OPEN ENROLLMENT

Important Information regarding Open Enrollment:

Workday has sent all eligible employees, regardless of their current enrollment, an Open Enrollment Event. Employees are encouraged to review all benefits and make selections/changes consistent with your individual needs. We encourage you to go to your Workday Benefits App and print your current benefits before completing the Open Enrollment task. This will help to ensure you are aware of your currently enrolled benefits. Even if no changes are being made, we recommend reviewing and submitting the task in Workday. **Workday will not allow for any updates/changes to be made after the Annual Enrollment period has ended on November 15th, 2022 at 4:00pm.** It is important that all employees check their demographic information, including mailing address, and dependent information.

If one of your dependents is **not** listed in Workday, you will need to add them as a dependent before you can add them to your insurance plans. See Manage Dependents Job Aid for instructions. Please note: Once you have submitted the dependent event in Workday, it will route to Human Resource Management (HRM) for approval before you will be able to add the dependent to your plan. Please allow time for this approval process to occur. Once the dependent event has been approved by HRM, you will then be able to assign them benefit coverage.

It is important that all employees check their health benefits and dependent information to ensure proper reporting on their 1095 forms to avoid any tax penalty.

If you have a **Health or Dependent Care Flexible Spending Account (FSA) or are enrolled in the HSA 775 Health Plan** and wish to contribute in the 2023 plan year, you **MUST** re-enroll and submit your annual contribution amount. FSA contributions can be made directly in the Open Enrollment Event. HSA contributions can be made via GB-79 HSA Enrollment Form and sent to the Payroll office via FilesToGeaux.

If you would like to enroll, cancel, or make changes to your current enrollment in **Long Term Disability, Long Term Care,** or **Office of Group Benefits** (**OGB) Life Insurance** please contact the HRM Office.

To start the process for Open Enrollment, complete the steps below:

1. Employee logs into Workday and goes to their Inbox. Locate action item: **Open Enrollment Change.**

2. Click **"Let's Get Started."**

3. Review all **Health Care and Accounts Elections**, including Accident Protection, LSU First Medical, OGB Medical, Dental, Vision, Health Savings Account and Flexible Spending Accounts and make any changes, as desired, by:

   a. Selecting **Enroll** or **Manage** under the desired plan. Elect to **Select** or **Waive** the coverage. Then press **Confirm and Continue.**

b. Enroll dependents by selecting the dependent's name you wish to enroll. The new coverage (i.e., Employee + Children, Employee + Family, etc.) and cost per paycheck will automatically populate when dependents are enrolled or removed.

c. If your dependents are not listed under the **Dependents** prompt, please ensure that you have previously added your dependents to Workday (see the [Manage Dependents job aid](#) for help with this). *The dependent event step must be submitted by the employee and approved by HRM before your dependents will appear in the dependent box.*

d. Click **Save** (or Cancel). Your elections will be updated but not submitted.

e. Continue with this process until enrollment is complete.

4. Review the **Health Savings Account Plan**. If you enroll in the Pelican HSA 775 plan and want to contribute to your HSA, you must complete the [GB-79 HSA Enrollment Form](#) and send to the Payroll office via [FilesToGeaux](#). The elections cannot be made in Workday.

- **Important Note: This Health Savings Account Plan is only available for members in the Pelican HSA 775 plan administered by Blue Cross Blue Shield.**

5. Review the **Flexible Spending Account Elections**, including the Health Flexible Spending Account and the Dependent Care Spending Account.

a. Make your selections by clicking **Enroll** or **Manage** under the FSA type. Then elect **Select** or **Waive**, if desired.

b. Click **Confirm and Continue**.

c. If you would like to enroll, enter in the total amount you would like to contribute for the year and the monthly contribution section will auto-populate based on the yearly amount.

d. Click **Save** (or Cancel).

6. Review the **Insurance Plans and Additional Benefits,** including Life, Critical Illness, Long Term Disability, Accidental Death & Dismemberment and Identity Theft Protection Insurance and make your selections by: clicking Elect or Waive, if desired. You can also add dependents to your coverage at this time.

a. Click **Enroll** or **Manage** under the desired plan. Elect to **Select** or **Waive** the coverage. Press **Confirm and Continue.** Complete appropriate fields under **Coverage Level.**

b. Review your **Beneficiary Designations**. Add beneficiaries, if applicable, by clicking the plus (+) icon. You can add **Beneficiary Persons** (who have already been put into the system), add **Trusts** (that have already been put into the system), or you can **Create** Beneficiaries (by clicking Add Beneficiary, Add Beneficiary Using Existing Contact or Add Trust) by clicking the blank row that appears.

c. To learn more about our coverage options, please visit our [LSU Benefits Webpage](#).

    d. Click **Save** (or Cancel).

7. Carefully review your elections.

    a. If you have requested a life insurance amount greater than allowed, you will see an Evidence of Insurability message. An Evidence of Insurability TO DO will show up in your Workday Inbox upon the completion of Open Enrollment.

8. Click **Review and Sign** (or Save for Later).

9. Review your **Selected Coverages**. Ensure that the correct dependent and beneficiaries names are appearing to the right of your selected coverages.

10. Review your **Waived Coverages**.

11. Continue to scroll down the page and review the **Electronic Signature**. Click the '**I Agree'** checkbox**.**

12. Once you click Submit, you have the option to **View Benefits Statement** where you can print your Elections Confirmation for your records.

13. If you do not wish to print your Benefits Statement, press **Done**.

Important Note: Once you have completed the Action Items in your Inbox, the Open Enrollment process will route for approvals. Once approved, the process is complete. Your elections will become effective on January 1st of the upcoming year.