

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 2025 benefits.

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

Notes: To learn about changes to your benefits for the calendar year 2025, please visit the [Open Enrollment 2025 website](#).

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

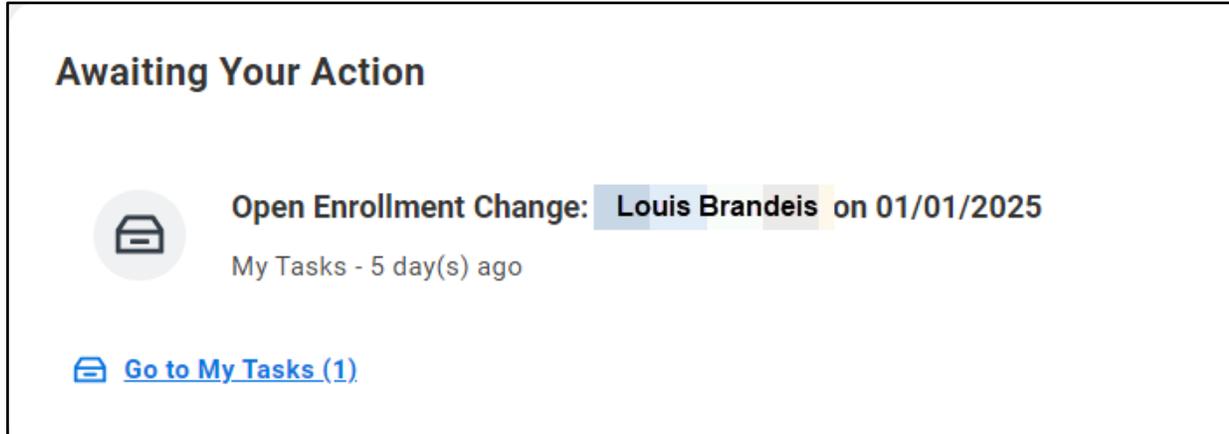
MANAGE YOUR BENEFITS

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 may need 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).



Open Enrollment Has Started!

Open Enrollment is happening now for your 2025 benefit elections! Make elections from **October 28, 2024 through November 8, 2024**. Please access your Open Enrollment event via your Workday Inbox or by clicking on the Benefits Open Enrollment link below.

WHAT'S NEW!

- New Limited Purpose FSA Plan
- New carry over for HCFSA for plan year 2025
- No increase to Dental and Vision Plans

For complete information on open enrollment, go the [2025 Open Enrollment Website](#).

Make sure to check out [DecisionDoc](#) to help make informed decisions and compare our benefit plans!

Thank you!

Benefits Team

[Employee Benefits Open Enrollment Selection](#)

2. Click the **Let's Get Started** Button if you selected the task from your Workday inbox or the **Continue** button if you clicked the Employee Benefits Open Enrollment Selection from the Announcements link.
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.** The [Open Enrollment website](#) has information about all plans, including the new HMO High Deductible Health Plan with HSA.

Health Care and Accounts

Medical
Harvard HMO

Cost per paycheck █

Coverage Employee + Family

Dependents 3

[Manage](#)

Dental
Delta Dental DPO Plus Premier High

Cost per paycheck █

Coverage Employee + Family

Dependents 3

[Manage](#)

Vision
Waived

[Enroll](#)

Health Savings Account
Waived

[Enroll](#)

Healthcare FSA
Waived

[Enroll](#)

Dependent Care FSA
Waived

[Enroll](#)

Can only enroll if choosing High Deductible Health Plan

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

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee + Family.

4 items ☰ ☰ ☰

Benefit Plan	*Selection	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)
Harvard HDHP Best Buy HSA	<input type="radio"/> Select <input checked="" type="radio"/> Waive	█	█
Harvard HMO	<input checked="" type="radio"/> Select <input type="radio"/> Waive	█	█
Harvard HMO Best Buy	<input type="radio"/> Select <input checked="" type="radio"/> Waive		█
Harvard PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive	█	█

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

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee + Family.

4 items ☰ ☐ ↻

Benefit Plan	*Selection	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)
Harvard HDHP Best Buy HSA	<input type="radio"/> Select <input checked="" type="radio"/> Waive		
Harvard HMO	<input checked="" type="radio"/> Select <input type="radio"/> Waive		
Harvard HMO Best Buy	<input type="radio"/> Select <input checked="" type="radio"/> Waive		
Harvard PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive		

- Modify your coverage, if needed.
- 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.

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

Dependents

Designate the Provider ID (Primary Care Physician) for any covered dependents based on your health care elections. Select the Provider website link to find the doctor's Provider ID.

Coverage * Employee + Family

Plan cost per paycheck \$456.30

[Add New Dependent](#)

3 items

Select	Dependent	Relationship	Date of Birth	Provider ID
<input checked="" type="checkbox"/>	Dependent Name	Spouse		123456789
<input checked="" type="checkbox"/>	Dependent Name	Child		987654321
<input checked="" type="checkbox"/>	Dependent Name	Child		01234568

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 your 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 2024, you will need to enroll for 2025. Click **Enroll** to enroll in the Flexible Spending Account if you wish to enroll in the FSA.
3. Choose **Select** for your FSA election, then click **Confirm and Continue**. 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. The annual minimum is \$200.00 and the annual maximum is \$3,200.00.

Plans Available

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

2 items ☰ ☐ ↗

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

4. Click Save

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. If requesting \$200K, you must submit an evidence of insurability (EOI) medical questionnaire to The Standard by 12/31/2024. Check your Workday inbox for portal access or PDF form.

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 style="text-align: center;">Manage</p>	 <p>Supplemental Life The Standard (Employee)</p> <p>Cost per paycheck \$3.75</p> <p>Coverage \$50,000</p> <p style="text-align: center;">Manage</p>
 <p>Spouse Dependent Life The Standard (Spouse)</p> <p>Cost per paycheck \$3.75</p> <p>Coverage \$50,000</p> <p style="text-align: center;">Manage</p>	 <p>Child Dependent Life The Standard Dependent Child Life (Child)</p> <p>Cost per paycheck \$1.00</p> <p>Coverage \$10,000</p> <p style="text-align: center;">Manage</p>
 <p>Long Term Disability (LTD) The Standard Staff (Employee)</p> <p>Coverage 60% of Salary</p> <p style="text-align: center;">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.

 <p>Basic Life & AD&D SF1 The Standard (Employee)</p> <p>Coverage 2 X Salary</p> <p style="text-align: center;">Manage</p>

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 **2025 Benefits Statement** button to view the benefits statement.

CHANGES TO YOUR OPEN ENROLLMENT BENEFIT ELECTIONS

Please note: you have until November 8, 2024 to make changes to your benefit elections for 2025. After November 8, you will not be permitted to change your selections for 2025.

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.
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.

