Open Enrollment

Open Enrollment is an annual event during which you may elect or make changes to your medical insurance, dental insurance, life insurance, flexible spending accounts and optional eyewear plan for the upcoming plan year.

This is also a time to review your benefit elections and educate yourself on the open enrollment process and any plan changes. Please ensure that your dependents remain eligible for the benefits in which they are enrolled. If not, you should remove them during Open Enrollment.

More information can be found on the Open Enrollment webpage at: https://www.hr.iastate.edu/annual-benefits-open-enrollment including an Open Enrollment Presentation for viewing.

Documentation Required – if adding coverage for:
- Domestic Partner: Declaration of Domestic Relationship
- Spouse: Marriage License
- Dependent Children: Birth Certificate

Effective Dates for Changes Made During Open Enrollment Period:
- **January 1** - medical/prescription drug, dental insurance, eyewear plan, health care flexible spending account or dependent care assistance program
- **January 1 or upon Principal approval** – life insurance
Before you start, you may wish to review your current benefit elections:

- Click to View All Apps from your Workday home screen
- Click Benefits from the menu bar
- Click View Benefit Elections
- The system will display a summary of all the Benefit plans in which you are currently enrolled in as of today’s date
- To return the Home Screen, Click the ISU icon in the top left corner
Open Enrollment Steps:

- On your landing page, in the **Announcements** section, click to read the 2023 Open Enrollment Welcome message & instructions.
- Once reviewed, click hyperlink **Employee Benefits Open Enrollment Selection**. You can also launch your open enrollment event through your Inbox or through the task **Awaiting Your Action**.
Steps:

• The link or Inbox task will bring you to your 2023 Enrollment Event
• Click the *Continue* button to begin or review your enrollment
Steps:

- You will see a summary of all the Benefit Plans in which you are Eligible
- All of the plans have been grouped together by Coverage Type:

  **Health Care and Accounts (Medical, Dental, Vision & FSA) & Insurance (Life & Disability)**

**Health Care and Accounts**

- Medical Waived
- Dental Waived
- Eyewear Discount Program Waived
- Health Care Spending Account Waived
- Dependent Care Assistance Program Waived

**Insurance**

- Group Term Life Basic Life and AD&D Insurance Waived
- Voluntary Term Life and AD&D Insurance Waived
- Dependent Term Life Insurance Waived
- Long Term Disability Waived
Under each section or tile, you have the option to either **MANAGE** or **ENROLL**

- **MANAGE** - This means you are currently participating in that benefit plan & have the option to make changes at this time. For example, this is how you would add or remove dependents, switch from one plan to another, or update a Primary Care Provider ID.

- **ENROLL** - This means you are NOT currently participating in that benefit plan & have previously **Waived** coverage. (Except Healthcare Spending Account and Dependent Care Assistance Program which will reset each year to waive even if you participated before.) You now have the option to *Enroll at this time without a qualifying Life Event such as Marriage or Birth of a Child

*Note – Certain Life & Disability plans will require proof of good health if previously waived & ALL FSA (Medical & DCAP) plans will **require** a new election for each Benefit Plan Year*
**Steps:**

- After selecting Manage or Enroll, the section will open to display the Plans Available for that coverage type.
- Additional instructions will appear on-screen with helpful information and or links.
- As you make your elections, a *projected* total cost per pay check will accumulate in the top right corner.

### Plan Available

Select a plan or you can waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Yourself Only.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Benefit Plan</th>
<th>You Pay (Monthly)</th>
<th>Company Contribution (Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Wellness HMO BlueHMO</td>
<td>Included</td>
<td>$485.00</td>
</tr>
<tr>
<td>Select</td>
<td>Wellness PPO BluePPO</td>
<td>$20.00</td>
<td>$401.00</td>
</tr>
<tr>
<td>Wave</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Health Care Instructions

**General Instructions**

Open Enrollment is your opportunity to elect or change your health care (Medical, Dental & Eyewear Discount) elections for the upcoming plan year.

- If you already have coverage, you will note that your current elections are shown to the left as already selected on the Plans Available page. If you do not currently have coverage you will need to click on the coverage in which you wish to enroll. If you don’t want to make a change, click on the Confirm and Continue button. If you have no changes to your dependents on the Dependents page, you can click on the Save button. If you do need to add a dependent, click on the Add New Dependent button and follow the prompts.

There is a significant amount of helpful information related to your health care plans that can be found at: [https://www.hr.state.ks.us/benefits/tools/feature.changes/open-enrollment-period-information](https://www.hr.state.ks.us/benefits/tools/feature.changes/open-enrollment-period-information)

### If you do not currently have a plan selected, click Select next to the plan.

- **Confirm and Continue** button

### For any plans that require Dependent information, the screen will display that dependent information next.
Dependents:

For any plans that require Dependent information, the screen will display that dependent information next:

- To remove dependents, de-select the checkbox to the left of the name and click **Save**.
- To add dependents, click Add New Dependent box and follow the prompts on-screen.
  - *Note: If enrolling in HMO, make sure everyone has a valid Provider ID or you will not receive your ID cards*.
After you Click the button for each of your elections, you will receive the following confirmation message at the top of the screen:

Your Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you’re ready to submit your changes.

Once you have made all your election changes, Click the button at the bottom of the screen.

You MUST click the final button to finalize your elections.

Important Notes:
- You can submit elections as many times as you want up until the 5PM 11/18 deadline.
- The last changes submitted by the deadline will be final.
- Health Care Spending Account & Dependent Care Assistance Program elections will NOT carry over from one year to the next. You must elect each year within Open Enrollment.
**Steps:**

- The View Summary screen will appear with a summary of your 2023 Benefit Plan Elections.
- **If you are adding dependent coverage**, scroll to the bottom and click Select Files to upload documentation of eligible dependents (e.g. marriage license or birth certificate).
- When everything is correct, Click the Submit button.
Steps:

- The Submitted screen will appear to indicate that your elections have been submitted.
- You may then click on the “View 2023 Benefits Statement” to print a copy of your 2023 elections.
If changes are needed:

1. To make changes after submitting your Open Enrollment event, go back into it through the Benefits App through 5 pm on 11/18/2022.
2. Click Change Open Enrollment. Go through the steps again, making sure that you Submit all final changes.