

# CMUSD Employee Benefits

## 2018 Open Enrollment



### KEY DATES



### THINGS YOU NEED TO KNOW



Open enrollment instructions will be sent to you via your Workday Inbox.



Wellness credit collected and compiled by Hylant will be captured in Workday during the open enrollment period. You may view your wellness credit **after** confirmation has been received from Hylant and wellness information is captured in Workday.



After initial submission, changes to benefit elections can be made until November 30th using your Benefits Worklet in Workday.



You may update your benefit elections from your work computer or by signing into Workday from home using your normal Workday username and password.

### THINGS YOU NEED TO DO



Complete your wellness assessment by **October 31, 2017**.



Email your completed, physician-signed certification form by **October 31, 2017**.

[CMSDHRA@Hylant.com](mailto:CMSDHRA@Hylant.com)



Complete your benefit elections by **November 30, 2017**.

### WE'RE HERE TO HELP



For more information and answers to frequently asked benefit questions, go to the Employee Benefits Page on the CMUSD website.



**Need assistance?** Benefit team members will assist you at East Professional Center every Monday and Friday during November – except **Veteran's Day** on **Friday, November 10** and **Friday, November 24** due to the Thanksgiving holiday.



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