



Workday Open Enrollment Instructions

Follow the instructions below to enroll in Workday during Open Enrollment

Step 1: Log into your [Workday Account](#).

Step 2: Once logged into Workday, click the **Open Enrollment Change** notification under **Awaiting Your Action** or the inbox icon at the top right of your screen. Don't have the **Open Enrollment Change** notification? Let Benefits know at benefits@louisville.edu.

Step 3: Click **Let's Get Started**.

Step 4: Update your dependent social security numbers, if prompted, click **OK** then **Continue**.

Step 5: Click **Manage** or **Enroll** on each card to elect 2026 benefits.

Step 6: To have Medical and/or FSA coverage in 2026, you must enroll during Open Enrollment (Oct 1–31, 2025). Click **Enroll** under the Medical and FSA cards, choose your 2026 medical plan, and enter your annual FSA or HSA contribution, monthly amounts will auto-calculate. **Note:** These cards will show **waived** until you enroll. Current enrollers must re-enroll to continue coverage in 2026. **Note: If enrolling in the CDHP medical plan with HSA, you must complete an additional step after making your election. You must select the HSA enrollment card and either elect or waive coverage. Once you enroll in any part of Medicare, you are no longer eligible to contribute to an HSA. Please reach out to Benefits@Louisville.edu if you are not eligible for the HSA. You may not receive or use HSA contributions on qualifying adults or dependents you do not claim on your taxes.**

Step 7: For dental, vision, and life insurance, your 2025 choices will carry over. To keep them for 2026, no action is needed. To make changes, click **Select** on the desired benefit. All other benefits will show as **Waived** once you select the plan you want to enroll.

Step 8: Click **Confirm and Continue**.

Step 9: Add and/or Review Dependent(s) under each benefit plan as needed. Each dependent who is in the system and/or covered under any policy can be reviewed and selected with a blue check mark. To add a new dependent, click **Add New Dependent**. **Note:** Fields with asterisks must be completed to add dependent.

Step 10: Click **Save**. Continue with this process until all dependents are added. Click **Save**.

Step 11: Add and/or review beneficiaries under your Basic Life/Additional Term Life plans. **At least one primary beneficiary is required within each plan to enroll.** Beneficiary percentage totals must equal 100%. You will receive an error message and will be unable to enroll if you do not have a primary beneficiary in the system.

Step 12: Click **OK**, then **Save**. Click **Review and Sign** or **Save for Later**.

Step 13: View **Summary of Elections**. Add dependent attachments needed for verification.

Step 14: Scroll to the bottom of the screen to **Electronic Signature** Statement and click **I Accept**.

Step 15: Click **Submit**. You can click **View 2026 Benefits Statement** to print or save your elections then click **Done**.

Step 16: Once you have completed the Action Items in your Inbox, the Open Enrollment process will route for approvals. Once approved, the process is complete. Your elections will become effective January 1, 2026. **Note:** You can make changes to your elected coverages up until Open Enrollment is finalized on October 31, 2025, at 11:59pm EST.

To make changes, log into Workday and Select **Benefits and Pay** under **Applications** on the left side of the screen. Click **Edit** under **Needs Attention** and follow steps 1-15.