

How to Become a Member of MAUT

Get Started

1. Log into **Workday**
2. Click on the **Menu** in the upper left-hand corner of your screen
3. Click on the **Benefits** application
4. Click **Benefits**
5. Select **MAUT Membership Opt In/Opt Out** from the **Change Reason** prompt
6. Click on the calendar icon to select the **Benefit Event Date**
 - The **Benefit Event Date** is the effective date of the change you are requesting.
 - You are only permitted to enter a current or future benefit event date because a benefit event date in the past may generate retroactive deductions on your pay and/or create conflicts with other benefit enrollment events. If you wish to make a retroactive change, please contact Human Resources Shared Services Unit (HR SSU) at 514-398-4747 or hr.hr@mcgill.ca for more information on how to proceed.
7. Review the **Submit Elections By** date
 - The **Submit Elections By** date is the deadline for submitting your benefit enrollment.
8. Review the **Benefits Offered**
 - The **Benefits Offered** displays the benefit coverage types that you are permitted to request changes to. If this section is empty, you are not eligible to make any changes.
 - If you have questions regarding your eligibility, please contact Human Resources Shared Services Unit (HR SSU) at 514-398-4747 or hr.hr@mcgill.ca.
9. Click **Submit**
10. Click **Open**
11. Click **Let's Get Started**

Make Your Selection

1. Click **Enroll**
2. Click **Select**
3. Click **Confirm and Continue**
4. Enter **0.58** as the **Contribution**
5. Click **Save**

Review and Sign

1. Click **Review and Sign** when you are ready to submit your enrollment
2. Review your **Selected Benefits**
3. Review the **Electronic Signature**
4. Click the **I Accept** checkbox
5. Click **Submit**
6. Click **Done**

Please note that you will receive a system notification when your Benefit Change task is successfully completed. You may click on the hyperlink in the notification to view the event details, including your selection.

How to View & Change Your MAUT Membership in Workday

How to View Your MAUT Membership

1. Log into **Workday**
2. Click on the **Menu** in the upper left-hand corner of your screen
3. Click on the **Benefits** application
4. Click **Benefit Elections as of Date**
5. Click on the calendar icon to select the **View As Of** date
 - The **View As Of** date enables you to view your past, current, or future benefit elections.
6. Click **OK**
7. Review your **Current Benefit Elections and Costs**

How to Terminate Your MAUT Membership

Get Started

1. Log into **Workday**
2. Click on the **Menu** in the upper left-hand corner of your screen
3. Click on the **Benefits** application
4. Click **Benefits**
5. Select **MAUT Membership Opt In/Opt Out** from the **Change Reason** prompt
6. Click on the calendar icon to select the **Benefit Event Date**
 - The **Benefit Event Date** is the effective date of the change you are requesting.
 - You are only permitted to enter a current or future benefit event date because a benefit event date in the past may generate retroactive deductions on your pay and/or create conflicts with other benefit enrollment events. If you wish to make a retroactive change, please contact Human Resources Shared Services Unit (HR SSU) at 514-398-4747 or hr.hr@mcgill.ca for more information on how to proceed.
7. Review the **Submit Elections By** date
 - The **Submit Elections By** date is the deadline for submitting your benefit enrollment.
8. Review the **Benefits Offered**
 - The **Benefits Offered** displays the benefit coverage types that you are permitted to request changes to. If this section is empty, you are not eligible to make any changes.
 - If you have questions regarding your eligibility, please contact Human Resources Shared Services Unit (HR SSU) at 514-398-4747 or hr.hr@mcgill.ca.
9. Click **Submit**
10. Click **Open**
11. Click **Let's Get Started**

Make Your Selection

1. Click **Manage**
2. Click **Waive**
3. Click **Confirm and Continue**

Review and Sign

1. Click **Review and Sign** when you are ready to submit your enrollment
2. Review your **Waived Benefits**
3. Review the **Electronic Signature**
4. Click the **I Accept** checkbox
5. Enter a **Comment** to briefly explain your decision to terminate your membership
6. Click **Submit**
7. Click **Done**

Please note that you will receive a system notification when your Benefit Change task is successfully completed. You may click on the hyperlink in the notification to view the event details, including your selection.