

I watch a lot of astronaut movies...Mostly Star Wars. And even Han and Chewie use a checklist.
- Jon Stewart

MY OPEN ENROLLMENT CHECKLIST

It's two pages long because we care...and it's our only interaction with most of you until next year's open enrollment. So enjoy this list!

Review my Benefits in Workday

It's your annual benefits check-up! Review carefully what you are enrolled in. Do you still like those plans? Are all your dependents enrolled too? You didn't forget someone, right? If you have no updates to make — then you are in the clear. See you at next year's open enrollment!

Hold on. I forgot about my FSA.

Yep! If you are participating now and want to continue in 2018 — you must re-enroll in the FSA in Workday. Oh, and don't cut up that TASC debit card you have. It will re-load with your new enrollment amount.

I actually need to make changes (besides the FSA).

No problem! Our Open Enrollment website will have quick reference guides to walk you through Workday enrollment. See page 2 for the link.

I just remembered. I want to change my doctor.

You can do this at any time as long as the new physician is in the network of the medical plan you are already enrolled in. Just call the number on the back of your medical card.

I moved and forgot to tell you.

No worries. Now I know why you didn't show up to my party. But seriously, not only is it important to update your address for benefits, your W-2 is also mailed to your address on file. You can update your address at any time by logging into Workday. Your new address will feed to your insurance plans and also to Payroll.

Tomorrow is often the busiest day of the week.
- Spanish proverb

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Questions? Make a list.

And not just your own questions. Ask your spouse if they have questions that you need to get the answers to. Then bring the list to one of the Open Enrollment Office Hours and we will give you the answers. Your spouse will totally think you rock.

And for extra fun, we also have a Frequently Asked Questions document we created for your reading pleasure.

Pencil in our deadline on your calendar.

All good things, including this checklist, must come to an end. The last day to make changes for open enrollment is November 13, 2017.

Click on Open Enrollment to the right to get to our website.

You can access more information and also find the quick reference guides.



[Open Enrollment](#)