

# 2021 Open Enrollment Frequently Asked Questions (FAQs)

## 1. What is changing for 2021?

The benefit updates taking effect on January 1<sup>st</sup>, 2021, will be communicated once the Open Enrollment period is launched on November 2<sup>nd</sup>, 2020. In the meantime, we encourage you to visit the [Benefits site](#) for additional information and resources. Also, please be sure to check out the [calendar of events](#) for the Virtual Benefits Fair and register to attend.

## 2. What can I do now to prepare for Open Enrollment?

The Open Enrollment period will launch on **November 2, 2020**, but there are several actions you can take now to prepare such as:

- Review your current benefit elections in [Workday](#).
  - o Are your beneficiaries correct? Do you need to add or drop any dependents? Decide your annual contribution amount in your HSA and/or FSA for 2021? These are all updates you can make during the Open Enrollment period.
- Check out [ALEX](#). He is an 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.
- Register to attend the [Virtual Benefits Fair](#). We will offer a variety of events throughout the Open Enrollment period and by attending, you can:
  - o Gain access to important benefits information.
  - o Interact directly with your benefits providers.
  - o Learn from keynote speaker Dr. Ronesh Sinha [how to boost your resilience to COVID-19](#), lower your stress level, sleep better and much more.
- Download the [Workday for mobile app](#). Access Workday for mobile in the iPhone or iPad App Store or the Google Play Store. You can also access Workday on your mobile web browser.

## 3. Where do I make my 2021 benefit elections?

Between November 2<sup>nd</sup> and November 20<sup>th</sup>, 2020, you will go to [Workday](#) in order to complete your 2021 benefits elections. You will receive an email notification from Workday on November 2<sup>nd</sup> with the appropriate link to complete your 2021 benefit elections.

For your convenience, the Workday app will also be available on November 2<sup>nd</sup> to complete your 2021 benefits elections. Check out Workday for mobile in the iPhone or iPad App Store or the Google Play Store. You can also access Workday on your mobile web browser.

#### 4. What happens if I do not enroll during the Open Enrollment window?

If you do not enroll by November 20<sup>th</sup>, 2020, your current benefit elections and coverage will carry over to next year **except** your Flexible Spending Account (FSA) and Health Savings Account (HSA) elections. You must make new FSA and HSA elections for 2021. You can update your HSA election at any time during the plan year, but you must experience a [qualified life event](#) in order to change your FSA election mid-year.

#### 5. How can I find out which benefit plans I am currently enrolled in for 2020?

You can verify your current benefit elections by logging into [Workday](#).

From the home page, click the Benefits icon under the Applications section. Under Benefits, click Benefit Elections under the View menu to display your current 2020 benefit elections.

#### 6. How does the Open Enrollment period for my spouse or domestic partner impact my 2021 benefit elections?

If your spouse's or domestic partner's Open Enrollment period occurs before VMware's, you should compare plans and enroll in the best combination to meet your needs. Beginning November 2<sup>nd</sup>, you should still make your 2021 benefit elections during our Open Enrollment period. Open Enrollment counts as a qualifying life event which enables your spouse or domestic partner to change their benefit elections with their employer if necessary.

If your spouse's or domestic partner's Open Enrollment period coincides with VMware's, you should compare plans and enroll in the best combination to meet your needs.

If your spouse's or domestic partner's Open Enrollment period occurs after VMware's, you should still make your 2021 benefit elections during our Open Enrollment period. A spouse or domestic partner going through Open Enrollment counts as a qualifying life event which enables you to change your 2021 benefit elections by declaring a life event in Workday and selecting "Spouse or Domestic Partner Gains or Loses Other Coverage". **Please note that you must report change within 30 days of losing or gaining coverage under your spouse or domestic partner.**

#### 7. Who do I contact for assistance?

For personal benefits assistance, please contact HR Source via a HelpNow ticket at [ASK HR](#), or via phone at 1-888-VMWARE8, select US Benefits. **Please note, Open Enrollment questions will not be addressed via VMware Social.**