



BALL STATE
UNIVERSITY

Open Enrollment in Workday 2026

October 22, 2025 – November 6, 2025

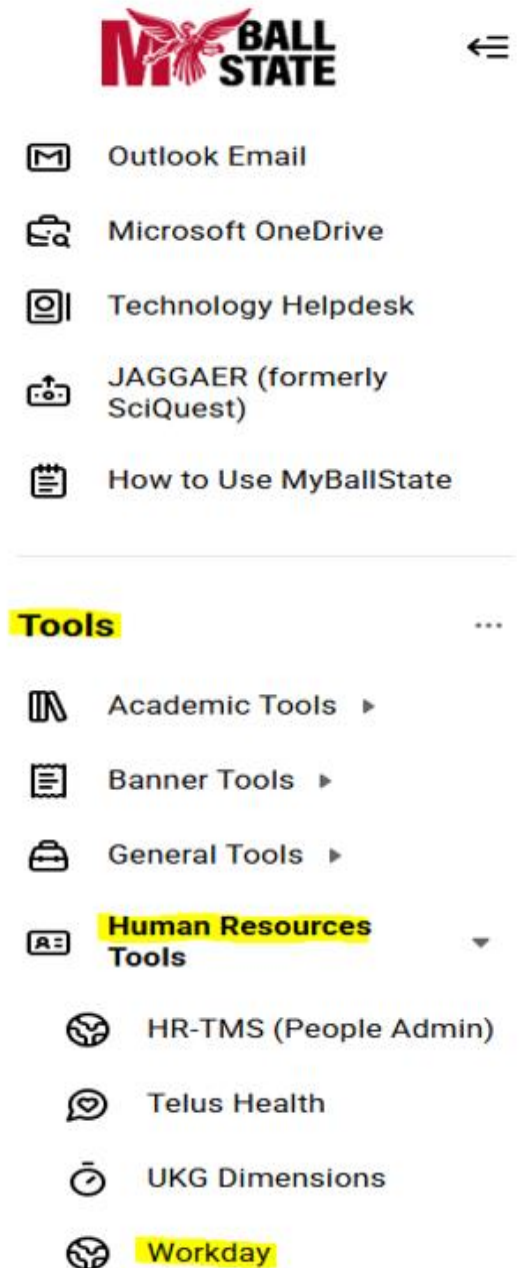


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Access Open Enrollment in Workday

Sign in to the MyBallState Dashboard to access Workday. Workday access is located on the left side of the dashboard. Scroll down the left side of the page to Tools, click on the arrow to the right of Human Resource Tools and click on Workday. It will take you to your Workday home page.

- If making changes, please ensure you have all of your family's information readily available. (Ex. Child's birth certificate, marriage license and social security numbers.)
- If your spouse had a change in employment or coverage eligibility status, please upload an updated Working Spouse Affidavit.





You will have an Open Enrollment task awaiting action that you will select to start reviewing your 2026 benefits. Review all plans including the dependents covered and covered amounts for the appropriate plans.


WE FLY.





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Workday Inbox


In your inbox you will see all task that need your attention including your open enrollment. To the right you then click “Let’s Get Started”

 My Tasks

 All Items


 Saved Searches


 Filters


 Archive

All Items

1 item

 Search: All Items







 [Advanced Search](#)

Open Enrollment Change: Charlie Cardinal on 01/01/2026

09/18/2025



Effective: 01/01/2026



Created: 09/18/2025 | Effective: 01/01/2026

Change Benefits for Open Enrollment

Open Enrollment 09/18/2025-09/20/2025

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started



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Step 1 of open enrollment is to
Update your tobacco use affidavit.
Click continue.

You will then receive the confirmation
your tobacco use affidavit was updated.
Click continue again.

Update Your Information

Health Information

Tobacco Use

Question

Have you used tobacco in any form in the past 12 months?

Answer

Yes

No

Continue

Cancel

MENU

BALL STATE UNIVERSITY

Search

Information Updated

Thanks for updating your information.

Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Continue

Cancel

WE FLY.

5

Employee Benefits
Open Enrollment in Workday 2026



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Enroll in Benefits

This screen will show you all of the benefits offered to you by Ball State University. This screen is where you can make changes to your benefits for 2026. To make a change or view the benefit and the cost associated with different plans simply click **Manage** or **Enroll** under each benefit.

Open Enrollment

Projected Total Cost Per Paycheck
\$115.00

Health Care and Accounts



Medical

Anthem Blue Cross Blue Shield HDHP

Cost per paycheck

\$92.65


Coverage

Family

Dependents

2

[Manage](#)



Dental

Delta Dental of Indiana DPO

Cost per paycheck

\$15.91


Coverage

Family

Dependents

2


[Manage](#)



Vision

Waived


[Enroll](#)



Hospital Confinement Indemnity

Waived


[Enroll](#)



Voluntary Accident

Waived


[Enroll](#)



Critical Illness

Waived


[Enroll](#)



Health Savings Account

Waived

[Enroll](#)



Healthcare FSA

Waived

[Enroll](#)

Review and Sign

Save for Later



Within each benefit you have the option to select the coverage or waive the coverage, make your desired selection and click on confirm and continue.

Dental

Projected Total Cost Per Paycheck
\$646.02

Plans Available

Select a plan or Waive to opt out of Dental.

1 item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Delta Dental of Indiana DPO	<div><div><input checked="" type="radio"/> Select</div><div><input type="radio"/> Waive</div></div>	\$15.91	\$47.73

Confirm and Continue

Cancel



Under the HSA/FSA/LPFSA/DCAP plans, you will either enter a Per Paycheck amount OR an annual amount.
Click save.

****IMPORTANT****

First, you will no longer be able to front load this plan during open enrollment as Workday does not have the means to accommodate this type of enrollment. Second, If you do not make an election on this screen you will not receive the University seed.

You may request a flexible payment where you can select a specific dollar amount to be deducted during a specific pay check. Please contact a Benefit Specialist for instructions on how to complete this if you are interested in this type of payment.

Health Savings Account - HSA Bank

Projected Total Cost Per Paycheck
\$215.00

Contribute

Per Paycheck	<input type="text" value="100.00"/>	Annual	<input type="text" value="2,600.00"/>
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Total Paychecks 26

Maximum Annual Amount: \$8,750.00

Summary

Total Annual HSA Contribution \$3,920.00

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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Please review your life insurance beneficiaries.

Once you have completed reviewing all of your benefits for 2026 click the review and sign box.



Insurance



Basic Life

The Hartford (Employee)

Cost per paycheck

\$3.81

Coverage

206% of Salary

[View](#)



Supplemental Life

Waived

[Enroll](#)

Additional Benefits



EAP

Telus

[View](#)

Review and Sign

Save for Later



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If you need to upload any documentation such as a birth certificate or marriage license for newly added dependents, please add them here.

Click on the “I Accept” box and “Submit” You are now done with your Open Enrollment!

Attachments

Drop files here

or

Select files

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse, and your dependents, provided you request enrollment within 31 days after the marriage, birth, or adoption.

I Accept ☐

Process History

Penny Masters
Change Benefits for Open Enrollment– Step Completed

Change Benefits for Open Enrollment– Not Required

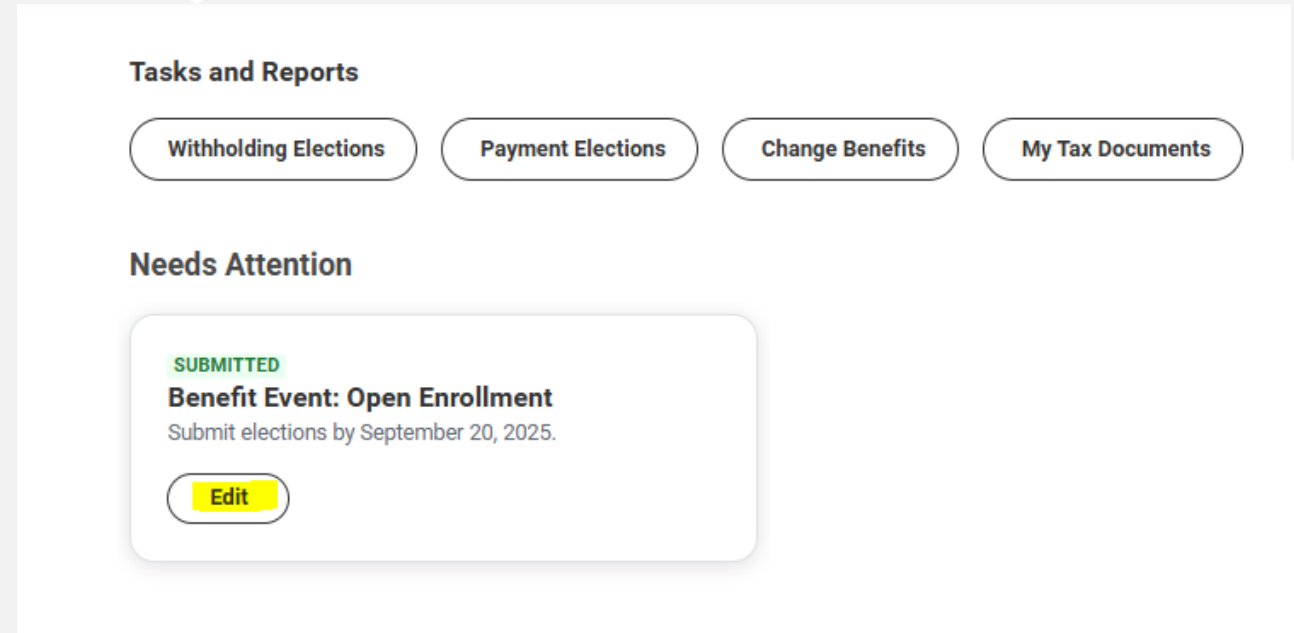
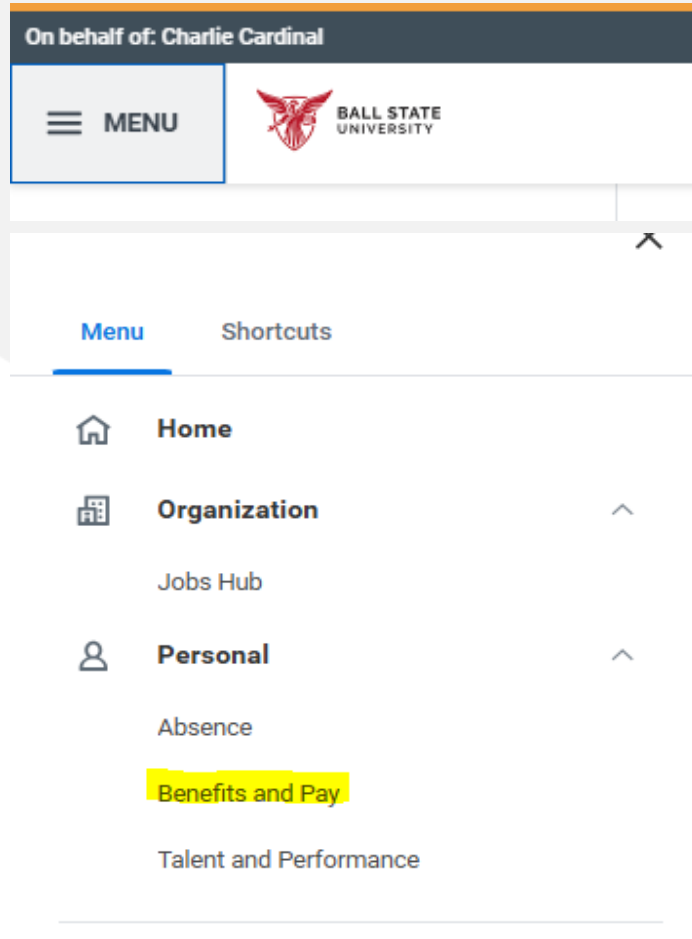
Charlie Cardinal
Change Benefits for Open Enrollment– Awaiting Action

Yesterday

Submit

Cancel

Should you need to make any changes during the Open Enrollment time period, you would click on the Menu at the top left, Benefits and Pay and the edit button under “Benefit Event: Open Enrollment”





Things to Review

Please review your 2026 insurance benefits. The Voluntary Short-term Disability and Critical Illness plans are changing for 2026, so you will need to enroll in the new plan to continue coverage. Re-enrollment is required each year to continue some benefits into the following plan year, including:

- **Flexible Spending Accounts (FSA)**
- **Health Savings Account (HSA) Contributions**
- **Tobacco-Free Premium Discount Affidavit: If you do not take any action during Open Enrollment you will lose your tobacco-free premium discount beginning January 1, 2026.**



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2026 Active Employee Premiums

Health Plan Premiums (Medical & Prescription) TF = Tobacco Free	HSA Qualified Health Plan		PPO Health Plan	
	Biweekly		Biweekly	
	10 Month (18 Pays)	12 Month (26 pays)	10 Month (18 Pays)	12 Month (26 pays)
SingleTF	\$56.75	\$39.29	\$97.45	\$67.46
Single Full	\$106.75	\$73.91	\$147.45	\$102.08
EE+CH TF	\$107.84	\$74.66	\$185.18	\$128.20
EE+CH Full	\$157.84	\$109.27	\$235.18	\$162.82
Family TF	\$147.35	\$102.01	\$252.99	\$175.15
Family Full	\$197.35	\$136.62	\$302.99	\$209.76

Active Employee Dental Plan Rates	Biweekly	
	10 Month (18 pays)	12 Month (26 pays)
Single	\$8.87	\$6.14
EE+CH (Employee +Child(ren))	\$16.84	\$11.66
Family	\$22.98	\$15.91

OE Checklist for Active Employees

- ✓ Review your 2026 Benefits Open Enrollment Information Guide
- ✓ Attend our **Cardinal Day of Well-Being** and **Benefits Fair** on October 29, 2025
- ✓ If you do not know your BSU username and password, contact the BSU Help Desk at 5-1517
- ✓ Complete your 2026 benefit enrollment in Workday by Thursday, November 6, 2025
- ✓ Have questions or need assistance? Attend one of our OE sessions or contact the Employee Solution Center at 285-1834 to speak with a Benefits Specialist



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That's how WE FLY.