



Your 2026 annual enrollment checklist

Deadline: Nov. 16, 2026

Follow these steps to select benefits for 2027 and update your dependents.

- 1. Review your dependents in Workday and make updates, if necessary.**
- 2. Start enrollment in Workday.**
 - On your **Workday homepage**, click “Open Enrollment” under the “Awaiting Your Action” section
- 3. Elect your Flexible Spending Account (FSA) contributions.**
 - If you have an FSA, you **must re-elect** your contribution amount for 2027
- 4. Review your Health Savings Account (HSA) contributions.**
 - If you have an HSA, verify your contribution amount
 - To **stop contributions** for 2027, click the HSA tile and enter **0 (zero)**
- 5. Review voluntary benefits.**
 - Explore optional benefits like **accident, critical illness, and hospital indemnity**
 - You can elect or change these benefits at **any time**, but annual enrollment is a good opportunity to review them
- 6. Submit your selections by Monday, Nov. 16.**
 - After making your choices, click “**Submit**” to finalize your enrollment
 - Print and save a copy of your **Annual Enrollment confirmation** for your records
- 7. Review your beneficiaries.**
 - Review your life insurance beneficiaries in Workday
 - To review your **retirement plan beneficiaries**, log into the [Empower website](#)

Additional Information

- **Other benefits:** Long-term disability, supplemental life insurance, accidental death and dismemberment (AD&D), and whole life insurance **are not part of annual enrollment**. You can change these benefits at any time. For questions, email MyHR@nebraskamed.com.

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