UW Benefits Early Enrollment: Benefits Enrollment Starts Today

This message is for UWNC staff who have received a PEBB eligibility notice stating they are eligible to participate in UW benefits early enrollment. If you are not eligible to participate in early enrollment, please disregard this message and look for further information on January 1, 2021.

Enrollment for 2021 UW health and retirement benefits begins TODAY, November 2, 2020!
Starting today, employees who are eligible to participate in early enrollment can log in to Workday, the system used to enroll in UW benefits, to begin making benefits elections. You can make elections at any time during the early enrollment period that runs from Nov. 2–25.

Log in to Workday using this link: https://wd5-impl.workday.com/wday/authgwy/uw3/login.html

Remember that you will need to use two-factor authentication (2FA) to log in. Note that this Workday link is only for employees who are enrolling in benefits because of the transition, and it is not the standard UW Workday link.

When you complete the enrollment process, confirm the benefits you have enrolled in by printing the “View My UW Benefits Elections” report.

Are you ready for early enrollment?

There are a few things you need to review and take action on prior to enrollment:

- Have you set up two-factor authentication (2FA) in order to log in to Workday to enroll in benefits? See instructions.
- Have you attended a UW benefits orientation presentation or viewed the pre-recorded online modules?
- Have you gathered any required dependent verification documentation (see the UW dependent verification page) and scanned them in preparation for use during the Workday enrollment process?
Support Guides and Additional Information

1. **Benefits Enrollment 101: How to prepare for enrollment** – This document covers the first steps to follow to enroll in UW benefits using Workday.
2. **Health Enrollment 201: A guide to enrolling in benefits in Workday** – This document will identify each decision point in the health benefits enrollment process and provide tools to help you make those decisions.
3. **Retirement Enrollment 201: A guide to enrolling in retirement in Workday** – This document will identify each decision point in the retirement enrollment process and provide tools to help you make those decisions.
4. MetLife life and AD&D insurance information is located [online](#). To enroll in optional life or AD&D coverage, or to designate your beneficiary, create an account and log into [MetLife](#) directly.

**Need Help Using Workday to Enroll in Benefits?**

Enrollment support sessions begin November 3, 2020. Please review the [schedule](#) and plan to attend a support session if you need additional help.

*Note registration is required for these sessions. However, they are voluntary, so please work with your manager to determine a time and date that you can attend.*

Be sure to check your email throughout the enrollment period, Nov. 2–Nov. 25, 2020, as you will receive a number of email reminders from [uwnc2uwben@uw.edu](mailto:uwnc2uwben@uw.edu).

**Questions?**
Email [uwnc2uwben@uw.edu](mailto:uwnc2uwben@uw.edu).