

Description: Once a year, open enrollment allows Brandeis eligible faculty, staff and postdoctoral candidates to update their benefit elections. This job aid directs users on the steps to manage their open enrollment tasks for calendar year 2023 benefits.

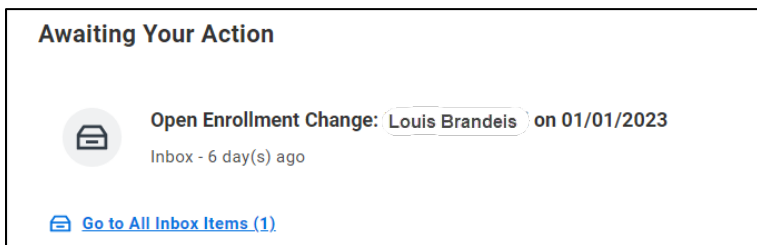
Applies to: All benefits eligible faculty, staff, and postdoctoral candidates

Notes: To learn about changes to your benefits for the calendar year 2023, please visit the Open Enrollment website.

Instructions: Fields not specified in this document are to be skipped or left blank.

MANAGE YOUR BENEFITS


1. You can access your **Open Enrollment Change** three ways: your Workday inbox in the upper-right hand corner of your Workday screen, your Awaiting Your Action tasks on your Workday homepage (you made to click the Go to All Inbox Items link), or the Open Enrollment Announcement in the Announcement field on the Workday homescreen (click the announcement itself to access the task).




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

Change Benefits for Open Enrollment

6 day(s) ago - Effective 01/01/2023


Open Enrollment 

Choose new plans or re-enroll in the plans you currently have.

[Let's Get Started](#) 


3. Click **Manage** to update your medical, dental, and vision elections from your current choices. Click **Enroll** to enroll in a new benefit plan. **If you are not planning to change your coverage, you do not need to take any action.**

Health Care and Accounts

**Medical**
Tufts EPO Premium

Cost per paycheck	\$264.10
Coverage	Employee + Family
Dependents	3

[Manage](#)

**Vision**
Waived

[Enroll](#)

4. Choose **Select** or **Waive** for each benefit election. Your current elections are the default.

2 items

*Selection	Benefit Plan	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)	P
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Delta Dental DPO Low	\$16.32	\$48.96	H
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Delta Dental DPO Plus Premier High	\$21.21	\$63.63	H

5. Click the **Plan Details** resources link to review the different options for your plan.

Benefit Plan	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)	Plan Details
Tufts EPO Premium	\$264.10	\$930.28	Human Resource Benefits Information
Tufts EPO Value Deductible	\$184.98	\$926.59	Human Resource Benefits Information
Tufts PPO	\$566.02	\$1,018.93	Human Resource Benefits Information

6. Modify your coverage, if needed.

7. Click **Confirm and Continue**.

ADD OR REMOVE DEPENDENTS

If you select or modify a benefit plan during open enrollment, you can also add or remove dependents from that benefit.

1. If a dependent already exists, Workday selects them automatically.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Family

Plan cost per paycheck \$21.21

[Add New Dependent](#)

3 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Stephen Smith	Spouse	02/28/1978
<input checked="" type="checkbox"/>	Thomas Smith	Child	08/15/2009
<input checked="" type="checkbox"/>	Colin Smith	Child	08/10/2014

This is for the particular benefit you have selected - you will have to update dependents for vision, medical, and dental if you are selecting new benefits or changing your existing benefits

2. To remove a dependent, simply uncheck the box next to their name.
3. Click the **Add New Dependent** button to add a new dependent. Complete all required information. If your new dependent already exists in Workday as a life insurance beneficiary or emergency contact, select them from the dropdown menu on the **Use an Existing Beneficiary or Emergency Contact** field. If you choose to create a dependent, you can also check the **Use as beneficiary** button to automatically add them as a life insurance beneficiary.

ADD THE FLEXIBLE SPENDING ACCOUNT(S) ELECTION

1. Return to the Health Care and Accounts section.
2. Even if you have been enrolled for the Healthcare and Dependent Care FSA for 2021, you will need to enroll for 2022. Click **Enroll** to enroll in the Flexible Spending Account if you wish to enroll in the FSA.
3. Choose **Select** for the FSA election.

Plans Available

Select a plan or Waive to opt out of Healthcare FSA.

1 item ☰ ☰ ☰

*Selection	Benefit Plan	You Contribute (Semi-monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Wageworks HFSA	

4. Click **Confirm and Continue**.

5. If you know the amount you would like to contribute per paycheck, please enter that amount. Otherwise, enter the full amount in the annual field and Workday will calculate the amount per paycheck. Confirm the amounts are correct and click the **Save** button.

LIFE INSURANCE






You do not need to take any action to manage the basic life insurance, unless you wish to change your beneficiaries. (See *Manage Life Insurance Beneficiaries* below)

If you would like to choose supplemental insurance, you can do so here. Brandeis is offering Life Insurance options for your spouse and dependents. If you choose to purchase that insurance, the amount will be deducted from your salary the same as your other benefits. If there is a medical exam required, the insurance company will contact you. **You must elect Supplemental Insurance for yourself in order to enroll your dependents in Dependent Life Insurance.**

If you would like to add Supplemental Life Insurance for yourself, your spouse or your dependent child, you may do so here.

1. Click **Manage** or **Enroll** to update or add your life insurance options.

Insurance

 <p>Basic Life & AD&D SF1 The Standard (Employee)</p> <p>Coverage: 2 X Salary</p> <p>Manage</p>	 <p>Supplemental Life The Standard (Employee)</p> <p>Cost per paycheck: \$1.00 Coverage: \$20,000</p> <p>Manage</p>	 <p>Spouse Dependent Life Waived</p> <p>Enroll</p>
 <p>Child Dependent Life Waived</p> <p>Enroll</p>	 <p>Long Term Disability (LTD) The Standard Staff (Employee)</p> <p>Coverage: 60% of Salary</p> <p>Manage</p>	

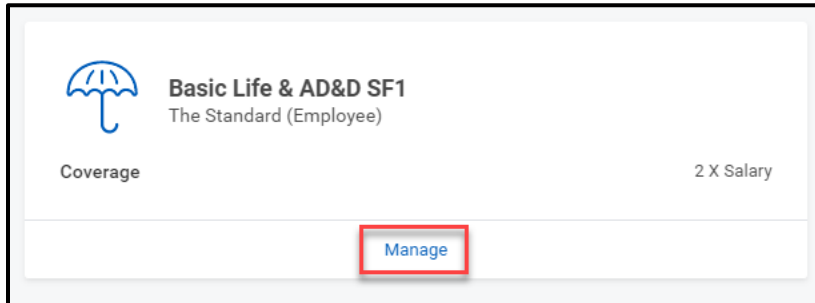
2. Choose **Select** or **Waive** for each insurance election and modify your coverage levels, as needed.

3. Click **Confirm and Continue**.

MANAGE LIFE INSURANCE BENEFICIARIES

At least one beneficiary is required for the Life Insurance Plans

1. To add or update your beneficiaries, click the **Manage** button under Basic Life & AD&D SF1 insurance coverage.



2. Click the **Confirm and Continue** button.
3. Review your primary beneficiaries. Click the **Add Row** icon (plus sign) to add a beneficiary or **Remove Row** icon (minus sign) to remove existing beneficiaries.
4. Click the **prompt** icon in the Beneficiary field to select from a list of existing beneficiaries. Or, select **Add New Beneficiary or Trust** to add a new beneficiary. To remove a beneficiary, click the **Remove Row** icon next to that beneficiary.
5. Enter the percentage of benefits for each beneficiary in the Percentage column.
6. Click **Save**.



COMPLETE ENROLLMENT

Once you have completed your enrollment, you will be asked to review and submit your open enrollment choices to HR.

1. Click the **Review and Sign** button.
2. Review your selected benefits and confirm that your dependents and beneficiaries are correct.
3. If any attachments are required, upload them into the attachments field.
4. **Read the Legal Notice** and select the **I Accept** checkbox to confirm your electronic signature.
5. Click **Submit**. A confirmation page displays.
6. Click **Done** to complete the task. Optionally, click the view **2023 Benefits Statement** button to view the benefits statement.

Submitted

Success, You're Enrolled

If you need to make a change the option to change submitted elections is available until November 13, 2020.

REMINDER: At any time you can review and make updates to your 403(b) Retirement Savings Plan contribution and vendor provider elections on the [Brandeis Retirement Planning Website/NetBenefits](#).

Important Dates:

Benefits go into effect	01/01/2021
Final day to update benefits	10/23/2020


[View 2021 Benefits Statement](#)

[Done](#)

CHANGES TO YOUR OPEN ENROLLMENT BENEFIT ELECTIONS

Please note: you have until November 4, 2022 to make changes to your benefit elections for 2023. After November 4, you will not be permitted to change your selections for 2023.

1. Once you have made your open enrollment selections and submitted your options, the Open Enrollment task will no longer be active in your Workday inbox. If you need to change your options after they have been submitted, click the **Open Enrollment** announcement on the Workday homescreen.



Open Enrollment Has Started!
 Make elections from November 2nd through November 13th.
 Please access your Open Enrollment event via your Workda...
[Benefits Open Enrollment](#)

2. Or, click the **Benefits** application from the Global Navigation Menu and scroll down to the end of the page. Click the **Change Open Enrollment** button restart your open enrollment.

Current Cost

[Change Open Enrollment](#)