Open Enrollment FAQs:

How will open enrollment for 2016 benefits be different from prior years?

In prior years, open enrollment benefit election changes for the next year were made on a paper form. These forms were available on the Stevens HR website and also emailed as attachments to employees. This year, open enrollment changes to benefit elections for 2016 will be made by each employee through the Workday site.

How do I access the open enrollment benefit elections?

At the start of the open enrollment period in mid-November, the Open Enrollment Change task will be available in your Workday Inbox worklet on your individual Workday home page.

When will I know that I can make my open enrollment benefit election changes?

When open enrollment is launched in mid-November, benefits eligible employees will receive an email notification that their Workday Inbox has a task for open enrollment.

How do I make open enrollment benefit election changes in Workday?

It is a three (3) step process. From your Workday Inbox, click on the Open Enrollment Change task. The first screen to appear, Step 1, reflects your current medical, dental and vision care elections; there are radio buttons that you can use to change your elections for calendar year 2016. Click Continue to move to the next screen, Step 2, where you can elect Dependent Care and/or Health Care Flexible Spending Account amounts for 2016. (NOTE: Under regulations, you must actively enroll (make elections) for Health and Dependent Care FSAs each year; your 2015 election(s) will NOT carry over to 2016.) Click Continue to move to the final screen, Step 3, where you confirm and Submit your elections.

What if I do not want to make any open enrollment benefit changes for 2016?

If you make no changes to your medical, dental and/or vision care plans in Workday, your 2015 elections will carry over to 2016. You should verify the information in Workday and submit your confirmation in Step 3 of the process.

YOU MUST ACTIVELY ENROLL (MAKE ELECTIONS) FOR HEALTH CARE FLEXIBLE SPENDING ACCOUNTS AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS EACH CALENDAR YEAR. YOUR 2015 ELECTIONS WILL NOT CARRY OVER TO 2016.
Can I make changes after I make my initial open enrollment benefit elections?

Yes, you can make changes any time prior to the end of the open enrollment period at 11:59 pm (eastern time) on Wednesday, December 2nd.

Where can I find the Change Benefits for Open Enrollment site after I have submitted my elections initially?

Initially, the open enrollment election site will be found in your Workday Inbox worklet. Once you submit your open enrollment elections, they move to the Workday Benefits worklet. You can access the elections in the Workday Benefits worklet under the Current Cost, Change Open Enrollment tab until the close of the open enrollment period.

Can I make benefit election changes after the end of the open enrollment period?

Changes to medical, dental, vision care and flexible spending account elections can only be made during the annual open enrollment period or at other times of the year if you experience a qualifying life event such as marriage, divorce, birth of a child or certain loss of other coverage.

Changes to retirement savings and optional life insurance can be made at any time during the year, subject to administrative and evidence of insurability (EOI) considerations.

Where can I see my current benefit elections?

You can view your current elections under the Benefits worklet and then View Benefit Elections tab on your Workday home page.

Where do I find the employee costs?

The cost to you appears when you click the radio button(s) on the first screen, Step 1, of the Open Enrollment Change task in Workday. As in prior years, the cost share table for medical insurance and the Dental and Vision rates will also be available on the Stevens HR website.

What if I am having Workday site access problems?

For system issues, please submit a ticket to the Helpdesk through TeamDynamix.