

2027 Open Enrollment

A step-by-step guide for completing your 2027 benefit elections.

Enrollment Window

Monday, November 2 – Monday, November 16

How It Works

Each screen uses the same fixed frame. **Select a binder tab** to move directly to that section.

Guide Sections



Reminders

Annual elections and carry-forward rules



Prepare

What to review before beginning



Start

How to open the Workday task



Elections

Make or update your benefit selections



Submit

Final review and confirmation



Help

Support resources and contacts



Important Reminders

Know what carries forward, what you must re-elect, and what you can change any time.

 What Requires Action

Requires an election during Open Enrollment

- FSAs (Healthcare, Limited Purpose, Dependent Care) — no election means no 2027 account; a life event is required to enroll later.
- HSA and QTE — 2026 elections end 12/31/2026; no OE election means no coverage 1/1, but you may enroll any time during 2027.
- Basic Group Life for Spouse or Child(ren) — required if dependents are listed in Workday.

 What Carries Forward

All other 2026 enrollments automatically continue into 2027.

Changes Outside Open Enrollment

A [qualifying life event](#) — marriage, birth or adoption, or loss of other coverage — is required to change benefits mid-year. Submit it in Workday within 30 days of the event.

LIVE WEBINAR

2027 Open Enrollment Webinar

DATE

Wednesday, October 22

TIME

1:30 PM CT / 2:30 PM ET

Can't attend live?

The webinar will be recorded and posted to the Benefits Resource Center afterward.

[Open the Resource Center](#)

Prepare Before You Enroll

A quick review of dependents, plan details, and needed information prevents issues at submission time.

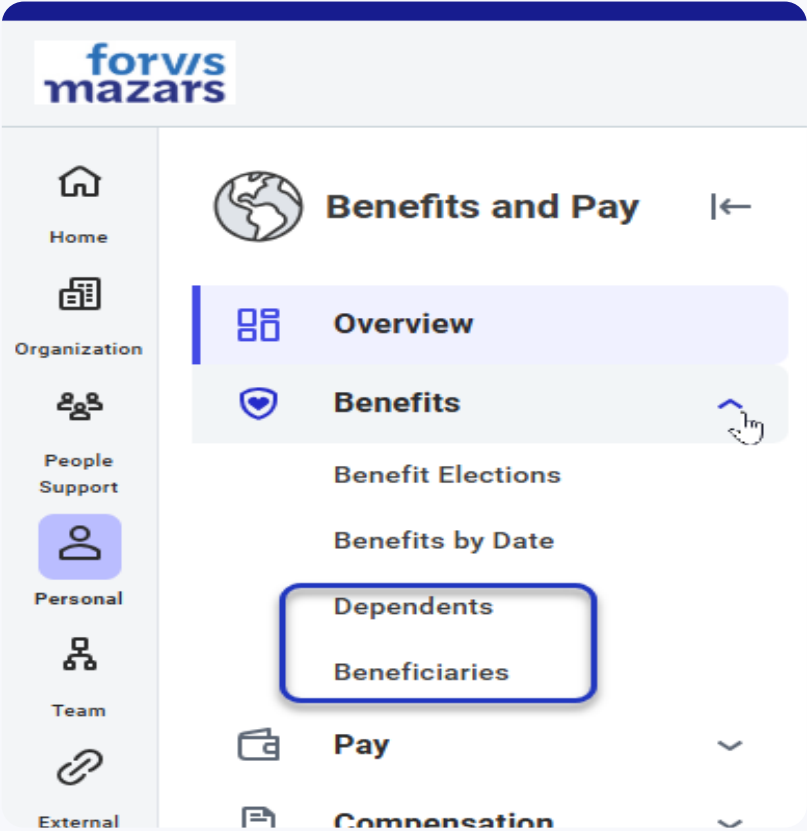
Before You Begin

- 1

Review dependents & beneficiaries
Confirm information is accurate and current.
- 2

Review plan details & premiums
Review available resources before beginning.
- 3

Gather what you need
Have elections, beneficiary choices, and supporting information ready.



Benefits Resource Center

Plan details, premiums, and side-by-side comparisons, all in one place.

[Open the Resource Center](#)

Start in Workday

Sign in, review current elections, and open the Open Enrollment task.

- 1 Sign In**
Select SSO. Cato VPN is required.
- 2 Review Current Benefits**
Select Personal, then Current Benefit Elections.
- 3 Open the Task**
Select Open Enrollment Change.
- 4 Begin**
Select Let's Get Started.

[Open Workday](#)



Sign In to Your Account

SSO

Direct

1. Select SSO

Welcome

During Open Enrollment, there will be a button for 'My Benefits'

My Payslips

Request Absence

My Tax Documents

2. Current Benefit Elections

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Home

Organization

People Support

Personal

Team

External Links

More

Here's What's Happening

Search

My Payslips

Request Absence

My Tax Documents

Thursday, October 1st

To Do

Open Enrollment Change: My Task - 2 hours ago on 01/01/2027

3. Open Enrollment Change

☆ ⚙️ 📄

Created: 10/01/2027 Effective: 01/01/2027

Change Benefits for Open Enrollment

Open Enrollment

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

4. Let's Get Started

Make Your Elections

Review each benefit tile, update elections, and attach dependents and beneficiaries to the correct coverage.

- 1

Review current benefit elections

Open each benefit tile to review coverage, cost, and covered dependents.
- 2

Elect or waive coverage

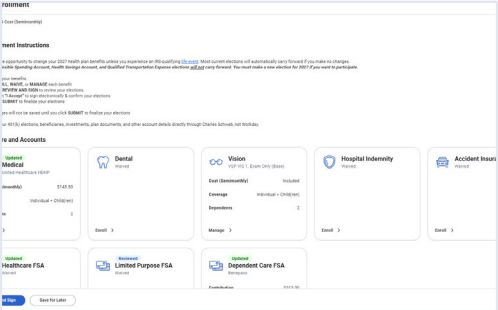
Elect the coverage you want or choose to waive coverage for each benefit.
- 3

Add dependents & beneficiaries

Update information and attach each eligible person to the correct coverage.

Complete all three steps for each benefit tile before moving to the next section.

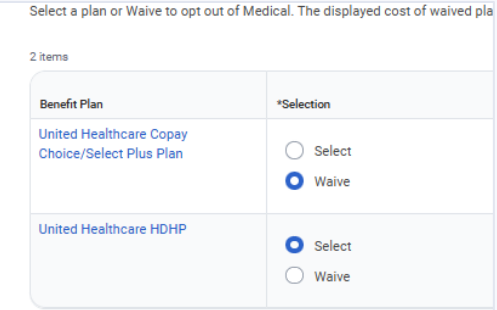
Workday Screenshots



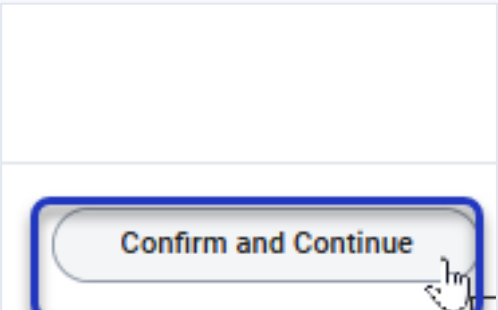
1. Benefit tile overview



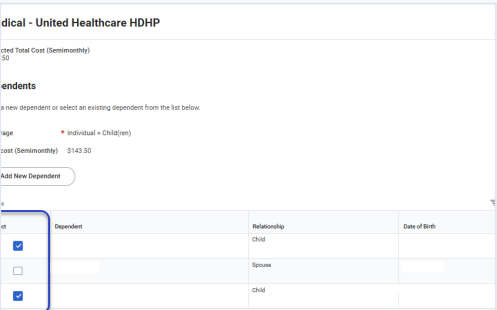
2. Open a benefit tile



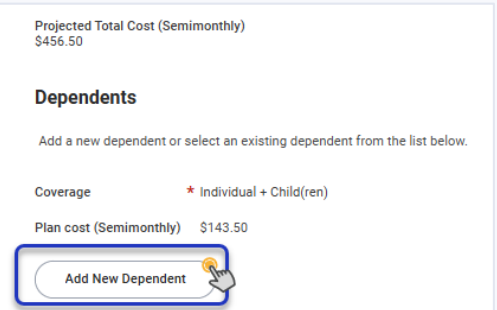
3. Select your plan



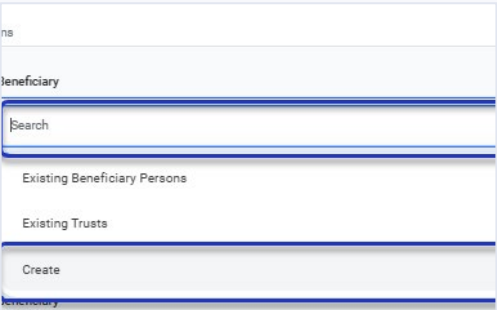
4. Confirm and Continue



5. Covered dependents



6. Add a dependent



7. Beneficiary designation



8. Save & continue

Review and Submit

- 1

Review the summary

Confirm plans, coverage, dependents, beneficiaries, and costs.
- 2

Resolve alerts

Address required fields or validation messages.
- 3

Submit elections

Submit and retain the confirmation.
- 4

Change before the deadline

Reopen and resubmit the event as many times as needed before the enrollment window closes.

!

Final Check

An election is not complete until the event is submitted.

View Summary

Projected Total Cost (Semi-monthly)
\$456.50

Please review your election summary & provide your electronic signature at the bottom of the page by clicking "I Accept" before selecting Submit.
Reminder: An IRS-qualifying [life event](#) is required to make any changes outside of Open Enrollment.

After you submit your benefit election updates, the coverage begin dates might change. Review your impacted plans in the Messages section.

Selected Benefits: 11 items

Plan	Coverage Begin Date	Deduction Begin Date
UNIVERSITY HEALTHCARE FUNDING		
Vision	01/01/2025	01/01/2025
VSP VIS 1. Exam Only (Base)		
Dependent Care FSA	01/01/2027	01/01/2027
Benepass		
Basic Group Life	01/01/2026	01/01/2026
Unum (Individual)		
Short Term Disability (STD)	01/01/2025	01/01/2025

1. Review the election summary

Legal Notice: Please Read

Your name and Password are considered your electronic signature.

- You understand and approve the enrollment.
- You understand and acknowledge that you will not pay for any coverage.
- Company-provided life insurance that is not a result of marriage, birth, or adoption.
- Each year, during the annual enrollment window, you must re-enroll in any coverage you wish to continue.

I Accept ☒

2. Confirm elections

I Accept ☒

Submit

Save for Later

Cancel

3. Submit elections

Submitted!

You've submitted your elections.

This page provides a summary of the elections you have made for calendar year 2026. Your selected benefits will remain in effect for all of 2026, unless you become ineligible for benefits or experience an IRS-qualifying [life event](#), such as birth, marriage, divorce, dependent loss, or death. If you have any questions, contact your HR representative.

[Please print and retain a copy of your confirmation page for your records.](#)

☒ Coverage start dates will only update if you make changes to your benefit elections. If no changes are submitted, the coverage start dates will remain the same.

Important Dates:

Benefits go into effect: 01/01/2027

Final day to update benefits: 12/31/2026

[View 2027 Benefits Statement](#)

4. Retain confirmation

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Home

Organization

People

Support

Team

Benefits and Pay

Overview

Benefits

Pay

Personal

Help

Benefits and Pay

Tasks and Reports

Withholding Elections

Payment Elections

Change

Needs Attention

Submitted

Benefit Event: Open Enrollment

Submit elections by 12/31/2026

Edit

5. Reopen to change as many times as needed before the deadline

Help and Resources

Use the resource that best matches your question — benefits info, Workday process help, or login support.



Benefits Information

Review premiums, plan details, and enrollment resources before making your elections.

Resource Link

[Benefits Resource Center](#)



Workday Assistance Or Benefits Help

Submit a case for Workday process support when you encounter issues completing your enrollment or have questions about benefits not answered online.

Resource Link

[Submit a Workday Help Case](#)



Login Support

Contact MyHR if you cannot sign in to Workday and need assistance with account access.

Resource Link

[Email MyHR](#)