



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, 202 , 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

- 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.
- Once the **Open Enrollment Change** task in your Inbox. Review existing benefits and waive or elect coverage. There will be seven sections, select **Continue** to move forward through each section.
 - 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.*
 - Health Savings Account Plan** *This section is related to HDHP coverage only and will not be an option unless you have elected an HDHP plan.*
 - 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.***
 - Insurance Plan Coverage** *If you prefer than one step in optional life insurance that 20% coverage will be provided to complete evidence of insurability paperwork.*
 - Beneficiary Designations** *Optional.*
 - Additional Benefits Elections** *Generally, these plans are automatically included for all eligible employees.*
- 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

Health Care and Accounts



Medical

Blue Cross Blue Shield - Massachusetts HMO HMO Blue Deductible

Cost per paycheck	\$393.93
Coverage	Family (A)
Dependents	3

[Manage](#)



Health Savings Account

Waived

[Enroll](#)

Insurance



Basic Life

Prudential Amherst and Folger Library (Employee)

Cost per paycheck	Included
Coverage	1.5 X Salary

[Manage](#)