Overview
Open Enrollment at the University of Chicago will begin on November 1, 2019 and will end November 15, 2019. All new elections and changes made during this period will take effect January 1, 2020.

Open Enrollment Information Sessions:
Attend an Open Enrollment Information Session to learn more about your 2020 benefits and for assistance with the enrollment process. All sessions will be held at 6054 S. Drexel in room 144 followed by enrollment lab sessions in room 146 beginning at Noon.
- November 5, 2019
- November 12, 2019
- November 14, 2019

Open Enrollment Support:
Benefits Specialists will be available to answer your questions and provide assistance throughout the Open Enrollment period, Monday through Friday from 8:30am to 4:30pm by phone at 773-702-9634 and email benefits@uchicago.edu.

Benefits & Health Fair
The Annual Benefits and Health Fair will take place on Thursday, November 7, 2019, from 9am-4pm at Ida Noyes Hall (1212 E. 59th Street).

The following information is intended to support your use of Workday to complete Open Enrollment.

Keep in mind
- Take Action! Health and Dependent Care Flexible Spending Accounts (FSA), Health Savings Account (HSA), and 457(b) elections require you to re-enroll during Open Enrollment. Your 2019 deductions will default to $0 for calendar year 2020 unless you re-enroll.
- If you do not want to change any of your other current benefit elections you do not have to take action. Your 2019 elections will automatically continue for calendar year 2020.
- To leave your Open Enrollment event in Workday and return at a later time to finish your changes, you may click Save for Later at the bottom of the page.

Information & Documentation Needed
- CNet ID and password
- Open Enrollment Guide available at http://humanresources.uchicago.edu/benefits/
- When adding new dependents, proof of relationship documentation must be scanned, uploaded and attached at the end of your elections in Workday (e.g. Birth or Marriage Certificate).
- If you do not submit the required information by November 15, 2019, your dependent will be considered ineligible and his/her coverage will not be processed.
Logging Into Workday:

1. Visit workday.uchicago.edu and locate Log in to Workday on the left side of the screen.

2. Enter your CNet ID and password, click Login.

💡 If you can’t remember your CNET ID and password, please go to http://cnet.uchicago.edu.
Open Enrollment Steps:

1. Select the **Change Benefits for Open Enrollment** task from the Inbox; you may use the **Expand** icon 📸 for a full screen view of the task.

2. Select desired **Benefit Plan** by using the radio buttons under the ***Elect/Waive** column.
3. For each plan where you have selected **Elect**, click the **Coverage** column to enter for whom this coverage will apply.

   ![Coverage Column Example]

4. If anyone other than the Employee is selected under the **Coverage** column, you will need to enter the appropriate individual(s) under the **Enroll Dependents** column by selecting **Existing Dependents** or **Add Dependent**

   i. If **Existing Dependents** is selected:
      a. Select the name of the dependent(s) you wish to add to that specific plan

   ii. If **Add Dependent** is selected:
       a. Use the radio buttons to indicate if the new dependent will be a **Beneficiary**.
       b. Click **OK**.
       c. Under **Add Dependent** enter the **First Name, Last Name, Relationship, Date of Birth**, and **Gender** of the dependent you wish to add.
       d. Under the **Address** section verify the existing information or use the **Clear Value** icon next to the existing address to remove it and enter the **Address Line 1, City, State, Postal Code, and Type**.
       e. Click **OK**.
iii. Select the **Continue** button to move forward with the Open Enrollment process.

iv. If you have any dependent(s) in Workday without a Social Security Number, you will be prompted to enter an **Identification Number** (Social Security Number).

<table>
<thead>
<tr>
<th>Dependent</th>
<th>National ID Type Name</th>
<th>Identification # / Reason ID is Not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Edmonds</td>
<td>Social Security Number (SSN)</td>
<td>![Identification Number Input Field]</td>
</tr>
</tbody>
</table>

v. Click the **Continue** button.

5. Next, if you have enrolled in the **Maroon Savings Choice** medical plan you may elect to contribute additional funds to a **Health Savings Account (HSA)**, your deductions will default to $0 for 2020 unless you re-enroll. You may make any desired elections using the radio buttons to either **Elect** or **Waive** each plan. Enter desired contributions for the year or per paycheck (monthly), and the corresponding amount will adjust accordingly.

💡 The amount you designate for **HSA** will be deducted every pay period. **Bi-weekly employees** ignore the monthly indicator.

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Elect / Waive</th>
<th>Contribution Range (Annual)</th>
<th>Supporting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Savings Account - HSA Bank</td>
<td>[Radio buttons: Elect, Waive]</td>
<td>[Input field: Year number of remaining payroll deductions for the year 26]</td>
<td>[Minimum Contribution (Annual): $1,000] [Maximum Contribution (Annual): $2,950.00] [Provider Website: HSA Bank]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Input field: Year actual contributions from payroll $0.00]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Input field: How much do you want to contribute for the total area? 0.00]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Input field: How much do you want to contribute per paycheck (Bi-weekly)? 0.00]</td>
<td></td>
</tr>
</tbody>
</table>
6. You will now be prompted to elect your Spending Account (healthcare and dependent care FSAs) for 2020. Your deductions will default to $0 for 2020 unless you re-enroll. You may make any desired elections using the radio buttons to either Elect or Waive each plan. Enter desired contributions for the year or per paycheck (monthly), and the corresponding amount will adjust accordingly.

The amount you designate for FSA will be deducted every pay period. Bi-weekly employees ignore the monthly indicator.

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>*Elect / Waive</th>
<th>Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare FSA - WageWorks</td>
<td>Elect</td>
<td>Your number of remaining payroll deductions for the year</td>
</tr>
<tr>
<td></td>
<td>Waive</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Your actual contributions from payroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How much do you want to contribute for the total year?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How much do you want to contribute per paycheck (Bi-weekly)?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>38.45</td>
</tr>
</tbody>
</table>

If you enroll in the Maroon Savings Choice medical plan, you are not eligible to enroll in the Healthcare FSA.

i. Click the Continue button.

7. You will now be prompted to review your Life Insurance elections. You may make any desired changes using the radio buttons to either Elect or Waive each plan.

i. Enter the Coverage Level using the Prompt icon.

If Evidence of Insurability is required; you will be contacted through US mail by Sun Life. Coverage will not become effective until your Evidence of Insurability is approved by Sun Life.
8. If you elect Spouse Life, Child Life and Family Personal Accident Insurance, you will need to select the dependents for whom you are electing coverage.

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>*Elect / Waive</th>
<th>Coverage Level</th>
<th>Covers Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Insurance - Sun Life To a Maximum of $50,000 (Employee)</td>
<td>Elect</td>
<td>1 X Salary</td>
<td></td>
</tr>
<tr>
<td>Supplemental Life Insurance - Sun Life (Employee)</td>
<td>Elect</td>
<td>7 X Salary</td>
<td></td>
</tr>
<tr>
<td>Spouse Life Insurance - Sun Life (Spouse)</td>
<td>Elect</td>
<td>$100,000</td>
<td></td>
</tr>
</tbody>
</table>

i. Click the Continue button.

9. You will now be asked to review your retirement savings elections.

i. You may select a contribution by Percent or Monthly Amount.

Retirement Savings Elections 1 item

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>*Elect / Waive</th>
<th>Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Retirement Plan - TIAA</td>
<td>Elect</td>
<td>Percent: 0</td>
</tr>
</tbody>
</table>

Please Note:
If you are currently enrolled in SRP and make no changes, your current contributions will automatically continue for 2020.

The amount you designate for SRP will be deducted every pay period. **Bi-weekly employees** ignore the monthly indicator.

ii. Click the Continue button.
10. You will now be asked to verify, update, or add Beneficiary/Beneficiaries for your elected life insurance plans.
   i. If electing multiple plans, you may designate a different Beneficiary or Beneficiaries for each.
   ii. Update the Primary Percentage and/or Contingent Percentage (must total 100% for each plan).
   iii. Please contact TIAA directly to elect beneficiaries for your retirement plans.

   iv. Click the Continue button.

11. The Additional Benefits Elections page displays benefits that are provided by the University at no cost to employees: Staff and Faculty Assistance Program and Business Travel Accident Insurance.

   i. No action is required on your part, click the Continue button.

12. Review the final statement regarding benefit elections and click the I Agree check box to accept the terms.

   i. Click the Submit button.

13. Once you have verified your elections, it is important that you print your confirmation statement for your records. To do so, click Print. You do not need to return a signed copy of the printed confirmation statement to the Benefits Office.

   Once your elections have been submitted, the Open Enrollment task will no longer appear in your inbox. However, you may continue to access and modify your elections until the close of Open Enrollment (November 15, 2019) by clicking the Benefits Worklet and select the Change Open Enrollment task.
Enrolling in or making changes to your long-term disability or commuter benefit coverages can be done at any time throughout the year. To elect or change your elections for 2020 for Long-Term Disability (LTD) or Commuter Benefits, please refer to the following guidance.

**Long Term Disability** –

**Commuter Benefits – WageWorks** –
Contact WageWorks via phone at (877) 924-3967 or online at [wageworks.com](http://wageworks.com).