



OPEN ENROLLMENT IS HERE!

WHAT/WHEN IS OPEN ENROLLMENT?

Open Enrollment is the primary chance for all PEBB benefits-eligible employees to enroll in or change their health elections, including their medical and dental coverage. The Open Enrollment window is November 1-30, and the changes you make in Workday go into effect January 1. The next opportunity to make changes will be the following November during Open Enrollment, or if you have qualified life event (such as getting married or having a child).

WHAT IF I'M HAPPY WITH WHAT I HAVE?

If you are happy with your current elections and don't want to make changes, you may not have to do anything. However, the Flexible Spending Arrangement (FSA), Dependent Care Assistance Program (DCAP), and spousal attestation may require action from you. Check out the **Open Enrollment 101** decision tree to determine what, if anything, you need to do during Open Enrollment: <https://isc.uw.edu/wp-content/uploads/2018/10/Open-Enrollment-101.pdf>

WHAT KINDS OF CHANGES CAN I MAKE?

If you are a PEBB benefits-eligible employee, you can make the following changes to your health elections in Workday during Open Enrollment:

- ✓ **Medical/Dental:**
 - Enroll in/change your medical/dental coverage, or waive your medical coverage.
 - Add/remove dependents to/from your health plans.
- ✓ **Spousal Surcharge:**
 - Respond to the spousal premium surcharge – you will receive notification from the Health Care Authority (HCA) and Workday if you need to re-attest.
- ✓ **Flexible Spending Arrangement (FSA)/Dependent Care Assistance Program (DCAP):**
 - Enroll in FSA and/or DCAP. Per IRS policy, re-enrollment is required each year.

WHAT MISTAKES SHOULD I AVOID?

Some of the most common stumbling blocks for a successful Open Enrollment include:

- × **Procrastinating:** The deadline is firm. To ensure your enrollment goes into effect, submit your elections early so the ISC has enough time to contact you, if necessary.
- × **Forgetting to select "Submit":** If you do not finalize your elections by checking "I Agree" and selecting "Submit" by the deadline, your elections cannot be processed.
- × **Forgetting to attach required documentation:** When adding a dependent, you are required to attach valid documentation (tip: you will do this on the final screen).
- × **Wrong Home Address:** Make sure your home address in Workday is current. Your address determines which medical plans you can elect.

ANYTHING ELSE?

If you do need or want to make changes during Open Enrollment, be sure to follow along with one of the ISC's step-by-step guides while making your selections – user guides, decision trees and videos are available to help you avoid common pitfalls: Visit <https://isc.uw.edu>.