



## Benefits Open Enrollment for Plan Year 2024

October 2-13, 2023

The [Open Enrollment website is open](#), and this email details action items to prepare yourself for Open Enrollment.

NOW is the perfect time to **step into your benefits knowledge** and be confident in selecting your benefits for next year. Since the Open Enrollment window is only two weeks, here is all the information you need to make benefits decisions prior to Open Enrollment going live in Workday. We know you want to carefully consider options and ask questions. DON'T wait until the short window opens to do it all.

Choosing the right health plan option, dental plan option, vision plan, and benefit savings accounts is very important and reflects thoughtful planning for you and your family's health care spending and financial well-being for the coming year. **Start now.** Grow your knowledge about the changes and what they mean for you. Use many resources to help you make the right decision, be it staying with your current plan or deciding a different one is a better fit. Predicting the future is hard, but choosing the right health options can help.

Complement your health care by preparing for the future with a tax-free **Health Savings Account (HSA) or Flexible Spending Account (FSA)**. Learn how they work, and pre-plan how to make them work best for you next year.

As we edge toward our fall Open Enrollment, this is the time to review how you've used your benefits so far. What can you do now to plan for the benefits you'll need in 2024?

## Review Your Benefits

*Here's what you can do to prepare for Open Enrollment*

Make sure the benefits you chose in 2023 are meeting your needs and supporting your health and well-being. **Ask yourself these questions:**

- **Have you used all your preventive services for health, dental and vision?** Visit:
  - Medical Claims and Pharmacy: [Aetna](#) website
  - Dental: [United Concordia](#) website
  - Vision: [Davis Vision](#) website

- **Do you have funds left in your FSA account that you can use?** Visit the [Fidelity](#) website to check your FSA account balance.
  - All funds in your Full FSA need to be used by the end of 2023 if you are changing to Basic Health with HSA, or by the FSA grace period deadline.
  - Visit the [online FSA store](#) where you can use your FSA dollars. Check out the [FSA Eligibility List](#) to find out which kinds of over-the-counter products and medications you can purchase.
  - Do you have funds left in your Dependent Care FSA account that you can use? All funds in your Dependent Care FSA need to be used by the end of 2023, or through the FSA grace period. Visit the [Fidelity](#) website to check your Dependent Care FSA account balance and plan for caregiving costs in 2024.
- **Did your benefits elections in Workday match your spending in 2023?** Log into [Workday](#) and review your benefits.
- **Are your dependents listed with correct social security numbers in Workday?** Review their social security numbers in Workday and adjust as needed.
- **Are you adding a new dependent to your health plan in 2024?** If so, have your [dependent required documentation](#) ready to upload into Workday during Open Enrollment. You will not be able to submit your benefits elections if you have added a new dependent to your health plan and have not provided the required documentation.
- **Is your home address and phone # correct in Workday?** Review your profile in Workday and update as needed.

Asking yourself these questions can grow your knowledge, so you make the best investment. As Open Enrollment approaches, knowing what you need now is a great way to prepare for next year.

## What to Expect

*Here's a preview of Open Enrollment resources*

To make the Open Enrollment experience as beneficial for you as possible, we're giving you both in-person and virtual opportunities to learn what you need to know to pre-plan your future emotional, physical, and financial well-being. Whether you want to meet in person or virtually, UVA Human Resources is here to help.

Here's what to expect:

- **Updated [Open Enrollment website](#)** with changes, action items, and high-level takeaways clearly listed, and all webpages translatable into 100+ languages. The website is now live.
- **You can meet 1:1 with HR team members** before Open Enrollment to understand your benefits better.
- **Benefits Information** in emails, social media, digital monitors across Grounds, and on buses; some of them are multilingual!
- **One overview postcard** delivered to your home (make sure your home address is listed correctly in Workday).

- **One comprehensive brochure** available for pickup at the Benefits and Well-Being Expos.
- **Enrollment in Workday will be the same as last year**, with tiles for each benefit that guide you through the process.

## Mark Your Calendar

*Important dates for Open Enrollment*

**Sep. 27-28: Benefits and Well-Being Expo** – visit with HR team members and benefits vendors

- College at Wise, Chapel of All Faiths
- Sep. 27: 1:00 pm – 5:00 pm
- Sep. 28: 8:00 am – 12:00 pm



**Oct. 2: Open Enrollment is live in Workday**

**Oct. 4: Benefits and Well-Being Expo** – visit with HR team members and benefits vendors

- Location: Newcomb Hall, 3rd Floor
- 8:30 am – 2:00 pm - Visit with benefits vendors and HR team members
- 10:00 – 11:00 am – Open Enrollment benefits presentation livestreamed and in person, South Meeting Room
- 12:00 – 1:30 pm (Virtual) - Open Enrollment Town Hall - short presentations and a longer Q&A session with the:
  - UVA Faculty and Employee Assistance Program (FEAP)
  - Hoos Well well-being team
  - Fidelity
  - Benefits and Leave team

Questions can be submitted during the Town Hall and upvoted. A moderator will curate the questions for the presenting team representatives to answer. No registration is required. [Access the livestream link on the Benefits & Well-Being Expo webpage.](#)

**Oct. 5: Benefits and Well-Being Expo** – visit with HR team members and benefits vendors

- UVA Health, Education Resource Center (ERC)
- 7:00 am – 3:00 pm

**Oct. 10: NEW! Night Shift Expo** – visit with HR team members and benefits vendors

- Dining Conference Rooms within the University Medical Center
- 10:30 pm – 1:30 am

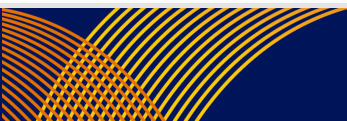
**Oct. 13: Open Enrollment Closes at midnight**

## We Hear You. How Can We Help?

After reviewing materials and resources on the Open Enrollment website, if you would like additional 1:1 personalized assistance, there are several options to receive support:

- **In Person:**
  - Drop by the HR building (2420 Old Ivy Rd.) anytime between 8:00 am and 5:00 pm for personalized assistance on Oct. 2-3, and Oct. 9-10.
  - Drop by the Dining Conference Rooms within the University Medical Center anytime between 8:00 am and 5:00 pm for personalized assistance on Oct. 11.
- **Virtual:**
  - Email [AskHR@virginia.edu](mailto:AskHR@virginia.edu) or call 434.243.3344 to schedule a Zoom appointment to review more complex Open Enrollment questions with an HR professional. HR will accommodate as many appointments as possible through Wednesday, October 12.
  - Click on the “**Hi, I'm your Virtual Assistant**” button at the bottom of every Open Enrollment webpage for 24/7/365 virtual assistance. If you don't find what you're looking for with the HR Virtual Assistant, you can request a live chat with HR from the Virtual Assistant menu during regular work hours, or if all live agents are busy, request an agent via email.
- **Multi-Lingual:** All pages are now translatable to 100+ languages using the Google Translate option in the footer of every page.

***We are here to help you!***



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