

Annual Benefits Open Enrollment Period
Monday, November 4, through Friday, November 15



UPDATES FOR 2025

- *Workday Process*

To elect your benefits for 2025, please review this notice, the enclosed 2025 Benefits Information update, and the 2025 Benefits Guidebook carefully and view or change your enrollments by logging into Workday as follows:

- Medical, Dental, Vision – **If you are making changes to current enrollments, OR if you are not currently enrolled and are interested in enrolling, you need to complete the Workday open enrollment process.**
- Medical Opt Out – **If you opt out of medical insurance, you are required to complete the Workday open enrollment process.**
- FSA (Flexible Spending Accounts) – **If you want to participate for 2025, you are required to complete the Workday open enrollment process.**

Open enrollment meetings are scheduled for Friday, November 8, at 9:30 a.m., 11:00 a.m. and 1:30 p.m. and will be offered by Zoom only. A general review of the College’s benefit plans will be presented. A pre-recorded presentation will be available on Human Resources website under “Benefits” and then “Enrollment”.

Please keep in mind that after November 15, you may **not** change your insurance and/or FSA elections unless you have a qualifying event. Examples of qualifying events include a change in marital status, dependents, or employment status (for a complete list, see page 4 of the Benefits Guidebook). If one of these events occur, you will need to submit a benefit life event change in Workday within **30 days** of the event, or you will not be able to make the change until the next open enrollment period.

If you have any questions, please contact Samantha Campione (scampion@hamilton.edu), ext. 4042, or Kim Hatzinger (khatzing@hamilton.edu), ext. 4689.

Enrollments must be completed in Workday by November 15! Thank you.

Enclosures: 2025 Benefits Guidebook
 2025 Benefits Information
 2025 Group Medical Insurance Rates
 2025 Dental/Vision Insurance Rates
 Workday Open Enrollment Job Aid