Dayforce Open Enrollment Guide

The Open Enrollment (OE) process is scheduled to run from October 26 - November 13, 2026. Elections submitted during OE go into effect on January 1, 2027. *Even if you are not making changes or waving coverage,* ***all domestic benefits eligible staff are required to submit their elections.*** This helpful guide will walk you through the steps of completing your first open enrollment in Dayforce.

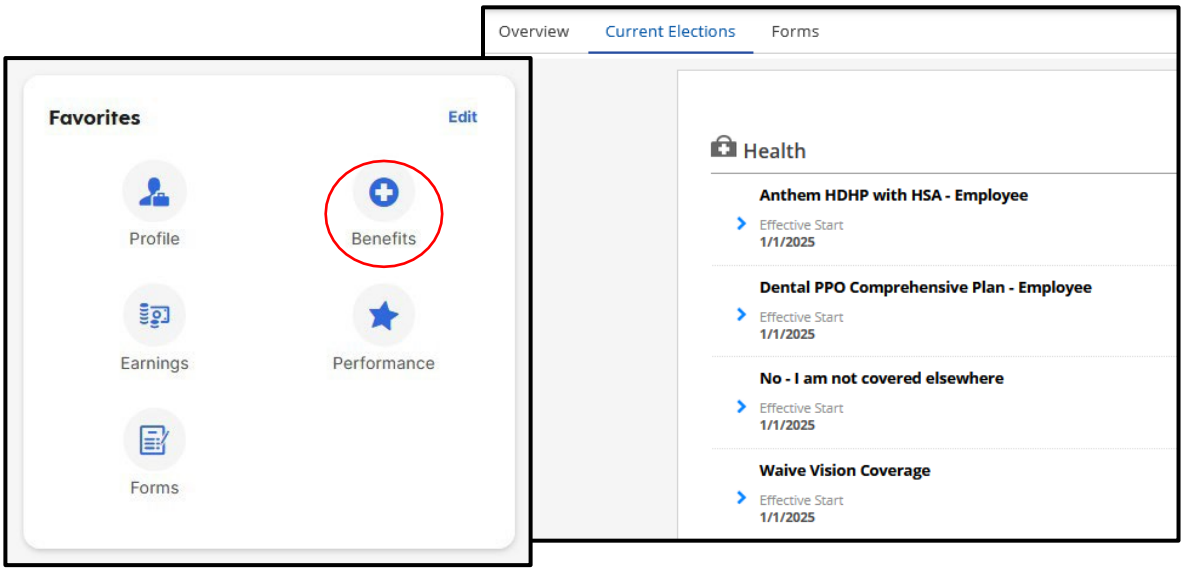
Open Enrollment Checklist:

- ✓ Review/update your address and contact number(s)
- ✓ Review/update your Emergency Contact (must have at least 1 on file!)
- ✓ Review your Current Elections
- ✓ Have Social Security numbers & DOBs for **new** dependents you're adding to insurance plans
- ✓ Submit your open enrollment elections by **November 13, 2026**

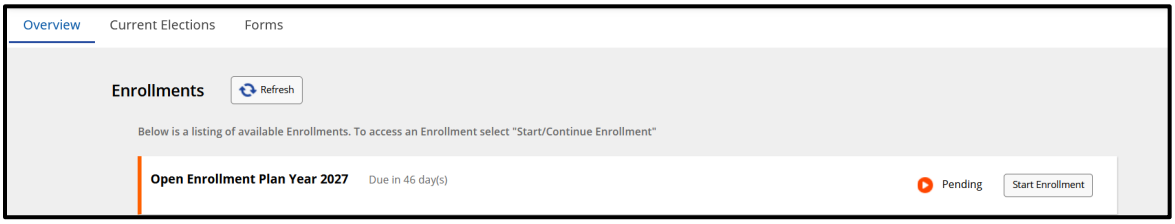
Procedure

The open enrollment form is available through your Employee Role in Dayforce. When you login, please select the option for **Benefits** in the Favorites section on the landing page. Alternatively, you can navigate to Benefits through the expandable hamburger menu in the upper-left hand of your page.

Before you begin your open enrollment, please review the **Current Elections** tab to confirm your coverages and, if applicable, your HSA contribution amount. Those who elect Anthem medical coverage during open enrollment will have the opportunity to confirm/update HSA contribution amounts for the first payroll period of the year. For your convenience, your current health elections will populate in your enrollment.

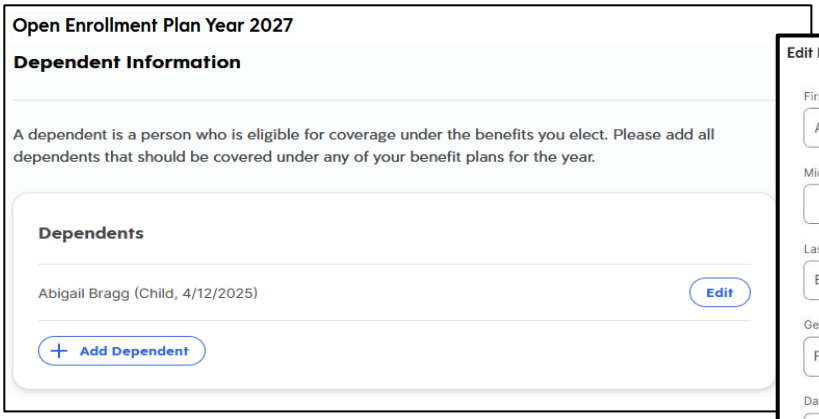


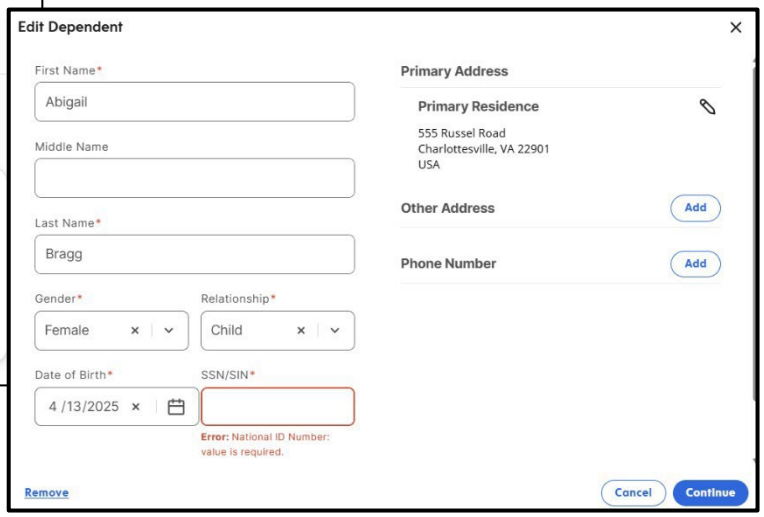
After reviewing your current elections, you will return to the Overview page and select “Start Enrollment” for the Open Enrollment Plan Year 2027 form.



Dependents Screen

The dependents screen will prepopulate with your dependents that have been covered by your insurance plans. In this section you can add new dependents or edit existing dependents. When adding a new dependent, required information will be notated with a red asterisk.



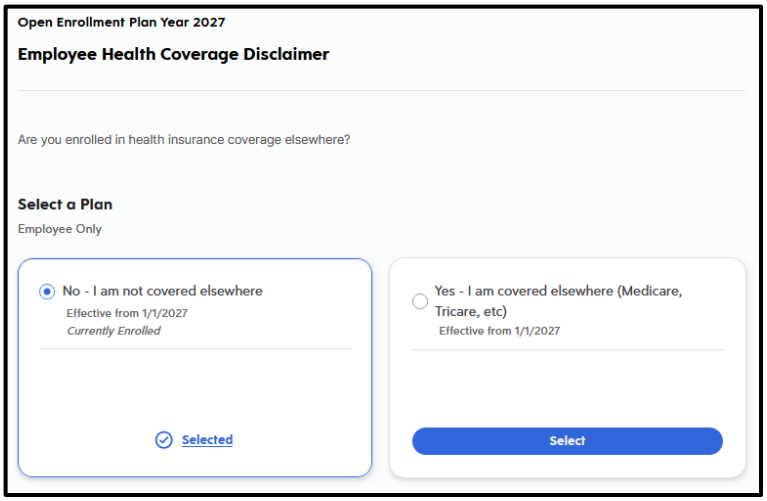


Special Considerations

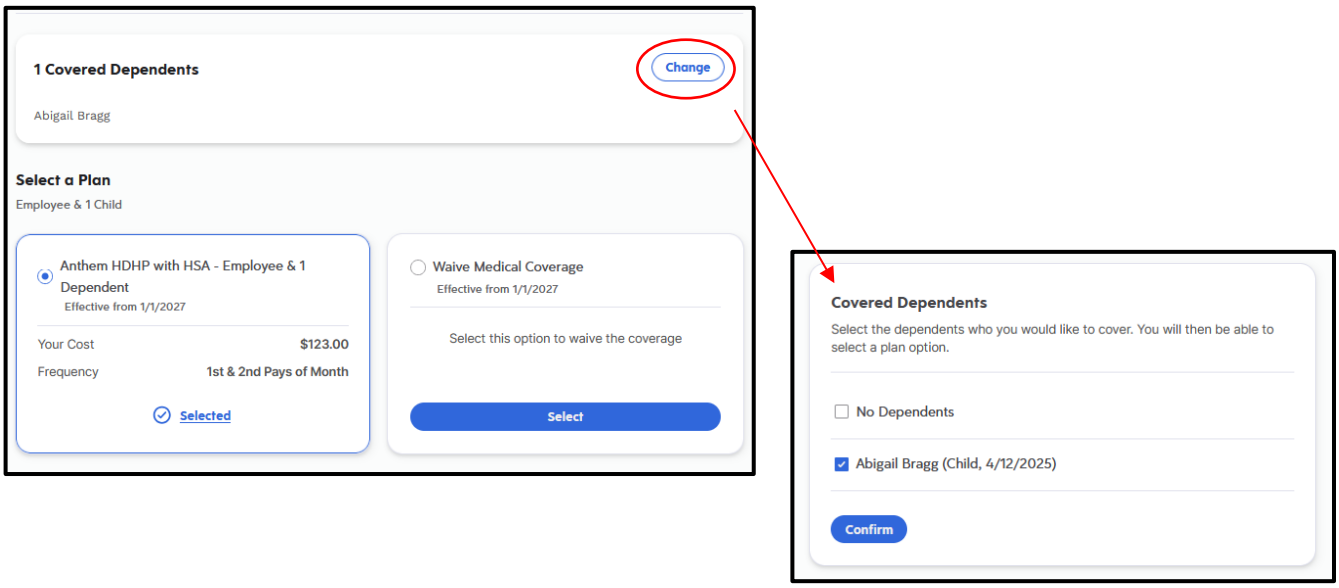
- ✓ Newborns can be added to insurance at time of birth without a SSN, however, after they reach 6 months old the SSN field becomes required. If you’ve added a new child to insurance this year, please ensure you review their profile to confirm the SSN number has been added.
- ✓ Social Security Numbers are required to complete the enrollment. If your dependents do not have an SSN, please reach out to HR for guidance with how to complete your enrollment.
- ✓ If you have moved this year, please review all dependents to ensure the right primary residence is listed. Dependent address information is communicated to Delta and Anthem.

Medical Plan Enrollment

After the dependents screen, you'll need to confirm if you are covered under other health care plans. Your response to this question determines whether you are eligible for the Anthem HSA or Anthem HRA enrollment.

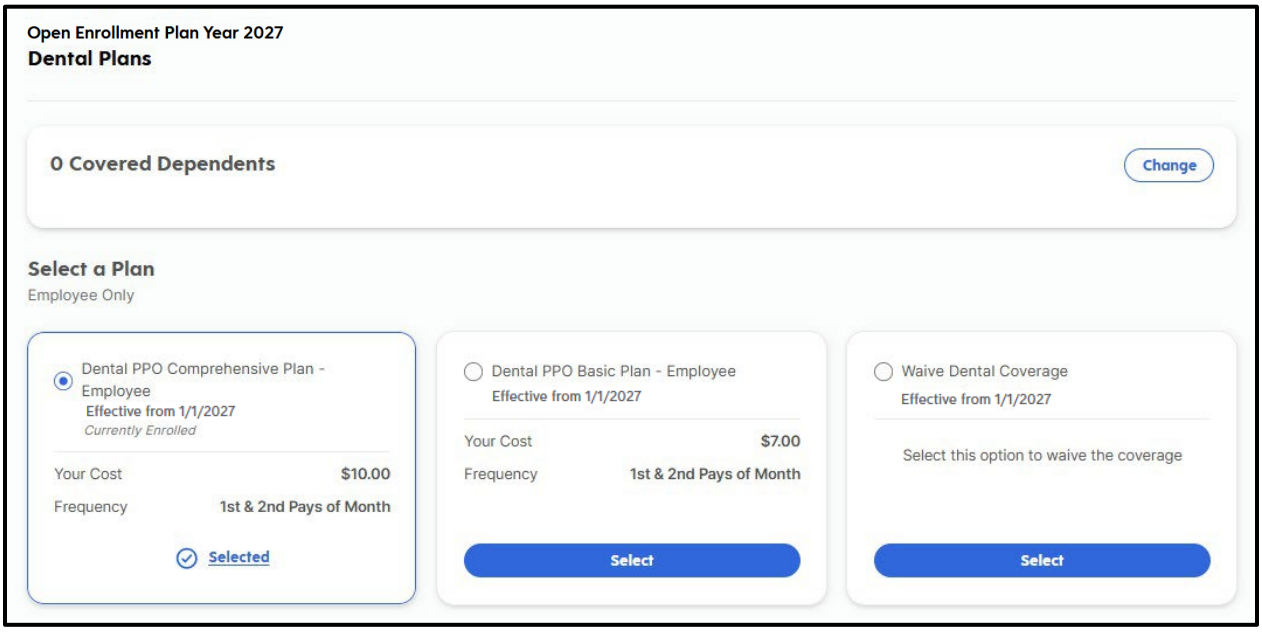


On the Medical Plans page, you can update your covered dependents by selecting the change button. If the dependent your looking to assign isn't displaying, you'll need to go back to the Dependent Information step to add them for assignment.



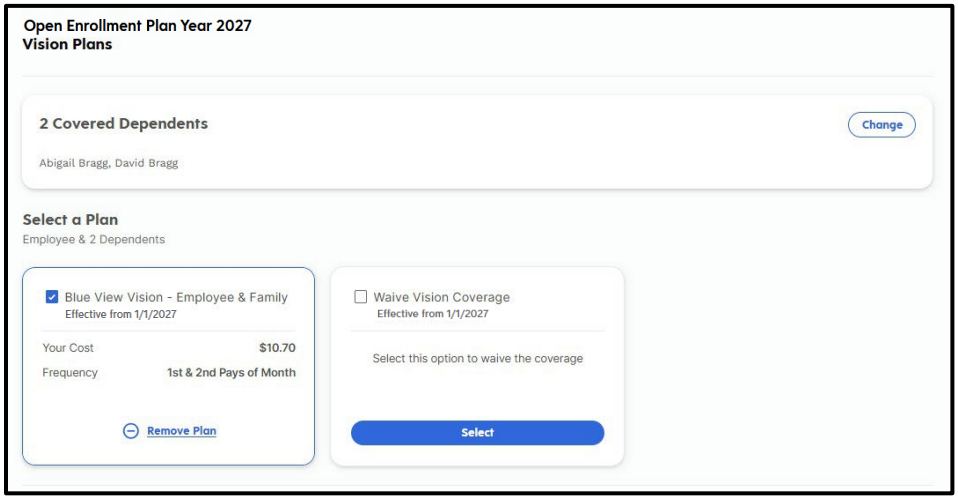
Dental Plan Enrollment

The Dental enrollment form is the same process as the Medical enrollment. Start by reviewing/updating your covered dependents and confirm your coverage selection. You will see costs for both plan offerings on screen.



Vision Plan Enrollment

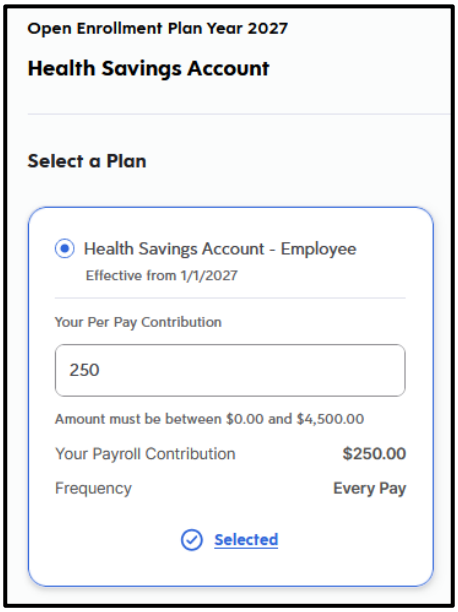
If you have enrolled in Anthem Medical, you are also enrolled in Anthem's Embedded Vision plan, which covers one routine eye exam per year. For those who would like additional eye care coverage, you have the option to choose Blue View Vision coverage. The form works the same way as the previous health enrollment forms.



⚠ *Note: The system will not allow you to both elect and waive coverages. Please ensure only one checkbox is selected.*

Health Savings Account

If you have confirmed enrollment in the Anthem medical plan, you will have the enrollment form to submit your contribution elections for effective date 1/1/2027. Contribution amounts designated are by per pay. Please enter $0 if you wish to not make contributions next year.



Updating Contributions to Meet the IRS Maximum

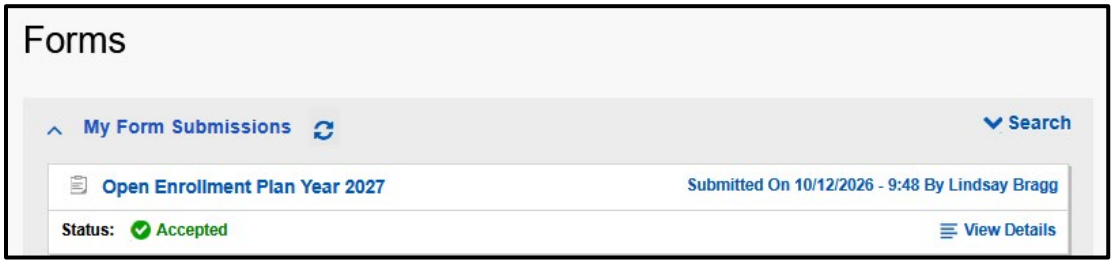
If you are looking to evenly contribute throughout the year to the IRS maximum, please divide the IRS maximum and divide it by 26 pay periods. The same calculations apply to the HSA Catchup Plan for those over the age of 55.

403b Contribution Reminder

The IRS has not yet confirmed the 403b contribution limits for 2027. HR will send out additional instructions on submitting your updated contribution elections for 2027 once these have been made available.

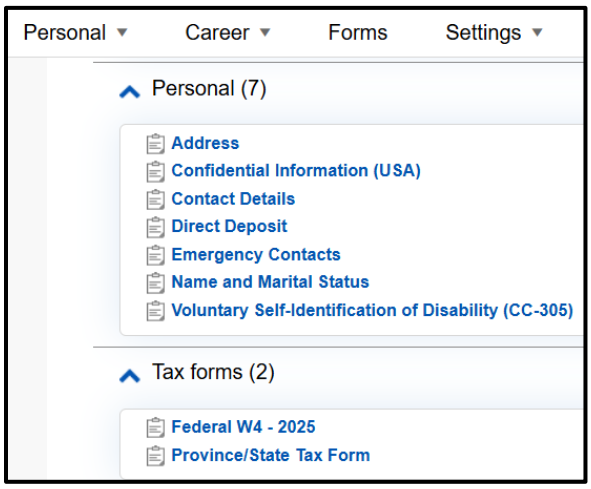
Final Review & Post Submission Guidance

After the HSA step, you will be brought to a final review page. Please review carefully prior to submitting. Once submitted, you will be able to print a copy of your Open Enrollment form for your records. Should you need to make changes, the open enrollment form may be submitted again any time during the open enrollment period.



Forms submitted in Dayforce will always be available for you in the Employee Profile sections. When in the Forms section of your profile, expand the **My Form Submissions** menu to see all forms submitted.

Personal Information Review



Open Enrollment is an important time to make sure your personal information is up to date. After submitting your Open Enrollment form, please visit your Employee Profile to confirm that the following is still correct:

- ✓ Mailing Address
- ✓ Contact Phone Number
- ✓ Emergency Contact

You can review and update this Information by selecting the appropriate Form in the list.

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Resources

Open Enrollment Site for Benefit Information: https://info.nrao.edu/hr/OE
Questions about Benefits? Please Contact Linday Bragg (lbragg@nrao.edu) or Sarah Arnold (sarnold@nrao.edu)
Dayforce Access Issues? Please submit a ticket to MIS: helpdesk-mis@nrao.edu