Q: WHEN IS BENEFITS OPEN ENROLLMENT?
A: November 2, 2015 through November 13, 2015

Q: WHEN ARE MY BENEFIT CHANGES EFFECTIVE?
A: Benefit changes made during open enrollment will be effective January 1, 2016.

Q: WHERE DO I MAKE BENEFIT CHANGES?
A: To make benefit changes, log into Campus Connection. Go to Self Service > Benefits > Benefits Enrollment. Once you make elections, click “Save and Continue” to finish your enrollment. Then on the Benefits Enrollment – Submit Benefit Choices page, click “Submit” to submit your elections and complete your enrollment. You will be taken to the Benefits Enrollment – Submit Confirmation page. Click “OK” to return to the Benefits Enrollment page.

Q: HOW DO I ADD MY SPOUSE/SECOND DOMICILED ADULT AND/OR CHILD TO MY BENEFITS?
A: Complete a Dependent Add/Change form or SDA Affidavit of Eligibility and submit it to the Benefits Department along with required supporting documentation. Once the dependent(s) is added to the system, you will then be able to enroll him/her in benefits through Campus Connection.

Q: I DO NOT WANT TO MAKE ANY BENEFIT CHANGES. DO I STILL NEED TO GO THROUGH THE OPEN ENROLLMENT PROCESS?
A: All benefits eligible employees are strongly encouraged to review their benefit plan elections during the open enrollment period. If an employee does not submit their benefits elections by the November 13 deadline, then most of the employee’s coverage choices from 2015 will roll over with no changes. The next opportunity to modify them will be Open Enrollment in November of 2016. The exceptions to this are health care and dependent care Flexible Spending Accounts (which require re-enrollment every year).

Q: ARE THERE ANY BENEFIT PLANS THAT REQUIRE ME TO RE-ENROLL DURING OPEN ENROLLMENT?
A: Yes, the health care and dependent care flexible spending accounts require re-enrollment each year. If you do not re-enroll during open enrollment, your election will default to waived.

Q: I DO NOT SEE THE 403(B) RETIREMENT PLAN AS AN OPTION IN THE OPEN ENROLLMENT WINDOW. DOES THIS MEAN I CANNOT CHANGE MY ELECTION DURING OPEN ENROLLMENT?
A: You can make changes to your 403(b) election at any time. A change will become effective the first of the following month. To make changes, go to Self Service > Benefits > Benefits Summary. Then select the 403(b) link.

Q: WHAT ELSE SHOULD I BE THINKING ABOUT DURING THE OPEN ENROLLMENT PERIOD?
A: Open enrollment is a great opportunity to verify your dependent information in Campus Connection and your life insurance beneficiary information with Liberty Mutual. To view your dependent information in Campus Connection, go to Self Service > Benefits > Dependent/Beneficiary Info. To view and/or modify your beneficiary information, go to Self Service > Benefits > Liberty Mutual.

Q: WHERE CAN I FIND INFORMATION ABOUT THE BENEFIT OPTIONS AND BENEFIT CHANGES FOR 2016?
A: Benefits information can be found on the Human Resources benefits website at hr.depaul.edu/Benefits/Benefits_Enrollment/index.html.

Q: I MISSED THE OPEN ENROLLMENT PERIOD. WHEN IS THE NEXT TIME I CAN MAKE CHANGES TO MY BENEFITS?
A: The next opportunity to modify your benefits will be during the next open enrollment period in November of 2016, unless you experience a qualifying life event. Examples of qualifying life events include:

- Birth or adoption of a child
- Marriage or divorce
- Loss of a spouse or second domiciled adult’s benefits coverage

Q: HOW DO I CONTACT THE BENEFITS DEPARTMENT?
A: (312) 362-8232 or hrbenefits@depaul.edu.