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 2020, you must complete new enrollment elections in Workday. Even if you participated in these plans during calendar year 2019, your deductions will default to $0 for 2020 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, commuter, or supplemental retirement elections, you do not need to do anything. Your 2019 elections for these benefit plans will automatically continue for calendar year 2020.

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, 2019 through November 15, 2019. 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, 2020. Decisions made during Open Enrollment are binding through December 31, 2020, unless you have a qualifying 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 2020.

4. How do I add a dependent for the first time to benefits?
If you want to add a dependent to your benefits for the first time you must access Workday at workday.uchicago.edu from any computer beginning November 1, 2019 through November 15, 2019. Documentation for new eligible dependents being added during Open Enrollment for an effective date of January 1, 2020 must be scanned, uploaded and attached to the Open Enrollment process in Workday by November 15, 2019. Dependents without documentation will not have coverage January 1, 2020. For a full list of acceptable documentation please visit https://humanresources.uchicago.edu/benefits/gettingstarted/index.shtml.
5. **What if I experience a qualifying life event in 2020?**

   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](http://workday.uchicago.edu) within 31 days of the qualified life event to enroll or remove your dependent.

6. **Why do I not see Long-Term Disability in the Open Enrollment process?**

   Long-Term Disability (LTD) is not a part of the Open Enrollment process. Your current LTD benefits will continue into 2020. You can view your current Long-Term Disability benefit by following the instructions in the Quick Reference Guide (View Benefit Election/Change Benefits) [workday.uchicago.edu/page/managing-your-employee-record](http://workday.uchicago.edu/page/managing-your-employee-record).

   Enrolling in or making changes to your Long-Term Disability benefit can be done at any time throughout the year by following the instructions in the Quick Reference Guide (Long-Term Disability (PDF)) [workday.uchicago.edu/page/managing-your-employee-record](http://workday.uchicago.edu/page/managing-your-employee-record).

7. **What if I decide to make changes to my current Long-Term Disability?**

   If you are currently enrolled in the Basic Long-Term Disability plan, and want to increase coverage to the Optional plan, remain enrolled in the Basic plan AND elect the Optional plan (in Workday). Evidence of Insurability (EOI) will be required. You will be contacted through US mail by Sun Life to complete an EOI. You will be charged for the Basic LTD premium until approval of EOI, then your premium will change to the Optional amount.

8. **How do I enroll in the Supplemental Retirement Plan for 2020.**

   To enroll or update your Supplemental Retirement Plan for 2020 please access Workday at [workday.uchicago.edu](http://workday.uchicago.edu) from any computer beginning November 1, 2019 through November 15, 2019. When making Supplementary Retirement Program (SRP) or Supplementary Retirement Program (SRP Catch-Up) elections, please note that your new election will be effective January 1, 2020. Any changes made after Open Enrollment before the new year will only be in effect for the remaining of 2019.

   ✓ Bi-weekly paid employees: The amount you designate for SRP will be deducted **each and every pay period**. Please ignore the monthly indicator.