OPEN ENROLLMENT  
Frequently Asked Questions

1. When is Open Enrollment?  
Open Enrollment at the University of Chicago will begin November 1, 2021 and will end November 15, 2021. All new elections and changes made during this period will take effect January 1, 2022.

2. What benefits require re-election?  
If you want to participate in the health care, limited purpose, and/or dependent careFlexible Spending Accounts (FSA), a Health Savings Account (HSA) or the 457(b) Deferred Compensation Plan during calendar year 2022, you must complete new enrollment elections in Workday. Even if you participated in these plans during calendar year 2021, your deductions will default to $0 for 2022 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, commuter, or supplemental retirement elections, you do not need to do anything. Your 2021 elections for these benefit plans will automatically continue for calendar year 2022.

4. Why does Workday look different?  
Workday has recently enhanced its platform to make it easier to navigate. One of the main changes you will notice is the redesign of the benefits process. For step-by-step instructions please view the 2022 Open Enrollment QRG found on the Open Enrollment Intranet page under Related Documents. If you need guidance with the Open Enrollment process, please contact a Benefits Specialist at benefits@uchicago.edu or call 773.702.9634.

5. 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, supplemental life, dependent life, personal accident insurance, long-term disability or supplemental retirement plan, you must access Workday at workday.uchicago.edu beginning November 1, 2021 through November 15, 2021. For step-by-step instructions please view the 2022 Open Enrollment QRG found on the Open Enrollment Intranet page under Related Documents.

6. 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.
7. When will my elections take effect?
Any changes you make during Open Enrollment will take effect on January 1, 2022. Decisions made during Open Enrollment are binding through December 31, 2022, unless you have a qualifying life event, such as a marriage or birth of a child (see question 7). Visit Life and Work Events for information on the steps you may need to take should you experience changes in your life or work in calendar year 2022.

8. How do I add a dependent for the first time to benefits?
If you want to add a dependent to your benefits for the first time you must access Workday at workday.uchicago.edu. Documentation for new eligible dependents being added during Open Enrollment for an effective date of January 1, 2022 must be scanned and uploaded to the Open Enrollment process in Workday by November 15, 2021. Dependents without documentation will not have coverage January 1, 2022. For a full list of acceptable documentation please visit Getting Started.

9. What if I experience a Qualifying Life Event in 2022?
If you experience a qualifying life event in 2022, you must make any election changes within 31 days of the qualifying 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 within 31 days to Workday 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 Benefits under Related Documents.

10. How can I increase my Life and Long-Term Disability (LTD) Insurance?
For this Open Enrollment period only, Voya, the University of Chicago’s new life and disability administrator, is offering employees a one-time opportunity to enroll/increase elections in Life and Disability up to the guarantee issue amount without being subject to Evidence of Insurability (EOI). You can update your life and disability benefits through the open enrollment process in workday.uchicago.edu.

11. Why is my Mandatory Retirement Plan (ERIP/CRP) in the Open Enrollment process greyed out?
The Retirement Savings step of Open Enrollment 2021 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.
12. How do I enroll in or make changes to my Voluntary Retirement Plans (ERIP Voluntary, SRP, and SRP Catch-Up) for 2022?
To enroll in or update your Voluntary Retirement Plans for 2022 please access Workday at workday.uchicago.edu from November 1, 2021 through November 15, 2021.
➢ New elections submitted through Open Enrollment for Voluntary Retirement Plan changes will be effective January 1, 2022.
➢ Any changes made after Open Enrollment closes (November 15, 2021) but before January 1, 2022 will only be in effect for the month of December 2021. That means, if you make changes on November 16, 2021 or later, those changes will only be in effect for the month of December 2021 and your January 2022 changes 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 2022.

Bi-weekly paid employees: The amount you designate for Voluntary Retirement Plans will be deducted each and every pay period. Please ignore the monthly indicator.

13. 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 15, 2021). For step-by-step instructions please view the 2022 Open Enrollment QRG found on the Open Enrollment Intranet page under Related Documents. Instructions are available on page 13.

14. How can I view my 2022 benefits after submitting my Open Enrollment elections?
After Open Enrollment is finalized (after November 15, 2021), you can view your benefit elections for 2022 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 01/01/2022 in the View as Of prompt box
➢ Click the OK button

15. 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 address on file in Workday, in December 2021.