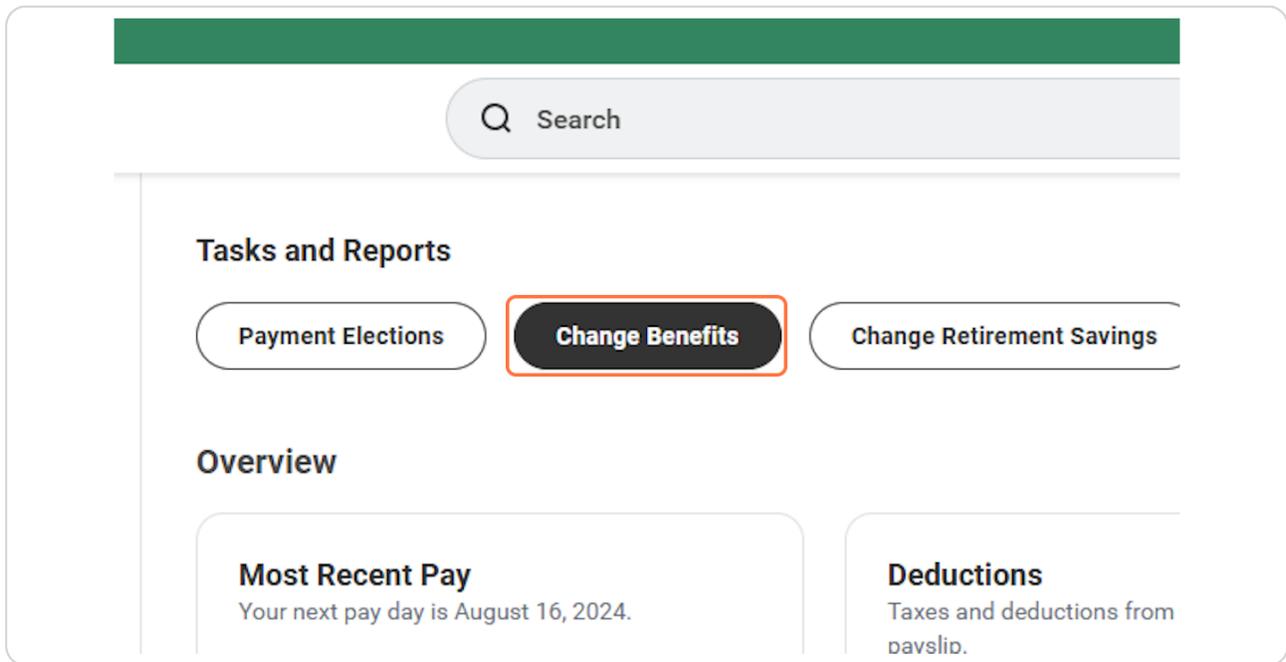
### Click on Benefits and Pay in 'Your Top Apps' Widget

note you may need to click on 'view all apps' if you don't have 'Benefits and Pay' saved as a top app.



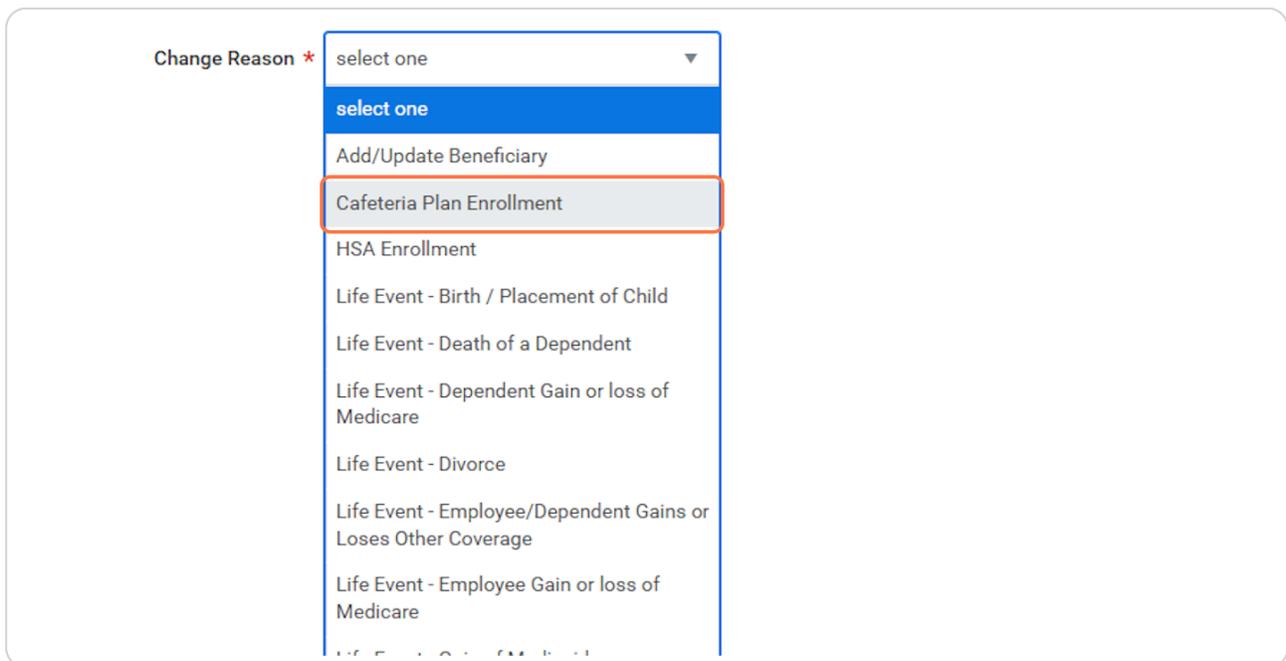
## STEP 2

### Click on Change Benefits



## STEP 3

### Select 'Cafeteria Plan Enrollment' from the Change Reason drop down menu.



**STEP 4**

**Select today's date or a future effective date for your enrollment.**

Change Reason \* Cafeteria Plan Enrollment ▼

Benefit Event Date \* MM/DD/YYYY 

Submit Elections By (empty)

December 2024				
SUN	MON	TUE	WED	THU
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

**STEP 5**

**Click on Submit**

 enter your comment

STEP 6

A pop up will appear, you can click open, or navigate to your Workday inbox at any time and click 'let's get started' on the enrollment task.

The screenshot displays a Workday inbox interface. On the left, a sidebar contains a vertical list of icons, with an orange bar highlighting the 'Tasks and Reports' icon. The main content area is divided into two sections: 'Tasks and Reports' and 'Needs Attention'. In the 'Tasks and Reports' section, there is a 'Payment Election' task with a button labeled 'Payment Election'. In the 'Needs Attention' section, there is a task titled 'Benefit Event: Cafeteria Plan...' with a status of 'NOT STARTED' and a deadline of 'Submit elections by December 7, 2024.' Below this task is an 'Enroll' button. A large white pop-up window is overlaid on the right side of the screen, containing the text 'You have submitted', 'Up Next: Alexis Brandenburg | Change Benefit Electio', a blue link for 'View Details', and a blue button labeled 'Open' which is highlighted with a red border.

## STEP 7

### Click on Let's Get Started

and on the screen when you are done with your elections, click the **Return and Sign** button to return

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Initiated On 12/03/2024

Submit Elections By 12/07/2024

[Let's Get Started](#)

## STEP 8

### Click on Enroll

 **Cafeteria Plan**  
Waived

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[Enroll](#)

## STEP 9

**You may choose to enroll in Covenant Cafeteria deduction for the Covenant Cafe or Mary Free Bed Cafeteria enrollment for the MFB Cafe. You may enroll in both if you're an employee who travels to both locations.**

**Plans Available**

Select a plan or Waive to opt out of Cafeteria Plan.

2 items ☰ ☐ 🔍

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Mary Free Bed Mary Free Bed@Covenant Cafeteria Deduction Plan	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	
Mary Free Bed Mary Free Bed Cafeteria Deduction Plan	<input type="radio"/> Select <input checked="" type="radio"/> Waive	Included	

STEP 10

Select Select

Mary Free Bed Mary Free Bed@Covenant Cafeteria Deduction Plan	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included
Mary Free Bed Mary Free Bed Cafeteria Deduction Plan	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included

STEP 11

Click on Confirm and Continue

Mary Free Bed Mary Free Bed Cafeteria Deduction Plan	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	
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**Confirm and Continue** Cancel

STEP 12

**IMPORTANT:** always enter 0.00 as the amount for the cafe enrollment, you **SHOULD** not set up a paycheck deduction. Rather by using your badge in the cafeteria to purchase food/drinks, you will see an equal amount deducted from your paycheck.

Projected Total Cost Per Paycheck  
\$0.00

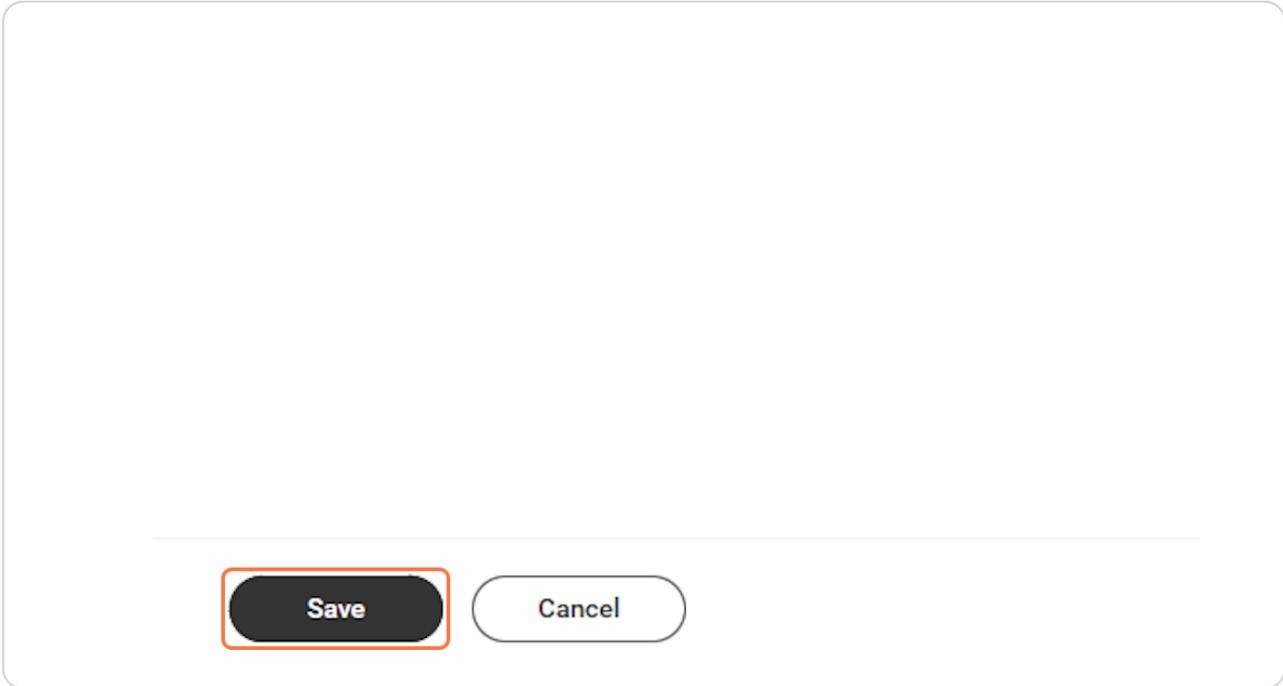
**Contribute**

Enter an amount that you will contribute to this plan.

Per Paycheck Contribution (\$)

**STEP 13**

**Click on Save**



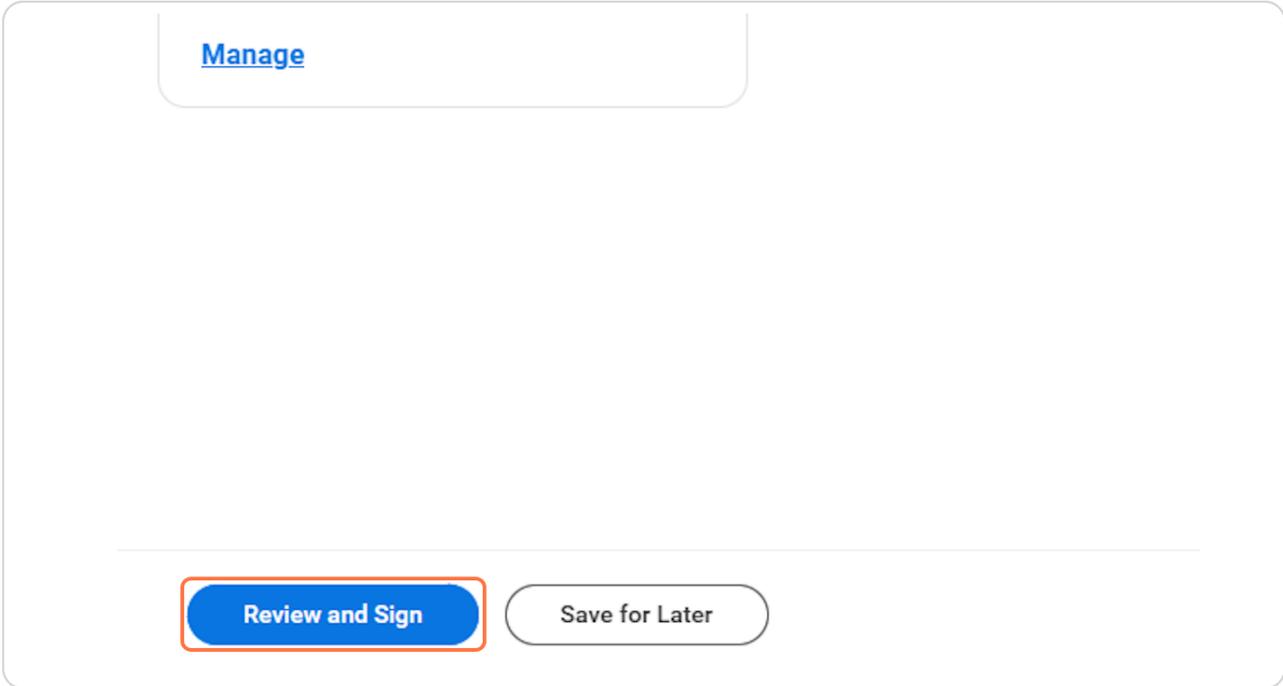
## STEP 14

**Note at this point you have saved your enrollment but you have not submitted yet, you must follow the remaining steps to complete enrollment.**

The screenshot displays a web interface with a green header bar at the top. Below it is a search bar with a magnifying glass icon and the text "Search". A prominent orange horizontal bar spans the width of the page, with the word "Enrollment" partially visible on the left. A white notification box with a red border and a close button (an 'x' in a blue square) is centered on the page. The notification text reads: "Your Cafeteria Plan changes have been updated, but not submitted" followed by "Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes." On the left side of the page, there is a vertical sidebar containing two entries, each with a horizontal line and the value "\$0.00" below it.

STEP 15

Click on Review and Sign



## STEP 16

**Review the agreement for the Cafeteria enrollment and click 'I accept', note you are agreeing by using your badge in the cafe, you will allow payroll to withhold equal amounts from your paycheck.**

You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.

You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.

Company provided life insurance that exceeds \$50,000 may be subject to imputed income.

Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.

If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 30 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 30 days after the marriage, birth or adoption.

**FOR CAFETERIA PLAN ENROLLMENT ONLY**

By checking the box below and e-signing you authorize payroll to deduct from your paycheck when purchases are made in the Mary Free Bed or Covenant (MFB@Covenant employees) cafeteria.

By checking below I agree to the following terms:

- I am responsible for all charges made with my Employee ID Badge and posted to my cafeteria account at the MFB cafeteria, mobile app, or the Covenant cafeteria. I am authorizing a payroll deduction for the following pay period (which may include accrued charges from previous pay periods as well as a "final" payroll deduction if I am no longer with MFB).
- In order to use the payroll deduction feature, I must present my Badge for each transaction or use an alternate form of payment (look up feature and manual entry is unavailable).
- If my Badge becomes lost or stolen, I am responsible for charges until it is officially reported missing.
- Should I choose to discontinue participation in this program, I must notify Payroll [payrollservices@maryfreebed.com](mailto:payrollservices@maryfreebed.com)

Please Note: It will take two weekdays after completing the consent form before your badge will be activated to use at the cafe.

I Accept



**Process History**

 **Alexus Brandenburg**  
Change Benefits for Life Event - Awaiting Action

## STEP 17

### Click on Submit



**Process History**

 **Alexus Brandenburg**  
Change Benefits for Life Event- Awaiting Action

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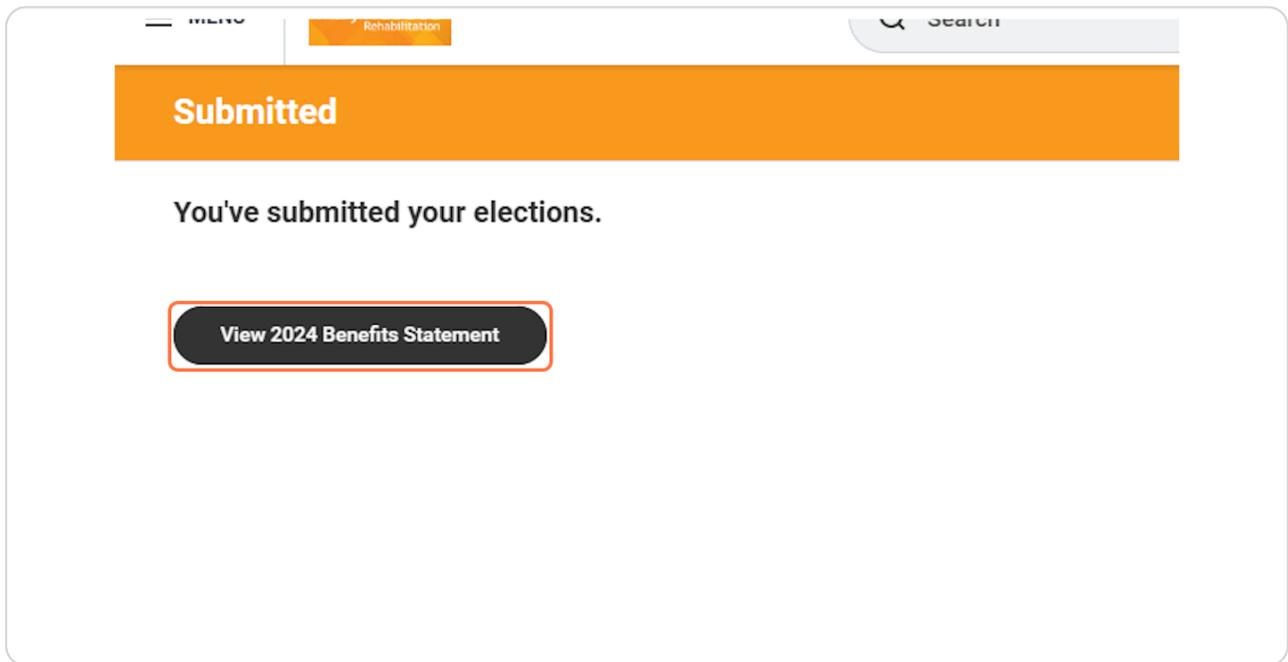
## # Optional Steps

2 Steps

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STEP 18

Click on View 2024 Benefits Statement to review your elections.



STEP 19

Click on Print to download a printable version of your elections.

