

NEW HIRE BENEFITS FAQ'S

1. When must I complete my enrollment in benefits?
 - a. You have 30 days from your date of hire to enroll in your benefits.
2. How do I enroll in benefits?
 - a. Visit your Workday inbox to complete your benefits enrollment. Please refer to the New Hire Benefits Checklist for a list of action items to help guide you through the process of enrolling in your benefits.
3. Can I make a change to my benefit elections after I have submitted my enrollment in Workday?
 - a. If you need to make any corrections to your benefits enrollment within the initial 30-day window, please reach out to [HR Source](#) as you cannot make the changes yourself after you have submitted your elections.
After the 30-day period, you may only make changes to your benefits if you have a [Qualified Life Event](#) and during the Open Enrollment window in the fall of every year.
4. How do I choose which medical plan is best suited for me and my family?
 - a. Please refer to [ALEX](#), our interactive decision-support tool that acts as an informative, virtual benefits counselor, to help you learn more about VMware's comprehensive benefits in a personalized way.
5. What is the difference in monetary breakdown between the HSA PPO and Traditional PPO medical plans?
 - a. Please refer to the [Employee Contributions for 2021 chart](#), [2021 Medical Plan Comparison chart](#), and [Medical Plan Costs – Employee Scenarios video](#).
6. If I am not eligible for an HSA, can I still enroll in the HSA PPO medical plan?
 - a. Yes, but you will have to enroll in the HSA PPO Non-Eligible Plan when asked in Workday. This is the same as the [HSA PPO](#) Medical Plan, but you will not have access to a Health Savings Account (HSA). You are still able to receive the VMware funding, however it will appear as a taxable bonus on your paycheck instead of being deposited into a HealthEquity account. Please visit the [Health Savings Account \(HSA\)](#) page for more information on HSA eligibility.
7. When can I expect to receive my insurance cards?
 - a. It can take up to 3 weeks to receive your ID card from UHC, CVS or Kaiser. Please note that Delta Dental and VSP do not require ID cards. You may also navigate to the respective [WorkspaceONE Benefits Apps](#) to activate your account for more membership information.
8. Where can I find more information on our vendors?
 - a. Please refer to the [Benefit Vendor Contact information](#) and also the [WorkspaceONE Benefits Apps](#).
9. Who do I contact for additional assistance?
 - a. Contact HR Source by submitting a [HelpNow ticket](#) or by phone at 1-888-VMWARE8, select US Benefits.