

Vassar College Benefits Open Enrollment

☒ November 1st through December 1st, 2017 ☒

Welcome to Open Enrollment for Benefits! This is your opportunity to review your current benefits and select new coverage. We strongly encourage you to attend this year's **Benefits Fair, Wednesday, November 1st, 9:00 a.m. to 4:00 p.m., Villard Room**, to meet with representatives for all benefits.

Open Enrollment Basics

- ☒ **How to Get Information on Your Benefits for 2018:** Find full information on all benefits on the Human Resources website: <http://humanresources.vassar.edu/>. Look under Benefits: Open Enrollment for Staff. (Quick link: type HR in the home page search box.) For face-to-face assistance, visit the Benefits Fair and talk with the Benefits staff and plan representatives.
- ☒ **Open Enrollment is now via WorkDay!** Full instructions are on the reverse of this sheet. For in-person help, come to the Benefits Fair.

Benefits News for 2018

- ☒ **New Benefit: TelaDoc** Using your computer or an app for your phone, you can call a doctor 24/7 for a phone or video consult, free of charge. You can also get information on available doctors, hospitals and pharmacies, as well as discount coupons for name-brand RX. Find out more about TelaDoc at the Benefits Fair and from links on WorkDay and the HR website.
- ☒ **Health Insurance:** Empire Blue Cross rates have increased 9.2% over last year, and MVP HMO increased 7.6%. Benefits on all three plans remain the same. The EPO was new last year. Coverage and participating providers are the same as the PPO; the two differences are that the EPO has higher copayments and does not cover non-participating providers. Full information is on-line at <http://humanresources.vassar.edu/>: find the **rates** under Benefits: Open Enrollment for Staff.
- ☒ **SRAs:** Remember to increase your SRA if you can, and review your investments! You can do this any time, not just at Open Enrollment, using the Retirement Plan Portal. Find the link in WorkDay: click the Benefits icon and click top right on 'Your Vassar Retirement Plan.'
- ☒ **SRA and Flex Spending Limits:** Next year's **SRA limits** will be \$18,500 if you will be under 50 in 2018, and \$24,500 if you will be 50 or over. **Flex Spending** limits are \$2,650 for healthcare flex and \$5,000 for daycare flex.

These are just a few of the benefits available to you. Come to the Benefits Fair and look online at <http://humanresources.vassar.edu/> for full information on these and on legal and financial counseling through your Employee Assistance Program (EAP)

WorkDay Open Enrollment: Step by Step

- When Open Enrollment begins, you'll find a "to do" in your **WorkDay In-Box** (you will see a red dot in the upper right corner of your WorkDay home screen.)
- Click your picture /name, then click your In-Box.
- The Open Enrollment task comes up on your left, and you can run through your benefits on the right. If you need more screen room, you can click the arrows, top right corner.
- **Medical plans** come up first; click the link to the HR website for current rates and more info. Elect a new plan, add dependents, leave your current election in place, or elect the **cash-out** if you are waiving Vassar coverage.
- If you are **newly adding family members** to your plan, click in the box under Enroll Dependents and choose Existing Dependents if they are already in WorkDay. If they aren't, choose "Add dependent from my enrollment" and fill in their information. **If you are dropping family members**, click the X next to their name. You will see your enrollment change to the right option and see your 2018 paycheck cost.
- Note that **Dental** is listed under 'Medical Plans.'
- **Life insurance** comes up next. The options are grayed out; you will get an orange error message if you leave the **beneficiaries** blank. To add beneficiaries, click the plus sign. Then click in the box below and choose 'beneficiary persons.' If nothing comes up, use "create" and "add beneficiary using existing contacts." If nothing comes up under 'existing contacts,' use "add new beneficiary." You must put in their name, address and relationship to you – other fields are optional. Assign them a Primary Percentage, and keep adding beneficiaries until you have at least one primary and one contingent.
- Click the Agree box on your confirmation page, and click 'Submit' at the bottom.
- 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.