Today’s Topics

- Open Enrollment Redesign Coming Summer 2020
- Summer Staffing Changes
- Communication and Collaboration
Open Enrollment Redesign

• Previous design required users to click through multiple pages (Health, Spending Accounts, etc.)

• All plans can now be viewed from a single main summary page
Open Enrollment Redesign, cont.
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• Advantages of the new Design:
  – Improved Intuitiveness
  – Fewer User Errors
  – Easier Navigation

• Resulting in:
  – Increased Enrollment Completion Rate
  – Reduced Call volume from employees needing assistance
How Open Enrollment Works

Every Employee falls into a single Benefit Group
- Based on employment status, pay frequency and position
- Full Time Monthly, Part Time Biweekly, Full Time Monthly 12/9, Retirees, etc.

The Benefit Group determines:
- Benefit plans available
- Premiums charged

Open Enrollment is launched by Benefit Group
- If an employee’s benefit group changes after 7/1, their Open Enrollment event has to be cancelled and redone
Summer Staffing Changes

• Changing an employee’s position during the summer can result in negative consequences with the employee’s benefits, summer premiums, and Open Enrollment
  – Scheduled Hours
  – Pay Frequency
  – Annual Term Months
  – Temp/Casual
Summer Staffing Changes

• Leave of Absence / Termination
  – Employees put on Leave Without Pay will be waiving coverage by default during leave
    • Employees have 15 days to elect to continue coverage if desired
  – If employee is not expected to return in the Fall, term employee
  – If employee is expected to return but does not, do not retro-term
    • Term Date = date term is entered into Workday
    • Last Day Worked = date employee went out on leave
What can you do to ensure a positive experience for your employees?
Enter Staffing Changes Timely

• If staffing changes are entered into Workday before Open Enrollment is launched on 7/1, then the benefit group will be calculated correctly.

• After 7/1, the more time that an employee has to complete their NEW event, the better.

• Employees going on Leave should make election to continue benefits should they wish to do so.
Communicate!

**Employees** need to know that their job change may result in them having to redo their benefit enrollment.

By keeping lines of communication with the **Benefits Team** open, you can ensure that no one slips through the cracks, and that the new OE event is quickly generated for the employee.

The Benefits team will be in communication with **Workday Services**, working to ensure no one’s benefits are dropped inadvertently.
1. Open Enrollment will look **DIFFERENT** this year
2. Changes to an Employee’s position can have a big **IMPACT** on their open enrollment experience
3. **COMMUNICATION** is key!
4. When in **DOUBT**, contact Benefit Services at 
   *benefits@tamu.edu* (TAMU) or 
   *hschr@tamu.edu* (HSC)
HROE CORE VALUES:

Integrity | Diversity & Inclusion | Excellence | Respect | Innovation | Engagement

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