



Open Enrollment Frequently Asked Questions

1. When is Open Enrollment?

Open Enrollment at the University of Chicago will begin October 30, 2023, and will end November 13, 2023. All new elections and changes made during this period will take effect January 1, 2024.

2. What benefits require re-election?

To participate in the health care, limited purpose, and/or dependent care Flexible Spending Accounts (FSA), the Health Savings Account (HSA), or the 457(b) Deferred Compensation Plan during calendar year 2024, you must complete new enrollment elections in [Workday](#). Even if you participated in these plans during calendar year 2023, your deductions will default to \$0 for 2024 unless you re-enroll.

3. What if I don't want to make changes to my current elections?

If you do not want to make any changes to your current medical, dental, vision, supplemental life, dependent life, personal accident insurance, long-term disability, permanent life with long-term care, commuter, legal, pet or supplemental retirement elections, you do not need to do anything. Your 2023 elections for these benefit plans will automatically continue for calendar year 2024.

4. What if I want to change my current elections or enroll for the first time?

If you want to change your elections or enroll for the first time in the medical, dental, vision, FSA, HSA, supplemental life, dependent life, personal accident insurance, long-term disability, legal or supplemental retirement plan, you must access Workday at workday.uchicago.edu between October 30, 2023 and November 15, 2023. For step-by-step instructions please view the *2024 Benefit Guide* found on the [Open Enrollment Intranet page](#) under Related Documents.

If you want to change your elections or enroll for the first time in the permanent life with long-term care, pet insurance or commuter benefit, this is done outside of Workday. Please view the *2024 Benefit Guide* found on the [Open Enrollment Intranet page](#) under Related Documents, for instructions on enrolling in these plans.

5. Do I have to print my confirmation statement?

Once you have submitted your elections, it is important that you print or save the confirmation statement for your records. You do not have to return your confirmation statement to the Benefits Office.

6. When will my elections take effect?

Any changes you make during Open Enrollment will take effect on January 1, 2024. Decisions made during Open Enrollment are binding through December 31, 2024, unless you have a qualifying life event, such as a marriage or birth of a child. Visit [Life and Work Events](#) for more information about these events.

7. Do I need to submit dependent proof?

Documentation for new eligible dependents being added during Open Enrollment for an effective date of January 1, 2024, must be scanned, uploaded, and attached to the Open Enrollment process in Workday by November 13, 2023. Dependents without documentation will not have coverage January 1, 2024. For a list of acceptable documentation please visit [Getting Started](#).

8. What if I experience a Qualified Life Event in 2024?

If you experience a qualified life event in 2024, you must make any election changes **within 31 days** of the qualified



life event. To make changes, visit workday.uchicago.edu. Changes made must be consistent with the type of event. For instance, if you gain a dependent, you may add the dependent to your current plan, but you may not switch plans. Documentation will be required and must be uploaded to Workday within 31 days when you add or remove a dependent. For information on how a qualifying life event works in coordination with Open Enrollment please visit the [Open Enrollment Intranet page](#) and review the *Open Enrollment – Coordination of Benefit Events* document under Related Documents.

9. How can I enroll in or change my Long-Term Disability coverage?

Changes to Long-Term Disability (LTD) Insurance elections are not included in the Open Enrollment process. If you wish to change your LTD elections, please follow the *Long-Term Disability Insurance (LTD) Quick Reference Guide* found under [Managing Your Benefits in Workday](#).

10. Why is my mandatory Retirement Plan (ERIP/CRP) greyed-out in the Open Enrollment process?

The Retirement Savings step of Open Enrollment will display your Contributory Retirement Plan (CRP) or Retirement Income Plan for Employees (ERIP) mandatory contributions. If you are eligible for CRP, you are automatically enrolled with a mandatory contribution of 5%. If you are eligible for ERIP, you are automatically enrolled with a mandatory contribution of 3%. You cannot make changes to these elections. For more information on ERIP and CRP please visit [Retirement Plans](#).

11. How do I enroll in or make changes to my Voluntary Retirement Plans (ERIP Voluntary, SRP, and SRP Catch-Up) for 2024?

To enroll in or update your Voluntary Retirement Plans for 2024, please access Workday at workday.uchicago.edu beginning October 30, 2023, through November 13, 2023.

- New elections submitted through Open Enrollment for Voluntary Retirement Plan changes will be effective January 1, 2024.
- Any changes made after Open Enrollment closes (November 13, 2023) but before January 1, 2024, will only be in effect for the rest of calendar year 2023. That means, if you make changes on November 14, 2023, or later, those changes will only be in effect until December 31, 2023. Your January 2024 contributions will match your elections made during the Open Enrollment period.
- If you are currently enrolled in the Voluntary ERIP, SRP and/or SRP Catch-up and make no changes, your current contribution amount will be continued automatically for 2024.



Bi-weekly paid employees: The amount you designate for Voluntary Retirement Plans will be deducted **each and every pay period**. Please adjust your contributions accordingly.

12. What if I submitted my Open Enrollment elections and need to make changes?

Once your elections have been submitted, the Open Enrollment task will no longer appear in your inbox. However, you may continue to access and modify your elections until the close of Open Enrollment (November 13, 2023). For step-by-step instructions please view the *Open Enrollment Quick Reference Guide* found on the [Open Enrollment Intranet page](#) under Related Documents.

13. How can I view my 2024 benefits after submitting my Open Enrollment elections?

After Open Enrollment is finalized (November 14, 2023), you can view your benefit elections for 2024 by following these steps:

Log into Workday:

- Click **View All Apps** at the bottom of the Quick Tasks card on the right side of the Home page



- Click on the **Benefits** icon
- Under View, click on **Benefit Elections as of Date** (you may need to scroll down)
- Type or use the calendar icon to select **01/01/2024** in the *View As Of* prompt box
- Click the **OK** button

14. I enrolled in benefits for the first time, or I changed benefit plans during Open Enrollment. When will I receive my new ID card?

Your new ID card will be mailed to the home address on file in Workday, in December 2023.