

# **Benefits: Adding a Dependent During Open Enrollment**

During Open Enrollment, all benefited employees will enroll in the benefits they choose for the following plan year.

Even if you are continuing the same coverage as the previous year, you still should **review and confirm** your elections.



Dates of open enrollment are **October 5 – 16, 2020.**

The effective date for coverage is January 1, 2021.



If you have a life event that changes your medical/dental/vision benefits **DURING OR AFTER** the deadline for Open Enrollment, but **BEFORE** the changes that take effect January 1, 2021, you will need to **REENTER in Open Enrollment Choices. This will come to your Workday Inbox.**

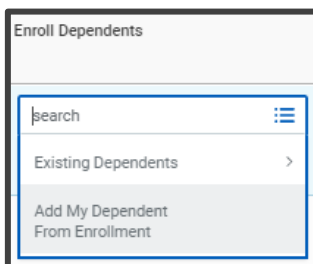
When adding a dependent, you'll need the following: Legal Name, Date of Birth, Social Security Number (if you do not have it, you will indicate why, e.g. 'newborn'), and documentation confirming their relationship to you.

**NOTE:** Your request to add your dependent will not be approved unless you attach the required documentation in Workday (see the [Maintain My Worker Documents](#) job aid) or submit your documentation to [AskHR@virginia.edu](mailto:AskHR@virginia.edu) **within 30 days of the end of the open enrollment period.** For a list of the required documentation, view the [UVAHR Benefits Eligibility](#) page.

## Adding a Dependent During Open Enrollment

During Open Enrollment, you can add or drop dependents from coverage for the plan year. After Open Enrollment, you can only make changes to dependents if there is a qualifying life event.

**1. Open the Open Enrollment message from Inbox.**



**1. From the menu button under Enroll Dependents, click Add My Dependent From Enrollment.**

**2. Fill out the required fields denoted with \*.** (Name, relationship, date of birth, gender, National ID (Social Security Number))

- If you miss adding the National ID (Social Security Number), you will be prompted on the next page for this information. If you do not yet have a Social Security Number, type the reason in the **Reason ID is Not Available.**

**3. Continue the process through Submit.**

**REMEMBER:** If you are adding a spouse or dependent, you must provide documentation to confirm their relationship to you. Upload the documentation in Workday (see the [Maintain my Worker Documents](#) job aid) or submit your documentation to [AskHR@virginia.edu](mailto:AskHR@virginia.edu). For a list of the required documentation, view the [UVAHR Benefits Eligibility](#) page.

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Lisa Test	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text"/> <input checked="" type="radio"/> Reason ID is Not Available <input type="text" value="newborn"/>



Once you **Submit** changes to open enrollment that add a spouse to your medical coverage, you will receive an **Inbox** task to complete. This will be the spousal affidavit and it **must be completed in order to finalize your benefit elections for Open Enrollment.** You must also provide documentation **confirming their relationship to you.** You may either submit the documents to [AskHR@virginia.edu](mailto:AskHR@virginia.edu) or upload them yourself in Workday (see [Maintain my Worker Documents](#) Job Aid) within 30 days of the end of the open enrollment period. Visit the [UVA HR Benefits page](#) for a list of required documentation.

Spouses who have access to affordable health care coverage that provides minimum value through his/her employer cannot be added as dependents on the UVA Health Plan.

Employees who want to cover their eligible spouse on the health plan must complete the Spousal Affidavit.