Some Open Enrollment Benefits Now Processed in Workday

Who’s Affected:

• All Benefits-eligible Employees

What's Happening:

May is Open Enrollment month. Make changes to your benefits between May 1 and May 31. All changes take effect July 1.

This year, we are excited to announce that Workday will process most of your voluntary benefits, including NSHE’s flexible medical spending accounts (FSAs), life insurance and disability plans, and the Hyatt Legal plan.

Workday will not process any Public Employees' Benefit Program (PEBP) offerings, such as health insurance, health savings accounts (HSAs), and PEBP's suite of voluntary benefits. Go to https://pebp.state.nv.us to make changes to PEBP offerings.

You don’t have to participate in Open Enrollment unless you want to make changes to your benefits or need to reenroll in an FSA. If you are not making changes to your voluntary benefits, you can ignore the Open Enrollment message in your Workday Inbox.

If you have any questions about your coverage, please contact the benefits department at 775.784.6082.

Benefits Processed Outside of Workday

Visit the PEBP website (https://pebp.state.nv.us/) for more information on these benefits.

• Health Insurance
• Health Savings Account
• Life Insurance – Standard
• Short Term Disability – Standard
• Long Term Care – UNUM

Benefits Processed in Workday

Log onto Workday (https://www.myworkday.com/nshe) and go to your Inbox make changes to the following benefits. Links to provider websites and benefit descriptions are provided in Workday.

• NSHE Flexible Spending Account (ASI Flex)
• Healthcare FSA
• Healthcare FSA (Limited Scope - dental and vision only)
• Dependent Care FSA
• Life Insurance - Western Insurance
• Accidental Death and Dismemberment (AD&D) - Hartford Life
• Cancer Care - American Fidelity
• Short Term Disability - American Fidelity
• Critical Illness - Metlife
• Personal Accident - Metlife
• Hospital Indemnity - Metlife
• Hyatt Legal Plans – Metlaw
For information on plans and your past elections, please contact the benefit provider.

Workday’s 5-Step Open Enrollment Process

Benefits-eligible employees will find the 5-step Open Enrollment task in their Workday Inbox between May 1 and May 31. If you need to make a change, every step in the task must be completed—even for the steps where you have no changes. For example, if you are just re-enrolling in an FSA, you must still complete all five task steps.

If you cannot complete your Open Enrollment, you can Save for Later. If you need to make changes, you can relaunch Open Enrollment event from your Benefits worklet.

1. **NSHE Medical Flexible Spending accounts (FSAs)**
   a. FSA participation does not roll over. Participants must sign up every year.

2. **Voluntary Insurance**
   a. Select coverage for you and/or your dependents and set it up or select waive.
   b. Your past coverage choices should be present, but past covered dependents will not. Dependents from the old system could not be loaded into Workday, unfortunately.
   c. To create a dependent in Workday, you will need their birth date, address, and relationship to the insured.

3. **Beneficiaries**
   a. Designate beneficiaries and percentage of coverage for each.
   b. Beneficiaries from the old system were not loaded into Workday. Birth date, address, and relationship to the insured are required to create a beneficiary before they can be designated. You will be able to select primary and contingent beneficiaries.

4. **Hyatt Legal Plan**
   a. Select and set up coverage or waive it.

5. **Review Elections**
   a. Check the I agree checkbox at the very bottom of the page to represent your electronic signature.
   b. Click submit to finish the process. Note: You can still make changes to finished submissions until the Open Enrollment deadline (May 31).
   c. You may receive an Inbox item requiring you to furnish evidence of insurability, along with instructions for completing the documentation.

Open Enrollment is May 1 to May 31

All elections must be successfully submitted before 12:00am, June 1