



Employee Guide: New Hire Open Enrollment

Enrollment guidelines for new employee hired during open enrollment

The following guide outlines enrollment deadlines and processes if you are a new employee hired during the benefits open enrollment period. If your hire date falls between April 22 (open enrollment begins) and June 1, 2024, you will need to consider your **new hire** enrollment, in addition to your **open enrollment**, for the new plan year that begins July 1, 2024, and runs through June 30, 2025.

New Hire Benefit Enrollment

New Hire Enrollment Deadline: You have 31 days from your official hire date to complete your **new hire** elections (waive or enroll), Please review the [new hire fact sheet](#) for complete details.

How to Enroll: You can easily waive or enroll in your benefits by using the benefits enrollment tool in your [employee portal](#). As a new hire, your elections will be effective for the remainder of the plan year which ends on June 30, 2024. Use our easy [how to enroll guide](#) to help you navigate your portal.

Open Enrollment

Once you have completed your **new hire** enrollment, you will need to consider benefit elections for the new plan year July 1, 2024 – June 30, 2025.

Passive Enrollment: If you do not want to change your benefits for July 1, you do **not** need to take action. Your benefit elections will rollover to the new plan year, with the exception of the Flexible Spending Accounts.

- If you want a Health Care or Dependent Care Flexible Spending Account (HCFSA or DCFSA) for the new plan year, you will need to **open enroll** and elect an amount.
- If you want to change any other benefit elections for the new plan year, you will need to **open enroll**.

Open Enrollment Deadline: The deadline for your open enrollment election is the same date as your new hire initial enrollment or May 10, 2024, at 5:00 pm, whichever is later.

How you **open enroll** depends on the timing of your **new hire** enrollment.

- If you complete your **new hire** enrollment in your portal before May 6, then an **open enrollment** event will populate in your portal within 24 hours. You will have until 5:00 pm May 10 to complete the **open enrollment** event.
- If you are unable to complete your **open enrollment** event by 5:00 pm May 10, you will need to **open enroll** by completing the appropriate open enrollment electronic fillable form:
 - [Faculty and University Staff Open Enrollment Form](#)
 - [Classified Staff Open Enrollment Form](#)

Hire Date June 2 or later: If you are hired June 2, 2024, or later, you will **only need to complete** your new hire enrollment as your effective date will be July 1, the first day of the new plan year.

Resources

[New hire fact sheet](http://www.cu.edu/node/153292) (http://www.cu.edu/node/153292)

[Employee portal](https://my.cu.edu/) (https://my.cu.edu/)

[How to enroll guide](http://www.cu.edu/node/153116) (http://www.cu.edu/node/153116)

[Faculty and University Staff OE Form](http://www.cu.edu/node/115425) (http://www.cu.edu/node/115425)

[Classified Staff OE Form](http://www.cu.edu/node/115424) (http://www.cu.edu/node/115424)