Overview
Open Enrollment at the University of Chicago will begin on November 1, 2018 and will end November 15, 2018. All new elections and changes made during this period will take effect January 1, 2019.

Open Enrollment Information Sessions:
Attend an Open Enrollment Information Session to learn more about your 2019 benefits and for assistance with the enrollment process. All sessions will be held at 6054 S. Drexel, Room 144.

- November 1, 2018 from Noon-1pm
- November 6, 2018 from Noon-1pm
- November 13, 2018 from Noon-1pm
- November 15, 2018 from Noon-1pm

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

Benefits & Health Fair
Learn about your benefit options and ask questions of the benefits staff and plan representatives. The Benefits team will be available to provide assistance with the Open Enrollment process through Workday.

- November 8, 2018 at Ida Noyes Hall, 1212 E. 59th Street from 9 am to 4 pm

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

Keep in mind
- 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 2018 deductions will default to $0 for calendar year 2019 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 2018 elections will automatically continue for calendar year 2019.
- 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, 2018, 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 don’t have a CNet ID, or can’t remember it, 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.

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).

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 2019 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.

i. Click the Continue button.
6. You will now be prompted to elect your **Spending Account** (healthcare and dependent care FSAs) for 2019. Your deductions will default to $0 for 2019 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></td>
<td>Year number of remaining payroll deductions for the year 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year actual contributions from payroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How much do you want to contribute for the total year?</td>
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<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>31.40</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
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.

   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**.
   ii. If electing multiple retirement plan vendors, designate your **Contribution Allocation** (must total 100%)

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

   iii. 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 or Vanguard 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, 2018**) 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 2019 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).