



# Open Enrollment

During Open Enrollment (November 1-30), benefits-eligible employees can enroll in or change health elections – including medical and dental coverage. Changes made during Open Enrollment go into effect on January 1. If you are happy with your current elections, you may not have to do anything (except with regard to Flexible Spending Arrangement (FSA), Dependent Care Assistance Program (DCAP), and spousal attestations.)

## CHANGES YOU CAN MAKE

During Open Enrollment, you can make the following changes:

- Add/drop your dependents
- Enroll in or change your medical/dental plan
- Enroll or re-enroll in Flexible Spending Arrangements (FSA) and/or Dependent Care Assistance Program (DCAP)
- Attest or re-attest to cover a spouse or state-registered domestic partner
  - If you attested in 2017 and will cover a spouse or state-registered domestic partner on your PEBB medical for 2018, you may have to reattest to the premium surcharge. The PEBB Program will mail you a notification letter in late October if you have to reattest, and you'll also receive a message via Workday if this applies to you.

## IMPORTANT WORKDAY TIPS

**YOU MUST CLICK “SUBMIT” TO MAKE CHANGES TO YOUR ENROLLMENT:** If you do not finalize your enrollment by selecting “I Agree and Submit” in Workday, your enrollment won’t be processed. You must submit your enrollment before 11:59 pm on November 30.

**REVIEW YOUR HOME ADDRESS:** Make sure your home address in Workday is current. Important information is sent to your home, and your address determines which medical plans you elect.

**ATTACH YOUR DOCUMENTS:** Some changes (for example, adding a dependent) require you attach valid documentation in Workday (on the final screen). It is ultimately your responsibility to attach valid documentation, but we’ll do our best to contact you if it is insufficient or absent.

**TAKE EARLY ACTION:** The November 30 at 11:59 pm deadline is firm, and will be consistently applied. To ensure your enrollment goes into effect for 2018, we strongly suggest you submit your open enrollment election as soon as possible, in case the ISC has questions and/or more documentation is required.

*The next opportunity to enroll/make changes will be next November during open enrollment, or within 60 days of a qualified life event.*

## WHERE TO GO FOR MORE

There are a number of resources available to you as you navigate Open Enrollment for the first time in Workday. Visit [isc.uw.edu](http://isc.uw.edu) to check out user guides, videos and more.