Quick checklist for Open Enrollment

PRIOR to Open Enrollment
- Review your current benefits by going to BENEFITS / VIEW BENEFIT ELECTIONS
- Are all my dependents listed?
- How much did I have for my HealthCare and/or Dependent Day Care Spending account?
- Make notes of the changes you want for Open Enrollment

Need to Add Dependents for 9/1?
- Go to BENEFITS / DEPENDENTS / ADD
- Read and follow all instructions on that page
- Check Workday inbox for further instructions about uploading documentation

OPEN Enrollment - Go to Workday inbox
- Do my coverages look correct?
- Do I need to add or drop any coverages?
- Are my dependents listed correctly? (if applicable)
- Did I re-enroll in the Healthcare and/or Dependent Day Care Spending Accounts? (if applicable)
- Did I view the total cost and wellness credit in the upper left-hand corner?
- After submitting, did I print the 2021 benefit statement?

TIPS:
To View or Make Changes after submitting your Open Enrollment
Go to BENEFITS / CHANGE OPEN ENROLLMENT (bottom right corner)

If Wellness credit is missing:
Go to My Evive to view task list for completion of 2 tasks
Instructions for My Evive

Changes made during Open Enrollment (July 1-July 31) will be effective September 1, 2021.