

SUMMARY

Annual Enrollment occurs between October 1 – November 15. During this time, you have the opportunity to enroll, make changes to, or cancel current benefit elections.

**Review Annual Enrollment benefit highlights at [lsu.edu/ae](https://lsu.edu/ae)**

If no action is taken, all benefits will roll over to the next plan year, **except for Flexible Spending Account(s) (FSA) and Health Savings Account (HSA) contributions**. These contributions **must** be re-elected each year. All elections made during Annual Enrollment will be effective January 1. This job aid will assist in updating your benefits using the **Open Enrollment Event** in Workday.

**Important Dates:**

- **October 1** – Annual Enrollment begins
- **November 15** – Annual Enrollment ends at 4pm CST
- **January 1** – New plan year begins

Workday sends all eligible employees an Open Enrollment Event. You are encouraged to review all benefits and make selections/changes consistent with your individual needs. Even if you do not wish to make any changes, 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 15<sup>th</sup> at 4pm CST.**

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 routes to Human Resource Management (HRM) for approval. **Please allow time for this approval process to occur.** Once the dependent event has been approved by HRM, you will then be able to add them to your insurance plans.




If you have a **Health and/or Dependent Care Flexible Spending Account (FSA) or have a Health Savings Account (HSA)** with your enrollment in the HSA 775 Health Plan and wish to contribute for the next plan year, you **MUST** re-enroll and submit your monthly or annual contribution amount.

- **FSA** contributions can be made directly in the **Open Enrollment Event**.
- **HSA** contributions can be made via the [GB-79 HSA Enrollment Form](#) and sent to [benefits@lsu.edu](mailto:benefits@lsu.edu) via [FilesToGeaux](#).

If you would like to enroll, cancel, or make changes to your current enrollment in **Long Term Care, Long Term Disability, or Office of Group Benefits (OGB) Life Insurance** or are unable to make changes to your **UHC Life Insurance** in Workday, please contact [benefits@lsu.edu](mailto:benefits@lsu.edu).

OPEN ENROLLMENT EVENT

From your Workday Inbox  in the top right corner:

1. Under "Open Enrollment Change", click **Let's Get Started**
  - a. A new screen will appear with tiles for all benefit offerings.
    - i. **Health Care and Accounts** options include Health Insurance (LSU First Medical and OGB State Medical), Dental, Vision, Accident Protection, and Flexible Spending Accounts (Healthcare and Dependent Care FSA).
    - ii. **Insurance** options include Life insurance, Critical Illness, Long Term Disability, Long Term Care, and Accidental Death and Dismemberment (AD&D). *\*Note that some of these options may not be selectable in the Open Enrollment Event. Please contact [benefits@lsu.edu](mailto:benefits@lsu.edu) if you wish to make changes and are unable to do so in Workday for Long Term Care, Long Term Disability, or Life Insurance.*
    - iii. **Additional Benefits** include Identity Theft Protection.
  - b. Click **Enroll** or **Manage** under the benefits you wish to review.
  - c. Each benefit plan is prepopulated based on your current enrollment. Click **Select** or **Waive** based on your desired enrollment. *\*Note that your dependents are not shown at this step.*
  - d. Click **Confirm and Continue**.
  - e. Select the **dependent(s)** you wish to **add** or **remove**, if applicable.



If you do not see your dependents on this screen, please stop. Please see the [Manage Dependents Job Aid](#) for assistance. **Do not submit** your Open Enrollment Event if you have not added all your dependents.

- f. Click **Save**.
2. A box will appear in the middle of your screen that says, "**Your benefit changes have been updated, but not submitted.**"
3. Continue this process for all benefits you wish to enroll in.
4. Click **Review and Sign**.
  - a. Carefully **review** your Selected Benefits, Waived Benefits, Coverage Amounts, Cost, and Beneficiary Designations, if applicable.
  - b. If your benefit elections are **incorrect**, press the back arrow at the top left corner of your screen and you will be taken back to the home screen to make the appropriate edits.

- c. You can also select **Save for Later** and you will be taken back to your Workday homepage. The event will be in your Workday Inbox to review later. *\*Note if you fail to submit your Open Enrollment Event, your current benefits will roll over except for any FSA or HSA contributions.*
  - d. If your benefit elections are **correct**, click the “**I Accept**” check box to provide an electronic signature confirming your changes.
  - e. Click **Submit**.
5. Click **View Benefits Statement** to print and save a PDF copy of your Elections Confirmation for your records.



Open Enrollment Events do **not** route to the Benefits office for approval. If you have any questions regarding your benefits, please contact [benefits@lsu.edu](mailto:benefits@lsu.edu) prior to submitting the event. Any changes that have been submitted by November 15 are final and will be effective January 1. **Workday will not allow for any updates/changes to be made after the Annual Enrollment period has ended on November 15<sup>th</sup> at 4pm CST.**