

VUMC BUSINESS EDUCATION



Benefits: Reopen Open Enrollment

If an employee needs to reopen their Open Enrollment, they will need to submit a request with the Benefits team and follow the steps below.

Reopen Open Enrollment		Menu X
From your homepage:		Apps Shortcuts
1. Select the Menu .		
2. Select Benefits and Pay.		Your saved order
Note: if you do not see the Benefits and Pay app, select +Add Apps at the bottom of the menu, type Benefits and Pay to the search field, and add it to your menu.		Benefits Resources Image: Time Off and Leave Expenses Hub
3. Select Reopen My Open Enrollment.		Benefits and Pay
4. In the field next to Open Enrollment, select your name and appropriate fiscal year.		Absence
5. Select OK .		
You must provide a reason for reopening the Open Enrollment Period in the comment field.		Processes Awaiting Me
7. Select Submit .		→ Add Apps
After submission, a Benefit partner will be sent a notification and will review your request. 8. Once approved, you will receive a notification that	Tasks and Reports Payment Elections	Change Benefits My Tax Documents Reopen My Open Enrollment
provides instructions on accessing your open enrollment. Please note that you have 5 days to complete your open enrollment upon approval.	Reopen My Open Enrollment × Changes made after reopening your open enrollment event will overwrite your previous elections. Open Enrollment * × Open Enrollment * × Open Enrollment * ×	
Reopen My Open Enrollment 👘		
Changes made after reopening your Open Enrollment will impact your elections. Open Enrollment Open Enrollment for on 01/01/2025 Image: Comparison of the open due to leave of absence. Image: Comparison open due to leave of absence.	Submit 7	Cancel OK 5
Notifications F	Reopen Open Enrollment I /UMC Employee on 01	Event: Anita Knapp (1234567) /01/2025
Viewing: All Sort By: Newest S From Last 30 Days Reopen Open Enrollment Event: Anita Knapp (1234567) VUMC Employee on 01/01/2025 Reopen Open Enrollment Event - Successfully Completed 5 day(s) ago	aday(s) ago our request to re-open your open enr ow navigate to your Inbox, where you ou have any questions or problems, p etails Reopen Open Enrollment Ev 01/01/2025	ollment elections window has been approved. You can i will see your open enrollment election waiting for you. If olease create a Workday Help case. rent: Anita Knapp (1234567) - VUMC Employee on