2027 BENEFITS / EMPLOYEE GUIDE

Workday Open Enrollment

Tips for enrolling in Workday for the first time

Before you start, while you enroll, and after you submit

01 Get ready

- **Gather dependent SSNs.**
  Workday requires them before you can continue.
- **Start early.**
  A computer can make it easier to compare plans. HR has a computer available for employee use and offers appointments for enrollment help.

02 Review plans and costs

- **Review every plan.**
  Current elections display except FSAs. Select Manage to make changes, Waive to drop coverage, or Enroll to add a plan.
- **Check My Semimonthly Totals.**
  Employee-paid benefits are deducted from 24 paychecks. Retirement contributions are deducted from 26.

03 Review medical coverage

- **Medical Rates.**
  Rates shown include the $25 per paycheck wellness credit. If you missed the 2026 physician screening requirement, $25 per paycheck is added starting January 15, 2027.
- **Splitting 2NW Employee Family coverage?**
  Each employee must make their own elections in their own Workday task.

04 Check your dependents

- **Verify names, birth dates, and relationships.**
  Open Manage on each plan and check who is covered.
- **Add or remove coverage.**
  Select Add New Dependent, then check their box to cover them. Uncheck a box to remove coverage. Uncheck everyone for Employee Only coverage.

05 Update life insurance

- **Assign beneficiaries before submitting.**
  Paper beneficiary records did not transfer. To name yourself on Spouse or Child Dependent Life, select Add New Beneficiary and choose Other.
- **Check voluntary life requirements.**
  A $10,000 increase in existing coverage needs no Evidence of Insurability (EOI). A larger increase or new enrollment requires EOI. Follow the Workday To Do, return the form to HR, then submit the To Do.
- **Match Hartford Dependent Life Spouse and Child tiers.**
  Pair High with High or Low with Low if electing both. The Child Only plan is for employees without spouse coverage under these plans.

06 Review HSA and FSA options

- **HSA with the HDHP.**
  New HDHP enrollees must elect an HSA. Verify the plan for your age and salary. Enter $0 per paycheck if you want only the employer contribution. You cannot pair an HSA with the PPO or Healthcare FSA.
- **Re-enroll in FSAs each year.**
  The new vendor is Associated Bank. Visit the Open Enrollment website for details on the transition from ASIFlex. Healthcare FSA pairs with the PPO or waived medical coverage. Limited Spending FSA requires the HDHP. Dependent Care FSA is also available.
- **Review contribution limits.**
  Enter an annual or per-paycheck amount. Include the employer contribution when checking your HSA limit. Ask HR about FSA election updates if 2027 limits increase.

07 Review retirement information

- **MOSERS and CURP are for reference.**
  Staff can view MOSERS. Faculty can view their current plan. Faculty with six years of CURP participation are eligible to transfer to MOSERS.
- **Make supplemental changes with the provider.**
  Use Omni/TSACG for 403(b) or MODeferredComp for 457. Changes can be made anytime. Allow up to two pay periods.

08 Submit and save confirmation

- **Finish the submission prompts.**
  Save for Later leaves your task in progress. Look for Submitted or Completed and download or print your confirmation if available.
- **Need to edit after submitting?**
  Before enrollment closes, open Benefits and Pay in Employee Self-Service and select Edit on the Benefit Event: Open Enrollment tile.

OPEN ENROLLMENT CLOSES
November 22

Need help with Open Enrollment in Workday?

Contact the Office of Human Resources if any information looks incorrect or if you need assistance.