During Open Enrollment, all benefited employees will enroll/select benefits for the following plan year. Changes made during Open Enrollment will take effect on 01/01/2024.

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

Dates of Open Enrollment are
10/02/2023 - 10/13/2023

The effective date for coverage is **January 1, 2024**.

Tasks

Before You Begin

During Open Enrollment, you will verify/update and submit the following:

1. Modify/Elect Medical, Dental, Vision Benefits: elect or waive coverage, change plans and/or add/drop dependents.
2. Enroll in Flexible Spending / Health Savings Account.
3. Confirm beneficiaries for Life insurance.
4. Modify long term disability coverage, if applicable to you.

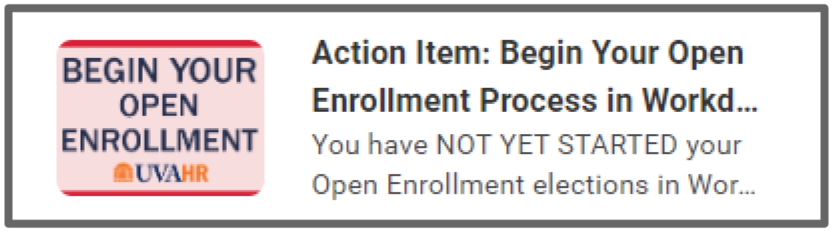
- If you are adding dependents, you will need his/her name, date of birth and social security number.

- If you are adding dependents, you must add the required dependent documentation in the Attachments section on the View Summary page of your Open Enrollment event in order to submit the event. For a list of the required documentation, view the [UVA HR Benefits Eligibility]() page.

- If you open a tile and decide to not make any changes, click the Cancel button to return to the main Open Enrollment page.
- You must click on each tile you wish to change prior to selecting the Review and Sign button, which is done when you are finished updating all your plans.

Select/Waive Medical, Dental, Vision Insurance

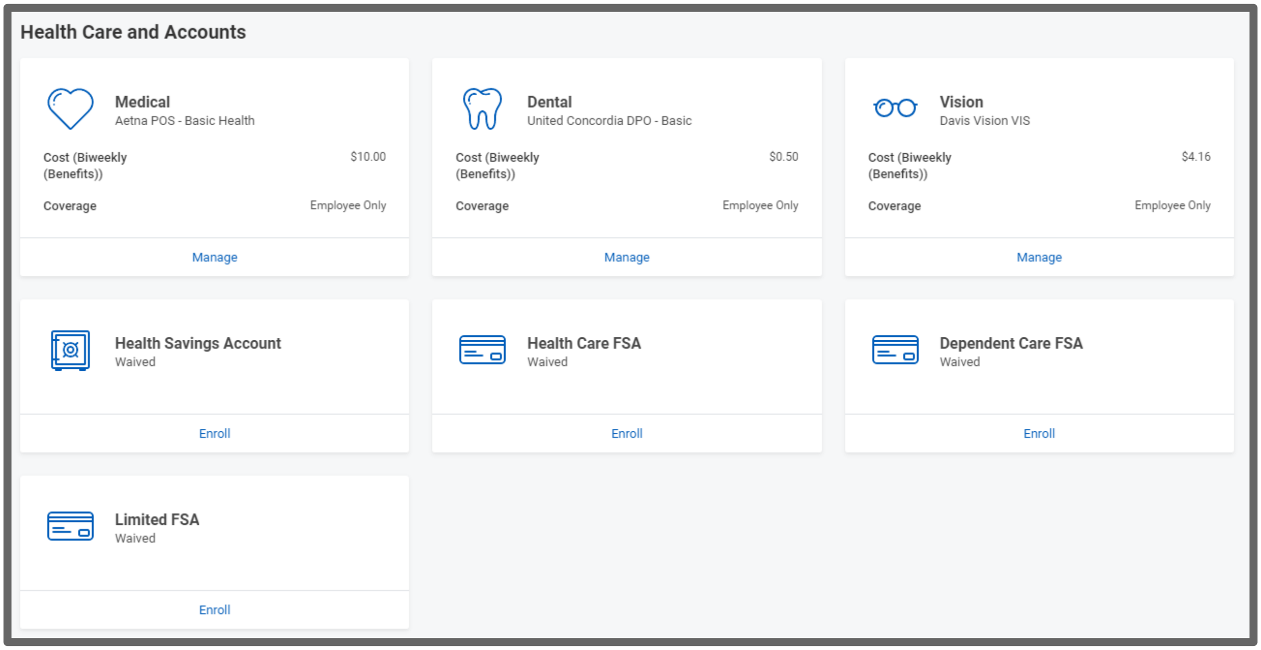
1. Sign into Workday by clicking on the **Benefits Open Enrollment** link in the Announcements.

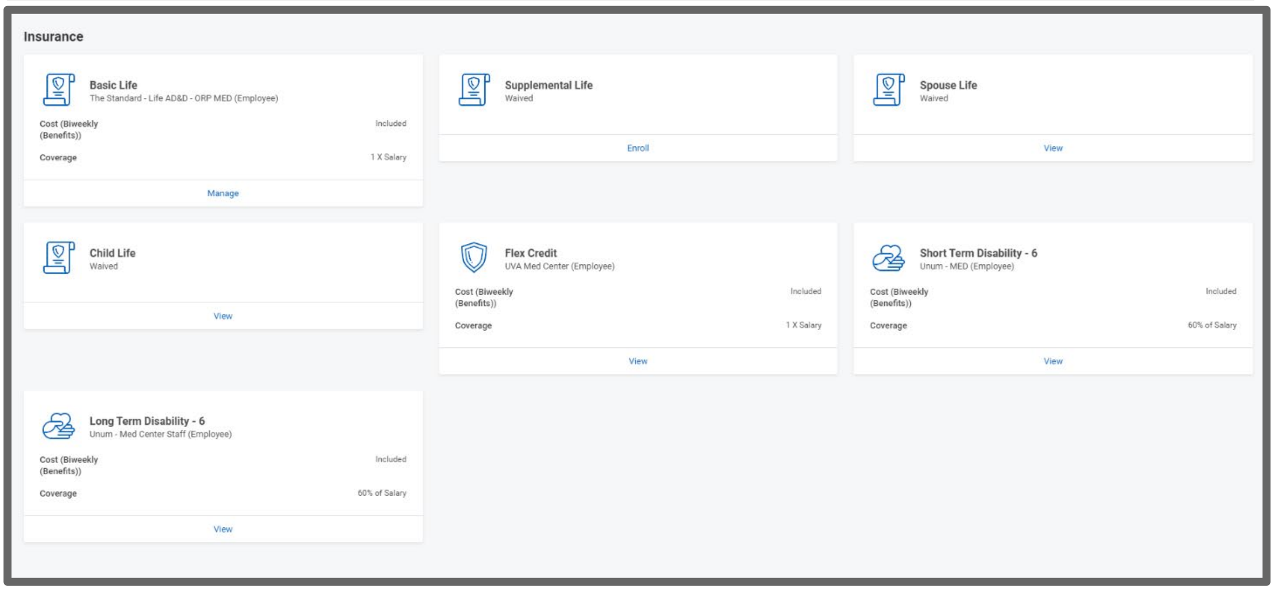


Note: You will also have an **Open Enrollment Change** Inbox task and can start there by clicking on **Let's Get Started**.

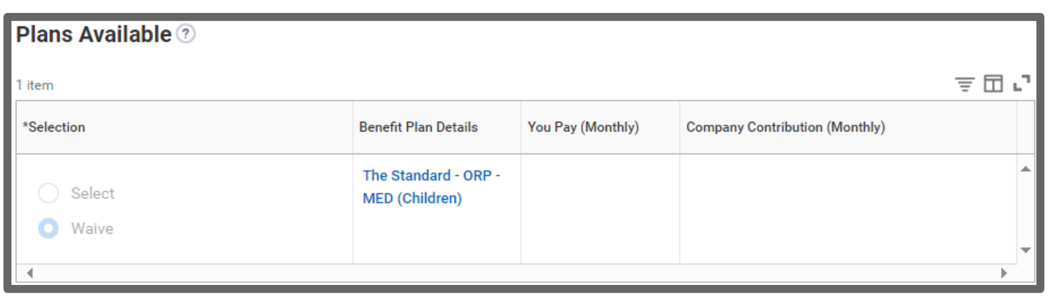
2. Scroll to the bottom and click on the **Employee Benefits Open Enrollment Selection** button.
3. Click **Continue**.
4. Your choices for **Health Care and Accounts** and **Insurance** display. Click on the Manage/Enroll button on the tile for the plan you would like to enroll, edit/manage, or waive. If you are already enrolled in a plan, the button at the bottom of the tile will display as Manage. Otherwise, the button will display as Enroll. Click each tile you would like to enroll, edit/manage, or waive.

Note: Your plan options may be different than the ones you see below, depending on eligibility.



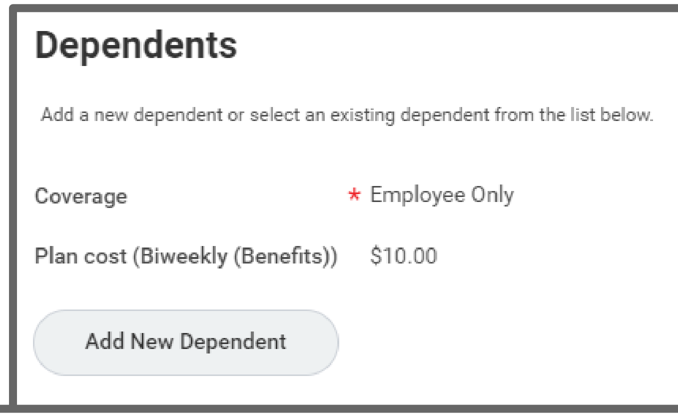


5. After you click on a tile (e.g., Medical), current plans you selected or waived will display in the **Selection** column. If during Open Enrollment you are trying to enroll in a benefit for the first time that was previously waived, you may notice that the radio button is greyed out and set in the waived status (e.g., Insurance plans). To enroll, follow the instructions listed on the page for the specific benefit.



6. To continue, click the **Confirm and Continue** button.

7. To add a new dependent(s), click the **Add New Dependent** button. Your current **Coverage** type will display. If you plan to add new dependent(s) go to the section on [Add Dependent During Open Enrollment](#add-dependent-during-open-enrollment).



8. To remove a dependent, uncheck the checkbox in front of the name of the dependent you wish to remove.

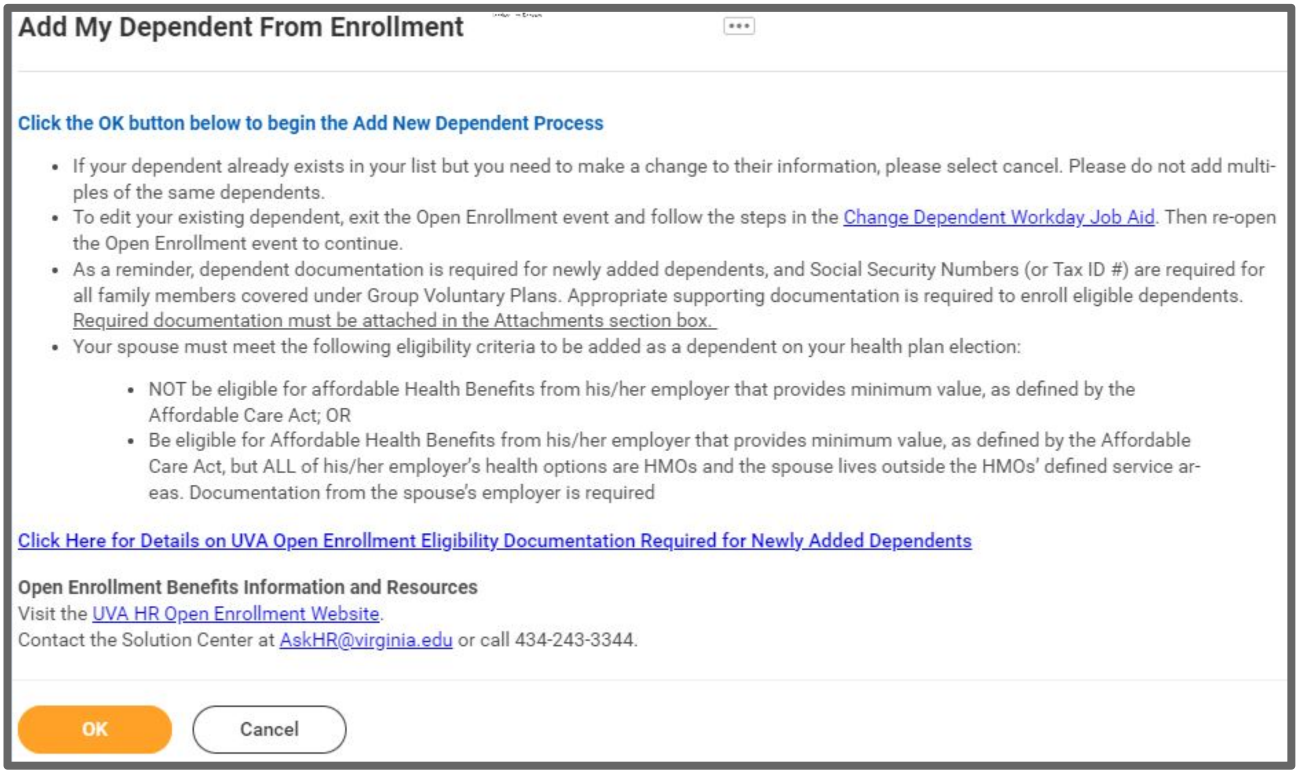
9. You will be returned to the Health Care and Accounts page multiple times. Click on each tile you wish to enroll yourself and your dependents by clicking the **Select** radio button, **Confirm and Continue**.

10. Continue with your elections, checking the checkbox in front of your dependents you wish to add to each plan and **Save**.

Add 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.

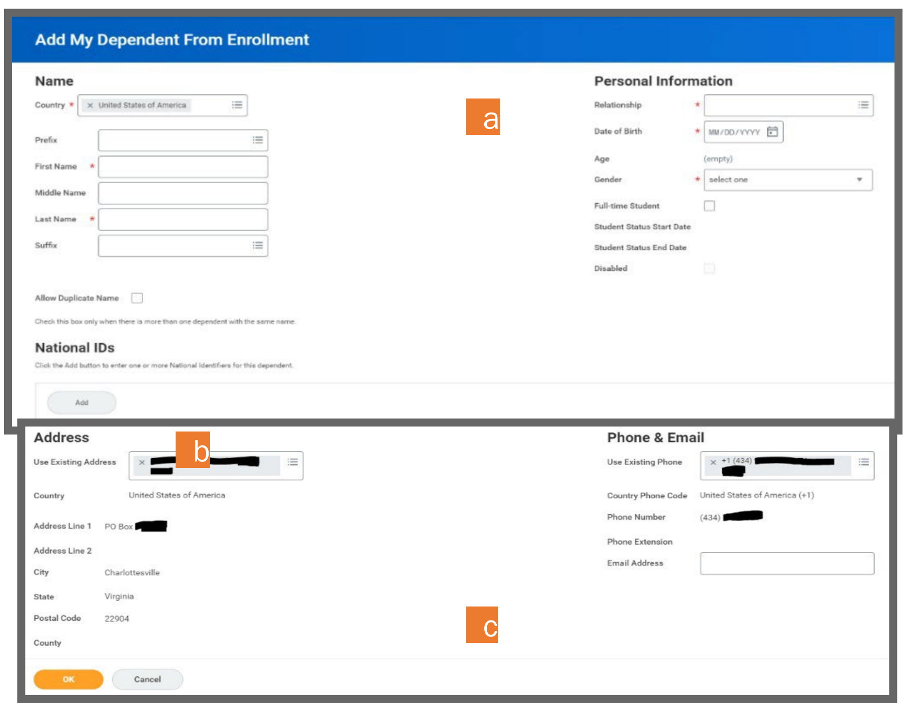
1. After selecting the **Add New Dependent** button and reading the below information, click **OK**.



2. On the '**Add My Dependent From Enrollment**' entry screen:

   A. Fill in the required details regarding the dependent (First/Last Name, Relationship, Date of Birth, and gender are required).

   B. If you have a Social Security Number, under National ID's click 'ADD', select USA as Country, Social Security Number as ID type, and enter the SSN (if you do not yet have a social security number (e.g., for a newborn) you can skip this for now, but you must provide the SSN as soon as you have the number available.



C. After entering the SSN, or if you do not yet have an SSN (e.g., for a newborn child), review the Address information at the bottom of the page, make changes if necessary, and then click **Save**.

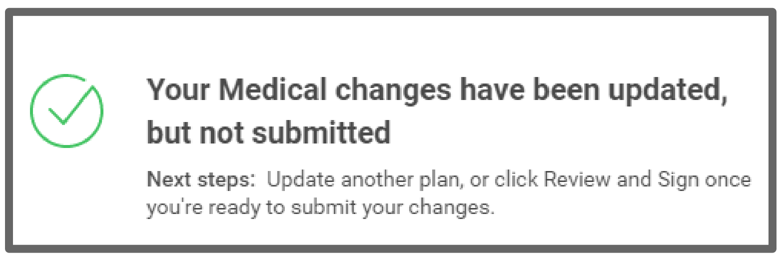
3. If you still need to add the Social Security Number, the Dependent Social Security Numbers section will display. Either add the SSN or if you do not have one yet, select the radio button in front of Reason SSN is Not Available and enter the reason (e.g., this is a newborn).

4. Click the **Add New Dependent** button again and repeat the steps to add additional dependents if you have multiple dependents to add.

5. After you have added all your dependents, click **Save**. As a reminder, dependent documentation is required for newly added dependents and must be added in the Attachments section on the View Summary page of your Open Enrollment event in order to submit the event.

6. Your **Coverage** type will change according to the number and type of dependents. You will see this immediately within the tile.

   You will see an updated, but not submitted confirmation.



7. If you already clicked save after adding your first dependent and you need to add another, click the **Manage** button again under Medical.

8. Click **Confirm and Continue**.

9. Click the **Add New Dependent** button again and go back to Step 1 of this section.

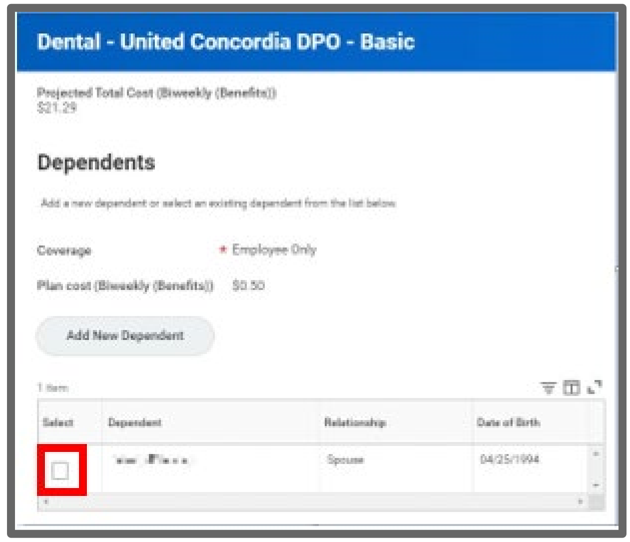
10. On the Plans Available page, you will see your available options or existing election. Click the **Confirm and Continue** button to go to the Dependent page. On the Dependent page, you can review or change your dependent(s) information or coverage.

    Update each Health, Dental, or Vision tile where you are requesting dependent changes (as applicable).

    Some benefit tiles are display only and require other steps to request changes. Please read the help text in each benefit tile for specific instructions based on each benefit plan.

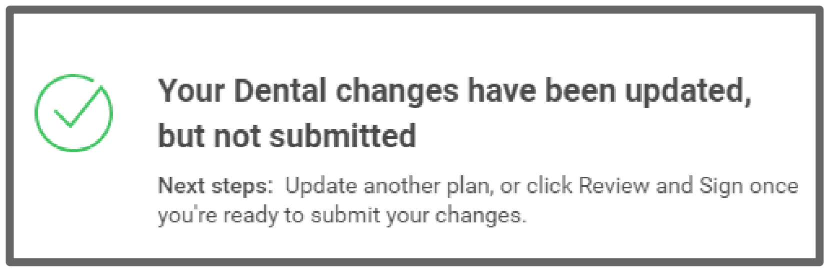
11. After adding dependents to your Medical plan, click on each tile (e.g., Dental, Vision, etc.) you wish to add your dependent(s).

12. Select the checkbox in front of the name(s) of the dependent(s) you wish to add to each plan.



13. Click **Save**.

14. You will see an updated, but not submitted confirmation for each plan each time you successfully add your dependent.



Select/Waive Health Saving Account

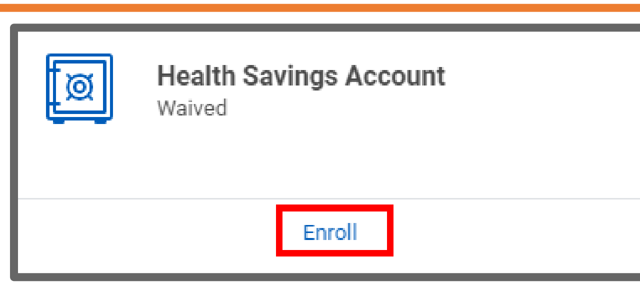
If you are eligible, you can elect to enroll in a Health Savings Account (see note below outlining the eligibility requirements).

If you answer YES to any of these 8 questions, you are NOT eligible for the Health Savings Account (HSA) benefit and will need to enroll in either the Choice Health or Value Health options in the previous step.

1. *Will you be enrolled in Medicaid when the HSA begins?*
2. *Will you be enrolled in Medicare during the current calendar year or at any time next year?*
3. *Will you be enrolled in another healthcare plan as a dependent, spouse, or subscriber that is not a high deductible health plan when the HSA begins?*
4. *Will you or your spouse have a balance in a Health FSA when the HSA begins?*
5. *Will you have received healthcare benefits (other than dental, vision, or preventive) from TRICARE within three months prior to the start of the HSA?*
6. *Are you a wage employee?*
7. *Do you hold a J-1 or J-2 Visa?*
8. *Have you already reached the IRS HSA combined household limit?*

To enroll in your HSA, you must have chosen the Basic Health plan as your medical coverage.

1. Click the Health Savings Account **Enroll** button.

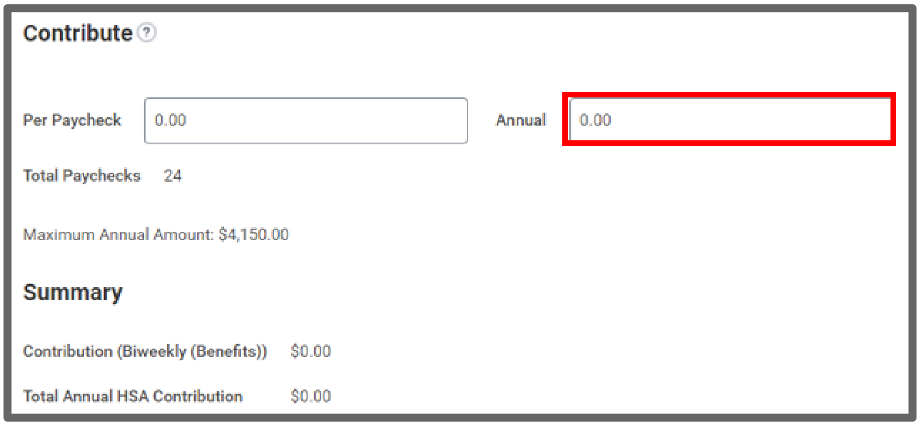


2. Click the **Select** radio button and click **Confirm and Continue**.

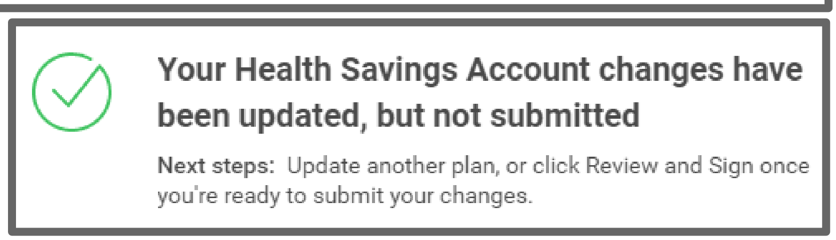
3. On the **Contribute** page, enter a yearly amount in the **Annual** field. The system will calculate the amount in the Per Paycheck and Summary fields.

   Note: The minimum (if applicable) and maximum amounts will display.

4. Click **Save**.



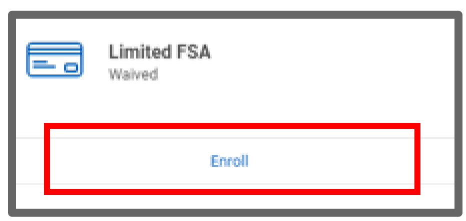
5. You will see an updated, but not submitted confirmation.



Select/Waive Flexible Spending Accounts

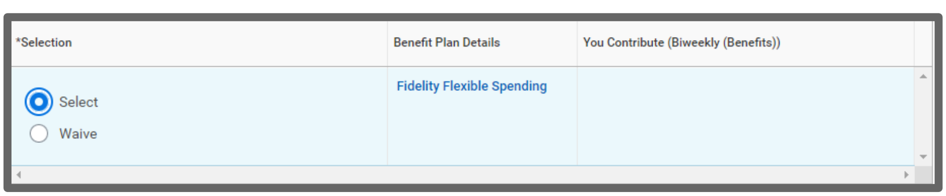
You can elect or waive enrollment in a Health Care FSA, a Limited FSA, and/or Dependent Care FSA. A Limited FSA is only available to you if you have chosen Basic Health as your medical coverage. A Health Care FSA is only available to you if you have **not** chosen Basic Health as your medical coverage. Please note the minimum and maximum ranges.

1. Click on enroll in the **FSA** plan tile of your choice.



   - If you see Waived, and that is your choice, you do not need to do anything.
   - If you wish to enroll, choose the **Select** radio button. Additional steps for enrollment continue with Step 2 below.

2. Click **Confirm and Continue**.



3. Enter a yearly amount in the **Annual** field. The system will calculate the amount in the Per Paycheck and Summary fields.

   Note: The minimum and maximum amounts will display.

Contribute

Per Paycheck 0.00 Annual 0.00

Total Paychecks 24

Minimum Annual Amount: $120.00

Maximum Annual Amount: $2,500.00

Summary

Contribution (Biweekly (Benefits)) $0.00

Total Annual Contribution $0.00

4. Click **Save**.

5. You will receive an updated but not submitted confirmation.

Your Limited FSA changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

View Insurances

Waived Life insurance plans display to you as view only. Plans available, or those in which you are enrolled, display as Enroll/Manage. If you wish to make a change to any life insurance policy shown as View, use the appropriate vendor sites linked on the right-side of the Workday page.

Links are also available on the Benefits website: https://hr.virginia.edu/benefits/life-insurance.

General Instructions

On the Plans Available page, you will see your current life benefit.
Then click the Confirm and Continue button to go to the Coverage page.
On the Coverage page, you can view your current life insurance coverage level.

Important Information about Standard Life Benefits in Open Enrollment

- Life insurance coverage amounts in Open Enrollment are **View only.**
- Beneficiaries can be updated in Open Enrollment.
- **During Open Enrollment** employees already enrolled in the Supplemental Employee and/or Spouse Life with The Standard may increase their current election by 1 increment (from 1 to 2 or 2 to 3 for employee, from $25k to $50k for spouse) up to the guarantee amount (up to 3x salary or <$500k for employee, and up to $50k for spouse) without having to complete the medical Evidence of Insurability (EOI).
- To request coverage changes to your life insurance benefits, submit the Open Enrollment event and from your Workday homepage navigate to the application menu in upper left, select the Benefits shield icon, click on Change Benefits, and use the Change Life Insurance benefit event. Make your changes there.
- **If you submit a Change Life Insurance request during Open Enrollment, you will need to resubmit your Open Enrollment event again to save changes.**
- Requests to decrease or waive benefits are immediate. Requests to increase will be based on your current eligibility.
- Child life covers eligible dependent(s) up to age 26 for $10,000 (all eligible children are covered, and premium does not increase per child).

Open Enrollment Benefits Information and Resources

Visit the UVA HR Open Enrollment Website.
Contact the Solution Center at AskHR@virginia.edu or call 434-243-3344.

1. Elect or Waive your selections. If the disability plan is grayed out, you do not need to do anything to continue coverage.

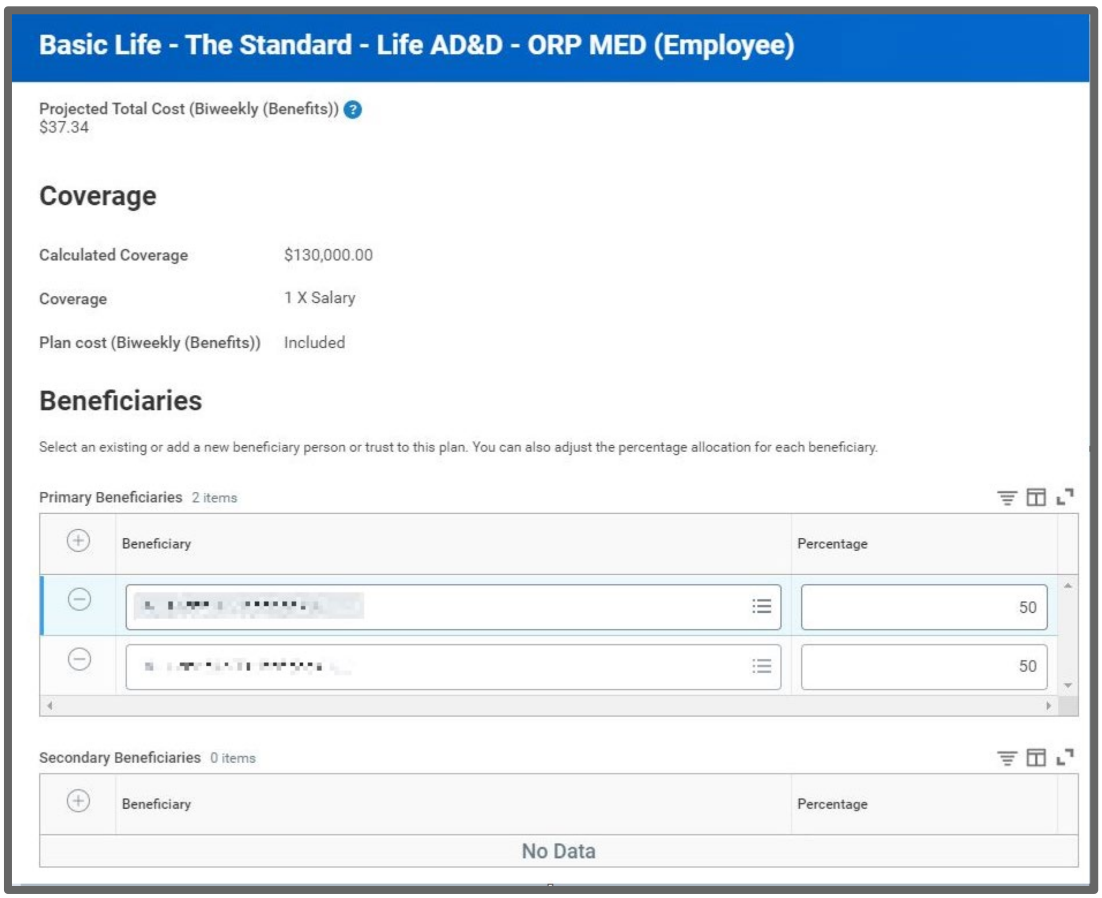
2. To add a Beneficiary to your Life Insurance when you are in the Standard Life program, go to [Beneficiaries](#) in the next section.

Beneficiaries

These steps are for Standard Life members only. **VRS Life Insurance Members** should login to [myVRS](#) to update or change their Life Insurance beneficiaries. From your **myVRS** account, click the **My History** drop-down menu at the top of the page, and select Life Insurance to reach the Securian Life portal. **If you are a VRS Life Member, skip to the** [**Review and Sign and View Summary**](#) **section.**

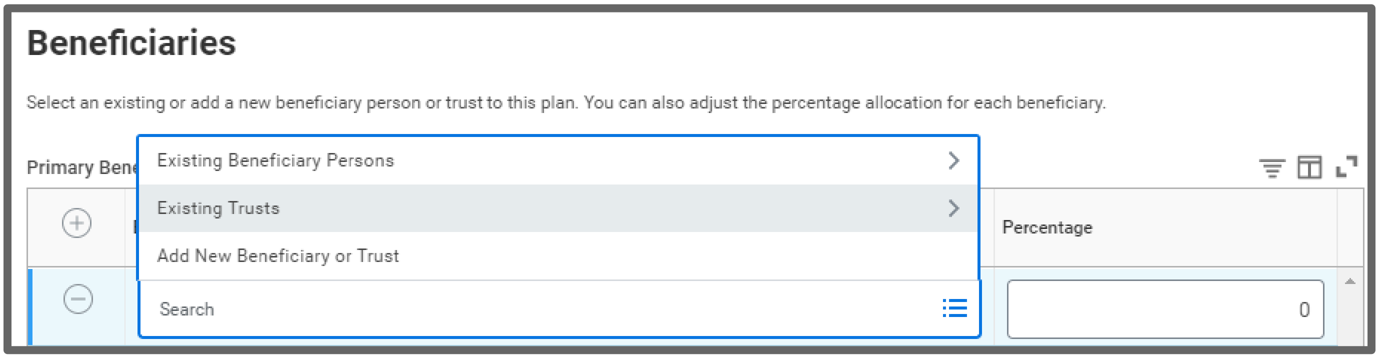
If you are a Standard Life Member, you will now designate primary and secondary beneficiaries to each of your life plans using the following steps.

Repeat these steps for any/all plans in which you are enrolled.



1. After clicking the **Enroll/Manage** button on the Standard Life tile and **Confirm and Continue**, you will see a Beneficiaries section.
2. To delete a beneficiary from your Life Insurance, click the minus button in front of the name.
3. To change the percentage, alter the number in the percentage column.
4. To add a new Beneficiary, click the plus button and use the prompt to click on one of the following options:

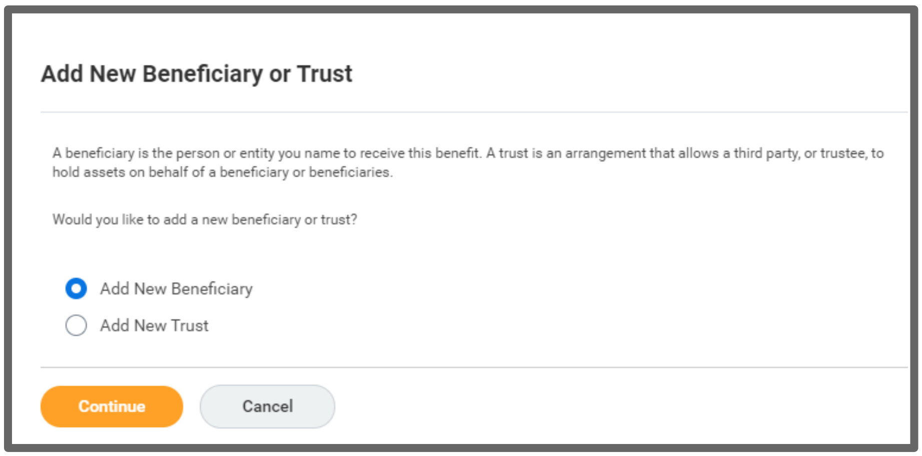
Note: To use the Existing Beneficiary Persons or Existing Trusts options, the person must already be added to your plan as a beneficiary or trusts.



Create New Beneficiary

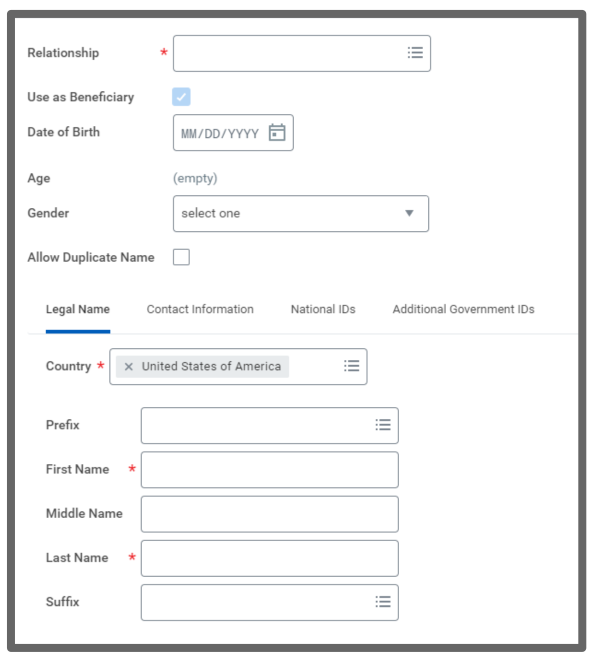
If you selected to Add New Beneficiary or Trust you will see the option to choose either Add New Beneficiary or Add New Trust.

1. With the Add New Beneficiary radio button selected, click **Continue**.



2. Fill out all required information starting with Relationship.
   - Date of Birth
   - Gender
   - Legal Name
   - Click the Contact Information tab and complete as much as possible.

     Note: Under the Address button, **Use Existing Address** may provide options you can use if your beneficiary lives with you.
   - Click the National IDs tab to enter the Social Security Number or Government ID.



3. Click **OK**.

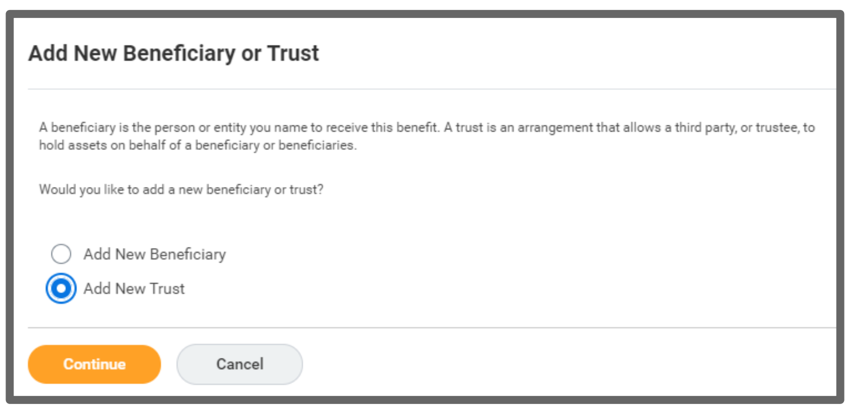
4. After the new person is added, he/she will show under your **Primary Beneficiaries** to allow you to alter or add a value in the Percentage column.

5. To delete a beneficiary, click the minus sign in front of the name you wish to delete and adjust the percentages.
6. You may also add **Secondary Beneficiaries** as desired.
7. Click **Save**.
8. You will receive an updated not submitted confirmation.

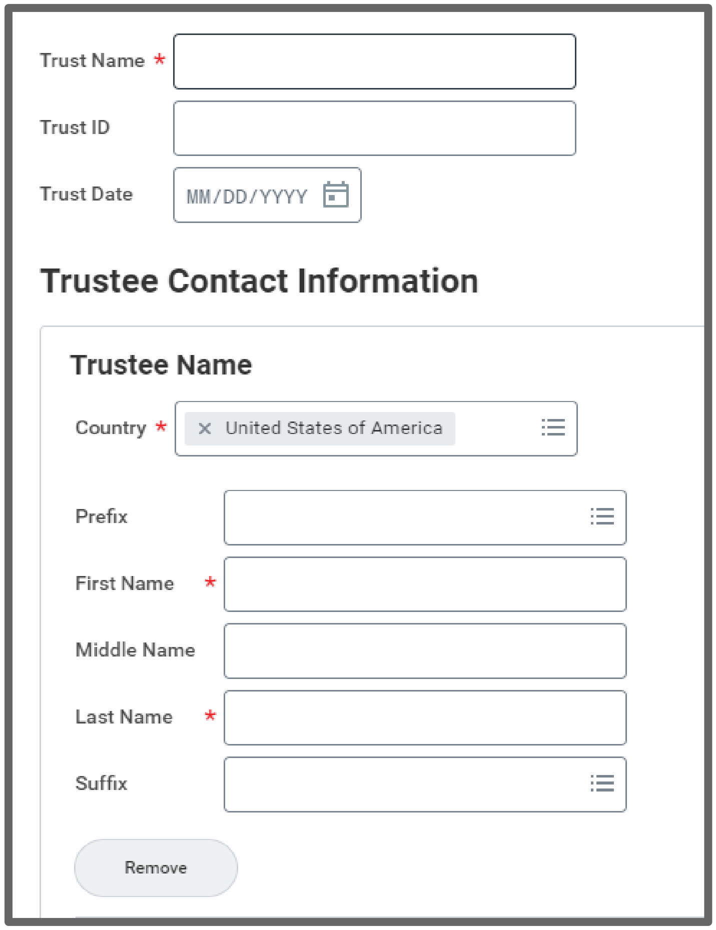
Add New Beneficiary or Trust

To add a New Trust, follow these steps:

1. Select the radio button in front of **Add New Trust** and click **Continue**.



2. Fill out all required information:
   - Trust Name
   - Trust ID
   - Trust Date
3. You can also fill out Beneficiary Trustee Names and scroll down to enter the Contact Information.
4. Click **OK**.



5. The Trust will now show to edit as desired.

Note: You must add a percentage value.

6. To delete a beneficiary, click the minus sign in front of the name you wish to delete and adjust the percentages.

7. When you are done adding and editing, click the **Save** button.
8. You will receive an updated, but not submitted confirmation.

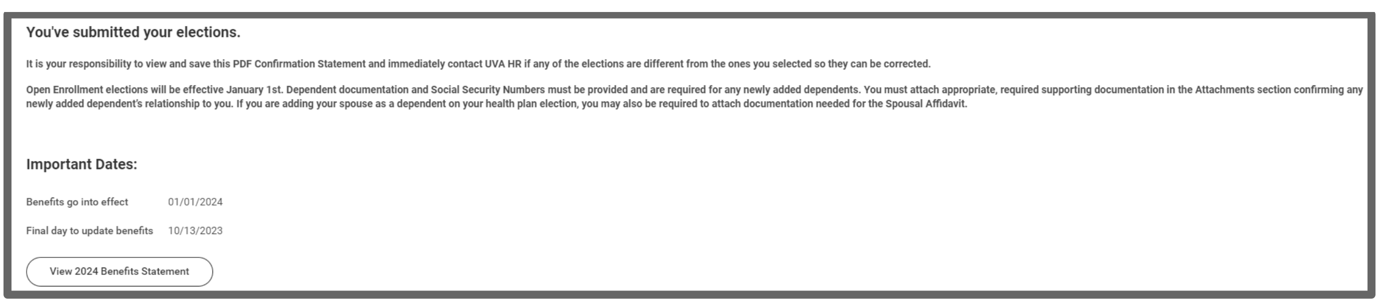
UVA Human Resources

Review and Sign/View Summary

After you are finished updating and reviewing all your plans, you will Review and Sign, A checklist is provided at the top of the review page. First, view the Summary of your changes, and add any required documentation.

Contact AskHR@virginia.edu or call 434-243-3344 with questions.

1. When you are finished updating all your plans, click the **Review and Sign** button.
2. If you have more benefit changes to add, click the **Cancel** button to add additional changes.
3. After clicking the **Review and Sign** button, scroll through the **View Summary** of your proposed elections/changes.
4. If you added a dependent which requires documentation, use the **Attachments** section to add your required documentation.
   - Click Select Files or drag and drop to the Drop files here section. For a list of the required documentation, view the UVA HR Benefits Eligibility page.
   - If you have multiple documents to upload, click the upload Upload button after downloading the first document.
5. If you are happy with the elections/changes, scroll down to the **Electronic Signature** section and click the '**I Accept**' checkbox.
6. Click **Submit**.
7. You will receive a 'Submitted confirmation with a link to a **View 2024 Benefits Statement**, which shows Open Enrollment changes only.

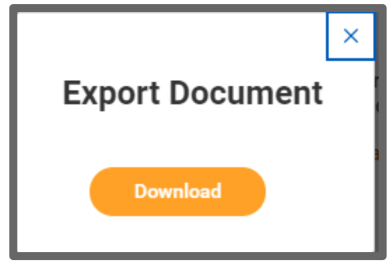


Note: The 'View 2024 Benefits Statement' button gives you the option to print your enrollment request, which is recommended. See the Print section below.

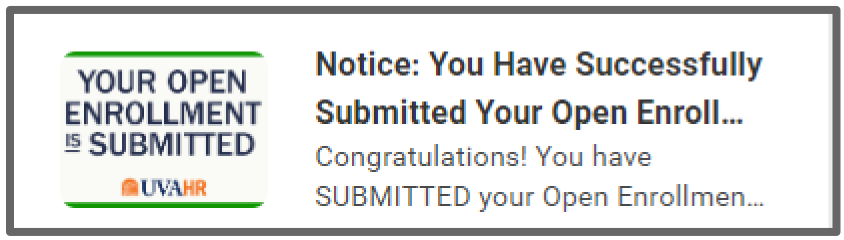
Print

It is a good idea to print a copy of the Benefit Elections Confirmation to keep for your records. Click **Print** then **Download** 

to create a PDF of the document that you can either print or save.



1. Click the **View 2024 Benefits Statement** button.
2. Click the **Print** button.
3. Click the **Download** button.
4. Your document displays, which allows you to **Open** and **Print**.
5. Print a copy for your records by clicking **Print**. This will open a PDF of the page that you can either save or print.
6. Click the **Home** button.
7. Under Announcements it will now say 'Notice: You Have Successfully Submitted Your Open Enrollment.'

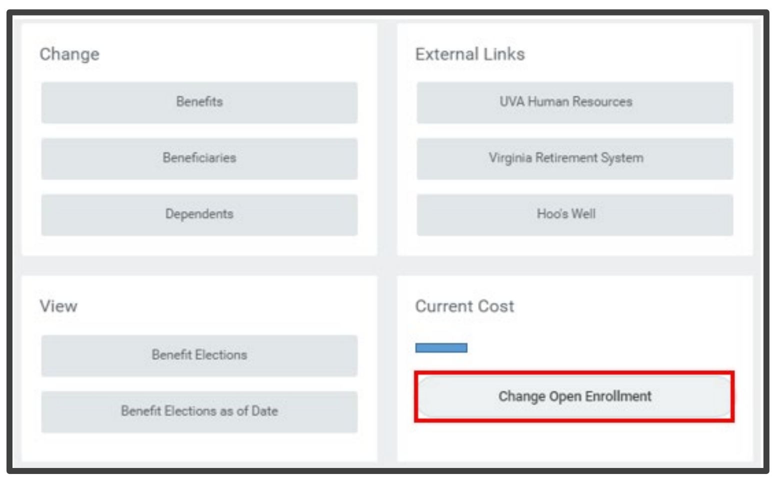


Changes Before Deadline

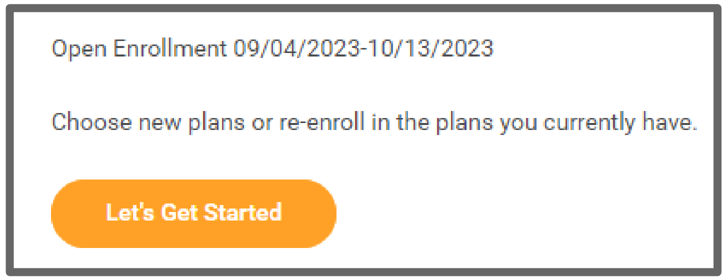
If the Open Enrollment period is open, you can continue to make changes to your elections. To do this:

1. Click the Menu, then Benefits Application, and click on **Change Open Enrollment**.

   You will be making changes to what has been previously submitted. Any changes made will need to be resubmitted. If you do not resubmit, the changes will be disregarded, and the previous submission will remain in effect.



2. Click the **Let's Get Started** button.



3. Any missing items, such as Social Security Number, will display first.
4. Move through the same screens to elect or waive coverage, finally submitting the changes.
5. **Print** the **new** confirmation of benefit elections.