

Instructions for Open Enrollment 2023

All full-time faculty and staff will need to log into Workday during the month of May to complete open enrollment. These instructions pertain to the Workday website. You may choose to complete open enrollment using the Workday mobile app. If so, most of the same instructions apply but your view will be different.

When you log into Workday there will be an item in your Inbox. When you are ready, open that item and click on “Let’s get started”. Workday divides benefits into the following categories:

- Health care and Accounts – includes medical, dental, vision, and FSA reimbursement plans;
- Insurance – Life, AD&D, and long term care;
- Additional benefits – Pet insurance

Each category has its own instructions at the top, including links to forms and/or websites where you can find more information to help with your choices.



Health Care and Spending

You will see the new monthly cost for the health, dental and vision benefits that you currently participate in. If you would like to explore a different plan just click on the icon for that plan to see the cost. If you do not want to make any changes, just click “continue” to proceed to the next section.

Helpful hint: If you plan to add a new dependent to your insurance, be sure to have that person’s name, date of birth, and Social Security number handy. (You might find it easier to use the website for this rather than the mobile app).

The spending account enrollment section is divided into 2 pages. On the first page you should select your choice of plan(s) and click on “continue”. The second page will prompt you to enter either your annual pledge amount, or the amount you would like deducted from each paycheck. Click “continue” to move to the next section.

Helpful hint: Your current pledge amounts will not appear on this page, nor will they automatically roll over. *You must opt into these plans each year if you choose to participate.*



Insurance

This section contains a lot of options! You will see which options you are already enrolled in, and if you do not wish to make any changes you may click through. If you are not sure what you want, check out the links in the instructions at the top of this page. If you do want to add, drop, or change benefits, you may receive a notice about providing “evidence of insurability” before the change takes effect. Human Resources will follow up with you for that information after you have completed the process.

Helpful hint: If you are enrolling yourself and your family members for the first time, be sure to make the selections for your coverage before choosing spouse/partner or child coverage.



Additional Benefits

This is the section for our Pet insurance through Nationwide. You must also enroll directly with Nationwide before this coverage will take effect. The link for Nationwide’s website is at the top of the page. Once you have enrolled with Nationwide, the Benefits Manager will calculate your premium and update Workday.

Helpful hint: Nationwide does offer plans for pets other than cats and dogs. You will need to contact them directly and they are not eligible for payroll deduction.

Review

This page will list each benefit you chose and the monthly cost beginning in July. Below there will be a list of any benefits you are waiving. You must click on the check box at the bottom where it says “I agree”. This will serve as your electronic signature. Click on “complete” to submit.

Helpful hint: Until you complete the process you may go back to any of the previous pages and revise your choices. After completion you will need to contact Human Resources to re-open for you.

Summary

The final page is a document summarizing the choices you made. Feel free to print or save this for future reference. Or click on “done” to return to your Workday landing page.