August 8, 2019

To All Health Benefits Eligible Employees and Graduate Assistants:

We know that benefits Open Enrollment is still several months away, but since this is the first year that Open Enrollment will be completely online using the State’s SPS Workday Benefits system we want to start early to help you get ready! The Office of Employee Benefits in UHR is ready to assist you in having a smooth Open Enrollment experience this year and an important part of our assistance is making sure that you have key information to keep you aware of what is going on. This is the first of what will be regular communication to you from now through the end of Open Enrollment.

Here is what you need to know about the upcoming Open Enrollment:

- **Dates:** October 15, 2019 – November 14, 2019
- Employees who want to make benefit changes and those who want to enroll in a flexible spending account for 2020 **MUST** use the online system during Open Enrollment. If you are not making changes and are not enrolling in a flexible spending account for 2020 you do not need to do anything during Open Enrollment.
- You will make your benefit elections online using the State’s SPS Workday system. No more IVR or paper pre-printed forms.
- At the beginning of Open Enrollment, you will begin receiving emails and mail from the State informing you of important information. For the State’s emails, look for the sender “Shared Services”.
- Mark your calendar - the Employee Benefits Fair will be held on Tuesday, October 8, from 9 a.m. – 2 p.m. in the Colony Ballroom of Stamp Student Union. This is your opportunity to speak with benefits vendors and representatives from other on- and off-campus organizations to help you make sound benefit choices.

Please look for our and the State’s Open Enrollment messages over the next few months. We don’t want you to miss out. If you have questions along the way, please reach out to your departmental Benefits Coordinator or to the Office of Employee Benefits in UHR at mybenefits@umd.edu or 5-7575.

Sincerely,

Rythee Lambert-Jones, HR Director

Dave Rieger, Assistant Director for Benefits