Benefits Enrollment and Dependent Eligibility

Human Resources, Benefit Administration
Benefit Election Window

30-Day window for newly eligible employees and qualifying status changes

If you do not enroll within 30-days, you will not have health coverage

** Benefits are effective on your date of hire / eligibility date
Benefit Timeline

- **Workday Benefit Enrollment**: Enroll benefits within 30 days.
- **Health, Dental and Vision Vendor Access**: Access to vendor portals, apps and ID cards within 2 weeks.
- **Enroll in Your Plan for Health (YP4H)**: Join wellness program ~2 weeks after medical plan enrollment.
- **Dependent Eligibility Verification**: Submit documentation to support dependents on benefits – receive packet within 2 weeks*.
- **OPERS – STRS Retirement Plan Selection**: Select state retirement plan within 180 days.

- **First Day Workday Access**
  - New Hire

- **Rx - Vendor Access**
  - Digital ID cards within 2-3 days

- **FSA – HRA**
  - Debit cards arrive in mail within 3 weeks*

- **Alternative Retirement Plan (ARP) Enrollment**
  - 120 days to elect

* After you complete the benefit enrollment process
Changing your Benefit Coverage

Annual **Open Enrollment**
Autumn Semester: Changes effective 1/1

**Qualifying Events**
30-days to enroll
- Life Events (birth, marriage, gain or loss of coverage, etc.)
- Employment Status Change
Eligible Dependent

Legal Spouse

Dependent Children up to the age 26
- Biological, adopted, legal guardianship/custody and stepchild

Disabled Children
- Meet certain criteria upon reaching age 26
Dependent Eligibility Verification

Proof of eligibility is required for all newly enrolled dependents

ENROLL DEPENDENTS INTO COVERAGE
30-day Deadline

VERIFICATION PACKET
Mailed to home address

SUBMIT DOCUMENTS
Return by specified deadline

*Failure to complete the verification and submit required documentation will result in termination of dependent’s coverage
Dependent Eligibility Verification

Document Examples

**Biological Child**
Birth Certificate

**Step-Child**
Birth Certificate & Verification Docs for Spouse

**Spouse**
1040 Federal Tax Return OR
Marriage Certificate & Proof of Joint Ownership
Dependent Eligibility Verification Portal

To access the dependent eligibility verification portal, log into workday at Workday.osu.edu

Click Menu icon
Dependent Eligibility Verification Portal

Click Benefits and Pay Hub
Dependent Eligibility Verification Portal

Click My Dependent Eligibility Verification
Submit documentation by clicking Send Your Documents.
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.
Questions

HR Connection Portal: HRConnection.osu.edu

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