

# UW INSIDER

A weekly roundup of info and resources for UW faculty and staff

November 1, 2017



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## [Open Enrollment starts today!](#)

Use Workday to enroll in or change your health plan elections any time before Nov. 30. Any coverage changes will go into effect on Jan. 1. Complete your enrollment in Workday as soon as possible — the ISC will attempt to reach you with any questions and/or if documentation is missing. There is no grace enrollment window.

## [FAQ: Am I required to do anything during Open Enrollment?](#)

If you're satisfied with your benefit plan choices, you may not have to do anything during Open Enrollment. Learn more about the exceptions, which include employees currently enrolled in the FSA/DCAP plans, and those who must re-attest their spouse or state-registered domestic partner



registered domestic partner.

## [Update your home address](#)

Make sure your home address in Workday is current. A current address ensures you're within your benefits carrier's network area and is critical to ensuring your year-end tax forms are correct and properly delivered.



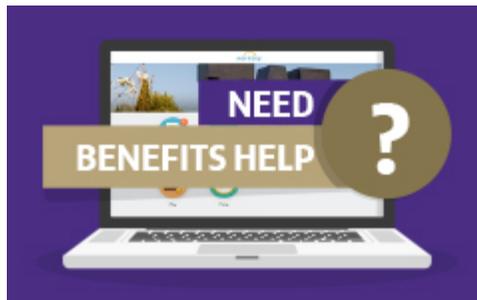
## [Attend a Benefits Fair to learn about Open Enrollment](#)

Learn more about UW benefits plans by attending a Benefits Fair between 10 a.m. and 3 p.m. today at Harborview or tomorrow at the HUB. ISC staff will be there to demonstrate how to make open enrollment changes in Workday.



## [Need benefits help? Check out these resources!](#)

For information on enrolling in benefits in Workday, check out the Open Enrollment videos, user guide and other helpful resources before you get started.



## NEWS & RESOURCES

### OPEN ENROLLMENT

#### [What's new this year for Open Enrollment?](#)

Instead of paper forms, look for an email with information about Open Enrollment in Workday. Here are a few key tips for successful submission in Workday:

- Attach valid documentation – when adding a new dependent to your coverage, you must attach valid documentation in Workday.
- Enter your marriage date – when adding a spouse to coverage, you must enter your marriage date in the comments section in Workday.
- Don't forget to submit – to successfully process your enrollment changes, you must select "I Agree and Submit." Otherwise, at midnight Pacific Time on Nov. 30, your enrollment changes will be lost.

## **Changes you can make during Open Enrollment**

Benefits-eligible employees can make the following changes to their health elections annually during Open Enrollment:

- Add/drop dependents
- Enroll in or change your medical/dental plan election
- Enroll or re-enroll in Flexible Spending Accounts (FSA) and/or Dependent Care Assistance Program (DCAP)
- Attest or re-attest your enrolled spouse or state-registered domestic partner (SRDR) to potentially avoid a premium surcharge

## **IT CONNECT**

### **Tech Talks on Nov 7: Disaster recovery, Network Portal and cloud management**

Learn about Code42 disaster recovery and security, a new tool for administering network resources and how to manage devices in the cloud, at Tech Talks from 10 a.m. to noon in Odegaard, room 220.

### **Keep your computer in good health with free workshop on Nov. 7**

Sign up for a free workshop on Nov. 7 that covers virus protection, computer backup and cloud storage. Make sure to bring a laptop.

### **Propose a presentation for the 2018 UW TechConnect Conference by Nov. 15**

Submit a proposal to present, lead a panel or facilitate a hands-on session at the UW TechConnect Conference for the UW's broad community of technology professionals on March 13, 2018.

## **THE WHOLE U**

### **José Alaniz reflects on becoming the sum of his own arts**

The associate professor of Slavic Languages and Literatures discusses his role as chair of the International Comic Arts Forum and other ways he is taking his craft into the community.

### **Enjoy winning entries from the second #UWtimeoff photo contest**

Get a glimpse into how UW faculty and staff enjoy their time off through these beautiful photographs by our featured finalists and grand prizewinner.

### **Experience the most fun you'll ever have working out at our Zumba class**

Get your heart pumping, your body moving and your mood improving at this high-energy, Latin-inspired fitness class on Dec. 5.

### **Try out a free compassion and mindfulness meditation session on Nov. 13**

This session is inspired by Compassion Cultivation Training, which combines traditional contemplative practices with contemporary psychology and research. Registration is required and all levels of experience are welcome.

## COMMUNITY

### [Find out how groups across the UW are leading the charge for equity and inclusion](#)

Groups like the University Advancement Equity Team are incorporating methods and techniques that will improve and sustain diversity and equity across our campus and community.

### [Faculty, Staff Retiree Endowment Matching campaign raises over \\$10 million](#)

More than 650 donors participated in the program, donating over \$10 million for scholarships and fellowships across every UW school, college and campus.

## UPCOMING EVENTS

### MULTIPLE DATES

Introduction to Poll Everywhere  
Friday, [Nov. 3](#), 12:30-2:30 p.m.  
Monday, [Nov. 6](#), 3-5 p.m.  
Odegaard 102

### FRIDAY, NOV. 3

[Introduction to 3D Printing](#)  
3-4:30 p.m.  
Odegaard 102

### MONDAY, NOV. 6- THURSDAY, NOV. 9

[Alaska Airlines sponsored TSA Pre✓ onsite enrollment](#)  
Various times  
Paccar Hall, room 546

### WEDNESDAYS, NOV. 8 & 15

[Mindfulness and Leadership](#)   
9 a.m.-noon  
Seattle campus

### WEDNESDAY, NOV. 8

[Beginning Canvas LMS: Part 1](#)  
4-5:30 p.m.  
Odegaard 102

### THURSDAY, NOV. 16

[Special Olympics Washington Training Day 2017](#)   
11:30 a.m.-12:15 p.m. /  
HUB North Ballroom  
12:30 p.m.-1:15 p.m. /  
HUB North Ballroom

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