






I have a change!

Open Enrollment Reference Chart

How to Process Your Request

Links are underlined. Workday is also a link!

Tasks Allowed at Open Enrollment		How to Process	Additional Information or Action Required	
	Enroll a dependent		Provide documentation to Benefits for your dependent <ul style="list-style-type: none"> - Spouse: Marriage certificate - Domestic Partner: CA Declaration of Domestic Partnership - Child: Birth Certificate 	
	Drop a dependent		n/a	
	Change medical plan		n/a	
	Change dental plan		n/a	
	Enroll or Re-enroll in Flexible Spending Account		n/a	
	Enroll or Increase coverage in Voluntary Life/AD&D Insurance			Hartford requires paper forms to also be completed. Route to Benefits. <ul style="list-style-type: none"> - Enrollment Form - Evidence of Insurability
	Enroll or drop Legal Plan			n/a
	Enroll or change Colonial Income Protection Plans		VisitYouVille or call 1-800-325-4368	Any changes you make will route to Benefits from Colonial. We will make the update in Workday for you.
	Enroll in Long Term Care	Unum Enrollment	Any changes you make will route to Benefits from the Fringe Benefits Consortium. We will make the update in Workday for you.	