WHAT DO I NEED TO DO?
The steps below will help to ensure you have all the information you need to enroll in benefits.

1. ENSURE YOU HAVE WHAT YOU NEED TO LOG INTO WORKDAY.
   In order to log into Workday successfully, have your UW NetID and password ready and your Duo 2FA device nearby.

2. INVESTIGATE YOUR PLAN OPTIONS AND DECIDE.
   Working at UW means you have lots of choices! We have added our information resources here to help you make the right choices for you and where applicable, your dependent(s).
   Review each of them and make a list of which options you are going to pick:
   - Have you reviewed the medical and dental plans?
   - Are you enrolling in a CDHP?
   - Are you enrolling in FSA and/or DCAP?
   - Are you enrolling in Optional LTD?
   - Are you enrolling in Optional Life and AD&D Insurance?
   - Will you be subject to any HCA surcharges (e.g. Spousal/Tobacco)?

3. ARE YOU ENROLLING DEPENDENT(S)?
   No, I am not. If you're not enrolling dependent(s), move on to step 4.
   Yes, I am. You’ll need to gather some additional information about your dependent(s). Review this page first, and answer the following:
   - Have you confirmed that your dependent(s) is eligible for coverage?
   - Do you have the necessary electronic documents to enroll your dependent(s)?
   - Do you have the pertinent information required to enroll your dependent(s)? You will need their:
     - Legal Name(s)
     - Marriage Date (if spouse)
     - Social Security Number(s)
     - Date(s) of Birth
     - Address(es) - if different from yours

4. INVESTIGATE YOUR RETIREMENT OPTIONS AND DECIDE.
   Retirement options are unique for each employee as they are based on the employee's position and any prior retirement history from the UW or with the State of Washington.
   You will receive an email about what options you are eligible for. Review your retirement plan options and make a note of what you are going to pick. You may also meet with Fidelity and/or the Department of Retirement Systems if you would like.

READY?
Once you’ve completed all four of the steps above, review the 201 guide(s) sent to you alongside this guide. On November 2nd, your window for pre-enrollment will open for you to make your elections in Workday.