OPEN ENROLLMENT 101
A GUIDE TO UNDERSTANDING OPEN ENROLLMENT
NOVEMBER 1-30

WHAT DO I NEED TO DO?
The decision tree below will help you understand whether or not you'll need to do anything during the Open Enrollment period. While most changes are optional, there are a few instances in which an employee IS required to make changes during this time.

BEGIN
Open Enrollment is upon us! November 1–30, all UW employees who qualify for PEBB benefits can:
- Change medical or dental coverage
- Enroll/re-enroll in Flexible Spending Arrangement (FSA) and/or Dependent Care Assistance Program (DCAP)
- Add/remove a spouse, state—registered partner, and/or qualified dependent to/from your medical and/or dental coverage
- Re-attest/change your spousal surcharge attestation, if required

Do you want or need to make any of the changes outlined above to your current elections for 2019?

Yes

Great! Select the “Click here...” icon below to jump to the step-by-step guide that will walk you through making your changes in Workday.

Use the Open Enrollment 201 guide when making your elections.

No

I don't think so... are there special circumstances I should be aware of?

Yes, there are!

Will your spouse or state-registered domestic partner remain enrolled in your health coverage as a dependent in 2019?

Yes

You may be required to re-attest for your spouse/partner’s coverage through Workday.

Look for a letter from Health Care Authority (HCA) and Workday notifications letting you know if you need to take action during Open Enrollment.

Do you need to re-attest?

No

Do you want to continue your FSA and/or DCAP account in 2019?

Yes

With FSA/DCAP, the IRS requires you to re-enroll annually during Open Enrollment to continue these contributions.

No

Do you want to continue your FSA and/or DCAP account in 2019?

Yes

No

If you're sure that all of the following apply to you, you don't need to make any changes during Open Enrollment in Workday:
- I'm happy with my current elections including my currently enrolled dependent(s).
- I do not want to enroll in FSA or DCAP in 2019.
- I am not married or in a state-registered domestic partnership, and/or I will not be covering my spouse/partner for benefits.

CLICK HERE FOR THE STEP-BY-STEP OPEN ENROLLMENT GUIDE:

YOU'RE DONE!
No need to make any changes.