Benefit Election Window

The election window for newly eligible employees and qualifying status changes is **30-days**

If you do not enroll within **30-days**, you will have no health coverage
**Benefit Timeline**

- **Workday Benefit Enrollment**
  Enroll in health/life benefits within 30 days

- **Health, Dental and Vision Vendor Access**
  Gain access to vendor portals, apps and ID cards within 2 weeks of enrollment

- **Enroll in Your Plan for Health – YP4H**
  Join wellness program ~2 weeks after medical plan enrollment

- **Dependent Eligibly Verification**
  Submit documentation to support dependents on benefits – receive packet within 3 weeks from enrollment

- **Rx - Vendor Access**
  Gain access to vendor portals, apps and ID cards within 72 hours of enrollment

- **FSA – HRA**
  FSA / HRA debit cards arrive in mail within 3 weeks of enrollment

- **Alternative Retirement Plan Enrollment**
  120 days to elect

- **First Day Workday Access**
  New Hire

- **OPERS – STRS Plan Selection**
  Select state retirement plan within 180 days
Plan Year

- Plan year runs January 1\textsuperscript{st} - December 31\textsuperscript{st}
- All deductibles & maximums start over on January 1\textsuperscript{st} each year
- Health benefits are effective on your date of hire/eligibility date
Annual Open Enrollment in Autumn

Qualifying Events within 30 days of event

- Family Status Changes (marriage, divorce, birth of a child, gain or loss of coverage)
- Employment Status Changes
You are responsible for notifying university of address and name changes

Update in Workday at Workday.osu.edu
Dependent Eligibility

Who is an Eligible Dependent?

Eligible Dependents

- Legal Spouse

- Dependent children up to the age of 26
  - Biological, adopted, legal guardianship/custody, or stepchild
  - Married or unmarried
  - No residence requirement

- Disabled children
  - Who meet certain criteria upon reaching age 26

*Eligibility requirements, rates and plan details available at: hr.osu.edu
Dependent Eligibility Verification

Overview

Dependent Verification Process
Proof of eligibility is required for newly enrolled dependents

Watch for a verification packet mailed to your home by alight

**Failure to complete the verification and submit required documentation will result in termination of dependent’s coverage**
Examples of DEV Documentation

Biological Children
▪ Birth Certificate

Step-Children
▪ Birth Certificate and verification documentation for spouse

Spouse
▪ 1040 Federal Tax return (last two years) or
▪ Marriage certificate (marriage licenses are not accepted) and proof of joint ownership issued within the last 6-months

*For additional information on DEV see https://hr.osu.edu/benefits/dependent-eligibility/verification
To access the dependent eligibility verification portal, log into workday at Workday.osu.edu

Click the **Global Navigation Panel Menu icon** at the top left of the Workday homepage.
On the Global Navigation Panel menu, click **Benefits**
Scroll to the External Links section and click **My Dependent Eligibility Verification**
Submit Dependent Eligibility Verification documentation by clicking the **Send Your Documents** link.
HR Connection is the point of contact for HR and payroll support. Faculty, staff and student employees can also visit the HR Connection portal at hrconnection.osu.edu for common inquiries, to submit requests or to check the status of a request.
The Administrative Resource Center provides guides, job aids, training and more for current users of Ohio State's IT administrative tools. You can access step-by-step instructions for many of Ohio States systems including Workday for both employees and managers.
Faculty, staff and student employees use Workday to update personal information, request leave, select benefits and more.