

# Benefits — Open Enrollment



## Overview

**Open Enrollment** is launched through Workday. You can make changes to your elections any time during the Open Enrollment period. After June 6, 2023, your benefits remain in place for the coming plan year, unless you experience a Qualifying Life Event. This quick reference guide will cover how to review your current benefits and make changes for next year.

## Process

1. Once the **Open Enrollment** process is initiated, you will receive an email from Workday. Log in to Workday and navigate to **Awaiting Your Action** on your home page.
2. Select the **Open Enrollment Change** task in **My Tasks**. Click **Let's Get Started**. Review existing benefits and waive or elect coverage.
  - a. **Health and Dental Care Elections** *If you decide to change from one plan to another, please re-select the dependents you wish to cover on the new plan. If you do not re-select your dependents, you will be defaulted to employee only coverage.*
  - b. **Health Savings Account Plan** *This section is related to the HDHP coverage only and will not be an option unless you have elected Blue Care Elect Saver Plan with Co-insurance.*
  - c. **Health Care FSA** and **Dependent Care FSA** *All options will default as **Waived**, no matter what you chose for the previous year. **You must select a plan and make an election, if you wish to participate in the coming year.***
  - d. **Insurance Plan Coverage** *If you go up more than one step in optional life or elect more than \$25,000 spouse coverage, you will be prompted to complete evidence of insurability paperwork.*
  - e. **Beneficiary Designations** *Optional.*
  - f. **Additional Benefits Elections** *Generally, these plans are automatically included for all eligible employees.*
3. When you are finished, click the **Review and Sign** button, review your choices, check the **I Accept** box and click the **Submit** button.

**Open Enrollment**

Projected Total Cost Per Paycheck  
\$84.67

**Health Care and Accounts**

Benefit	Plan	Cost per paycheck	Coverage	Dependents	Action
Medical	Blue Cross Blue Shield - Massachusetts HMO HMO Blue NE	\$75.44	Employee + child(ren)	2	Manage
Dental	Blue Cross Blue Shield - Massachusetts DHMO Dental Blue Freedom with Orthodontia	\$7.80	Employee + child(ren)	2	Manage
Vision	Eye Med VIS Vision - Eye Med VIS	\$1.43	Employee Only (A)		Manage
Health Savings Account					Enroll
Dependent Care FSA					Enroll
Healthcare FSA					Enroll

**Insurance**

Benefit	Plan	Cost per paycheck	Status
Basic Life	Prudential Amherst and Folger Library (Employee)		Included
Optional Life			Waived