WHAT DO YOU NEED TO DO DURING OPEN ENROLLMENT
Frequently Asked Questions

1. What benefits require re-election?
   If you want to participate in the health care and/or dependent care flexible spending accounts (FSA), a health savings account (HSA) or the 457(b) Deferred Compensation Plan during calendar year 2018, you must complete new enrollment elections in Workday. Even if you participated in these plans during calendar year 2017, your deductions will default to $0 for 2018 unless you re-enroll.

2. What if I don’t want to make changes to my current elections?
   If you do not want to make any changes to your current medical, dental, vision, supplemental life, spouse/partner life, child life, personal accident, long-term disability, long-term care, commuter, or supplemental retirement elections, you do not need to do anything. Your 2017 elections for these benefit plans will automatically continue for calendar year 2018.

3. What if I want to change my current elections or enroll for the first time?
   If you want to change your elections or enroll for the first time in the medical, dental, vision, supplemental life, spouse/partner life, child life, personal accident, long-term disability or supplemental retirement plans, you must access Workday at workday.uchicago.edu from any computer beginning November 1, 2017 through November 15, 2017. Once you have completed your changes, it is important that you print the confirmation statement for your records. Any changes you make during Open Enrollment will take effect on January 1, 2018. Decisions made during Open Enrollment are binding through December 31, 2018, unless you have a qualified life event, such as a marriage or birth of a child. Visit http://humanresources.uchicago.edu/lifework for information on the steps you may need to take should you experience changes in your life or work in calendar year 2018.

4. What if I experience a qualified life event in 2018?
   Dependents who become eligible or ineligible during the year can be added to or removed from your coverage within 31 days of the qualified life event, such as a marriage or birth. Eligible dependents are your legal spouse, same-gender domestic partner registered with the University on or before December 31, 2016, civil union partner, and children. Adopted and stepchildren are also eligible for coverage. Documentation will be required when you add or remove a dependent. Visit Workday at workday.uchicago.edu within 31 days of the qualified life event to enroll or remove your dependent.