Q: What is annual Open Enrollment?
A: Open Enrollment is your annual opportunity to review your benefit coverage options for the upcoming plan year. After Open Enrollment, you cannot change your benefits elections unless you experience a qualifying status change.

Q: When is Open Enrollment?
A: Annual Open Enrollment usually occurs during the first two weeks of November. For 2019 enrollment, the Open Enrollment period is Monday, November 5, 2018 through Monday, November 19, 2018. Please see our 2019 Open Enrollment website.

Q: What resources are available to assist me with completing my open enrollment?
A: You can reference the Open Enrollment Quick Guides for assistance. You can also attend one of the Benefits Drop In sessions. In addition, Benefits team members will be available during the Benefits & Fitness Fair on Wednesday, November 7, 2018 in the CUC — McKenna Room from 10 a.m. to 2 p.m.

**Open Enrollment 2019 Drop-In Sessions:**
- Monday, November 5, 9 a.m. to noon, Wean Hall, Room 5201
- Tuesday, November 6, 9 a.m. to noon, SEI Training Room, 1st Floor
- Thursday, November 8, 9 a.m. to noon, PPG 6, Room 1120
- Friday, November 9, 9 a.m. to noon, CFA, Room 318
- Monday, November 12, 9 a.m. to noon, Baker Hall, Room 140F
- Tuesday, November 13, 9 a.m. to noon, Gates-Hillman, Room 6002
- Wednesday, November 14, 9 a.m. to noon, Hamburg Hall, Room 2009
- Thursday, November 15, 9 a.m. to noon, Tepper, Room 2001
- Friday, November 16, 9 a.m. to noon, Mellon Institute, Room 448

Q: I have a life event effective January 1, 2019. When I submit the benefit change in Workday, I receive and error message. What should I do?
A: Please contact the Human Resources CMUWorks Service Center for assistance with making your changes.

Q: When does CMU’s plan year start?
A: CMU’s benefit plan year runs on a calendar year: January 1, 2019 to December 31, 2019.
Q: I do not want to change my benefit elections at Open Enrollment. Do I need to do anything?
A: Your current benefit enrollment elections will rollover to the new plan year if you do not take any action during open enrollment. The exception is enrollment in a flexible spending account (FSA). Per IRS guidelines, you must enroll annually into a flexible spending account to participate.

Q: If I have money left in my FSA at the end of the year, does that balance rollover to 2019?
A: No. Per the IRS, any unused FSA funds will be forfeited if not used/submitted for reimbursement within the benefit plan period. Please visit the FSA webpage for specific details.

Q: I submitted my 2019 open enrollment in Workday, but it is incorrect. Can I submit a correction?
A: During the Open Enrollment period, you can go back into Workday and make changes to your elections. See the Returning to Open Enrollment Elections Quick Guide [pdf] for instructions. Once Open Enrollment ends, you will be unable to make changes unless you experience a qualifying status change.

Q: What documentation is required to add my dependents at Open Enrollment?
A: The Human Resources website lists the accepted supporting documentation to add your dependent to your plan. The documentation for Open Enrollment is required within 30 days after Open Enrollment ends, otherwise the dependent will be removed from your coverage. The deadline to submit documentation is December 19, 2018 by 5 p.m. EST.

Q: How do I add my dependents to my benefits in Workday? I keep receiving an error or the relationship doesn’t populate.
A: During benefits enrollment, when adding a dependent, you must select "No" in response to “Use your new dependent as a beneficiary.” Selecting "Yes," will cause an error. (CMU does not manage beneficiary information in Workday. If you wish to designate a beneficiary for a certain benefit, please contact the carrier — MetLife, TIAA, or Vanguard.)

Q: When will my Open Enrollment elections take effect?
A: Benefit elections and changes made during Open Enrollment take effect on January 1, 2019.

Q: Will I receive a confirmation email once I complete my enrollment?
A: There is no confirmation email once you complete your benefit elections for 2019. You are encouraged to print a summary of your elections before final submission. Please reference the Returning to Open Enrollment Elections Quick Guide [pdf] for more information on how to return to your enrollment before it closes. Note: If you resubmit your Open Enrollment, a print button appears on the bottom left after completion. The summary may open as a PDF (depending on your browser).