



OPEN ENROLLMENT



☒ November 2 *through* November 30, 2020 ☒

Web Logistics

☒ **Benefits Information:** Find descriptions, costs and vendor links on the Human Resources website: <https://www.vassar.edu/human-resources/benefits/> (Shortcut: type 'benefits' in the Vassar home page search box.)

☒ **Open Enrollment via WorkDay:** Full instructions are below. Contact Benefits or visit us at the fair for assistance. You can use your **smartphone** for Open Enrollment if you have the WorkDay app installed.

Benefits News for 2021

☒ **(Almost) No Health Insurance Changes!** The **Aetna Meritain** plans stay the same as last year, including the plan cost. **MVP HMO** costs rose slightly: a little under 2%.

☒ **Some RX Changes:** As always, changes in the prescription market may affect your cost (up or down) and Optum's clinical management. If you are affected by any of the 2021 changes, Optum will notify you directly. At the Benefits Fair site, click on the Optum tile to talk with a rep and see details.

☒ **Don't skip Open Enrollment** just because there's little drama this year (in benefits, anyway): flex and medical-waiver-cash-outs must be actively elected every year. Also, this is the time to switch medical plans, add or drop family members on plans, add or drop dental coverage, etc.

☒ **Open Enrollment in WorkDay:** It looks different from last year, so make sure to **read the instructions** as you go through each step. We have also enabled Open Enrollment via the WorkDay app for your smartphone.

☒ **Contribution limits:** Here they are: SRA and flex are unchanged and HSA limits have gone up a little.

- SRA: \$19,500 if you are under age 50
- SRA: \$26,000 if you are 50 or over
- Medical Flex: \$2,750
- Daycare Flex: \$5,000

☒ **Changing your SRA (retirement savings contribution):** You can do this any time; it is not part of Open Enrollment. Use the retirement plan website, not WorkDay: www.netbenefits.com/vassar

WorkDay Open Enrollment: Step by Step

(This guide is for computer access: logistics and appearance are somewhat different on the smartphone app.)

- When Open Enrollment begins, you'll find a "to do" in your **WorkDay In-Box** (left side, middle, or up in the right corner of your WorkDay home screen.)
- Click the "Change Benefits for Open Enrollment" item.
- Click the arrows top right to maximize your screen. Answer the tobacco-use question: this is to make sure our life insurance is priced correctly.
- Choose from the benefits you see. Note the bottom of each square: you can 'view' things you can't change, like LTD insurance or telemedicine. You can 'manage' benefits you already have, i.e., dropping them or adding/dropping dependents, or changing life insurance beneficiaries. You can 'enroll' in plans you currently waive.
- Read the instructions!! Important information is to the right of each choice box if you are using a computer; on the WorkDay app, some info is under 'details' and access the rest by clicking the "i" in the circle.
- Adding dependents: You can click an 'add' button that comes up after you select a new or current plan. If you don't want to add a dependent (even if s/he shows up in a check box) just click 'continue' at the bottom of the screen.
- Dependents' Social Security numbers: we need these for insurance auditing, so if you don't currently have the SSNs in WorkDay you will be prompted to add them.
- If you want to **make changes** any time during Open Enrollment, go to your WorkDay main page, click the Benefits icon, and click "Change Open Enrollment" from the box on the right.