

2022 Pre-Open Enrollment FAQs

November 1 through November 17

Preparing for Open Enrollment

We encourage you to visit the [Benefits site](#) for important information and resources. Please be sure to check out the [Online Benefits Fair](#) webinars and on-demand videos.

Q. What can I do now to prepare for Open Enrollment (OE)?

A. Go into [Workday](#) to review your current information:

- Make sure your home contact information is current.
 - Your benefit eligibility is based on your home contact information on record in [Workday](#)
 - Refer to the [Change Home Contact Information Quick Reference Guide](#) (QRG) for steps to update, as needed.
- Take inventory of your current benefit elections; make note of any potential changes you may wish to consider during OE.
- Review and update your Beneficiary Information if necessary; reference the [QRG](#) for guidance.
- Check your dependents listing to make sure all are up to date—understand who qualifies as an eligible dependent.
- If you will want to have a Health Savings Account (HSA) and/or Flexible Spending Account (FSA) in 2022, be prepared to actively select your elections during OE; current elections will not automatically roll over.
- If you have an open Qualified Life Event in Workday, you must complete it prior to the OE launch on November 1.
 - Any open Life Events will place your Open Enrollment event “On-Hold.” You will not be able to access it until the open Life Event is closed.
 - Please see the [Workday Quick Reference Guide \(QRG\) page](#) for all possible Life Events to process.

Q. What can I review to prepare for OE?

A. Check out [ALEX](#)

- This is an interactive decision-support tool that acts as a virtual benefits counselor to help you learn more about VMware’s comprehensive benefits in a personalized way.

A. Register to attend the [Online Benefits Fair](#) to:

- Gain access to important benefits information
- Interact directly with your benefits vendors
- Learn from keynote speaker Dr. Fred Luskin about the practice of self-care and resilience

Q. Where do I make my 2022 benefit elections?

A. Go to [Workday](#) to complete your 2022 benefits elections. You will receive an email notification from Workday on November 1 with the appropriate link to complete your 2022 benefit elections.

For your convenience, the [Workday for mobile app](#) will also be available on November 1 to complete your 2022 benefits elections. Download in the iPhone or iPad App Store or the Google Play Store; or, access Workday on your mobile web browser.

Q. What happens if I do not enroll during the OE window?

A. Your current benefit elections and coverage will carry over to the next year **with the exception of** your Flexible Spending Account (FSA) and Health Savings Account (HSA) elections. You must make new FSA and HSA elections for 2022.

Also, if you are currently enrolled in the Kaiser HMO, and want to continue in 2022, you must go into Workday to attest to the Kaiser Arbitration Form in order for your elections to be continued.

Q. How can I find out which benefit plans I am currently enrolled in for 2021?

- A. You can verify your current benefit elections by logging into [Workday](#).
- Workday Home page, click the Benefits icon under the Applications section
 - Under Benefits, click Benefit Elections under the View menu to display your current 2021 benefit elections

Q. How does the Open Enrollment period for my spouse/domestic partner impact my 2022 benefit elections?

- A. There are three scenarios to consider:
- If your spouse's/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 1, you should still make your 2022 benefit elections during our Open Enrollment period. Open Enrollment counts as a qualifying life event, which enables your spouse/domestic partner to change their benefit elections with their employer if necessary.
 - If your spouse's/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/domestic partner's Open Enrollment period occurs **after** VMware's:
 - You should still make your 2022 benefit elections during our Open Enrollment period. A spouse/domestic partner going through Open Enrollment counts as a qualifying life event, which enables you to change your 2022 benefit elections by declaring a life event in Workday and selecting "Gains Other or Dependent Loss of Other Coverage".

Please note that you must report changes within 30 days of losing or gaining coverage under your spouse/domestic partner.

Q. Who do I contact for assistance?

- A. 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.**