

Tip Guide: Open Enrollment – Savings and Spending Accounts

Open Enrollment is the annual process for adding, deleting, changing, or updating the various health and other insurance benefits available to eligible employees.

To begin your open enrollment, look for the Workday inbox task **Change Benefits for Open Enrollment**. The orange **Let's Get Started** button begins multi-step process for enrolling in the various benefit plans available to you.

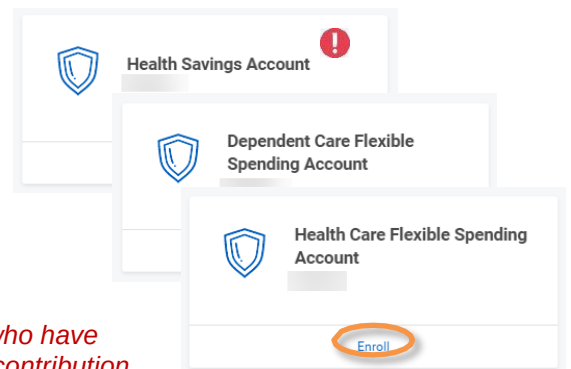
Change Benefits for Open Enrollment

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

[Let's Get Started](#)

You will see several **Cards** for the various benefits you are eligible to enroll in or change. This tip guide deals with the savings and spending accounts available. Click **Manage** or **Enroll** for each one to go through the steps to make your selections. **You must re-enroll in the savings and/or spending accounts as your selection from the prior year will not carry over.**

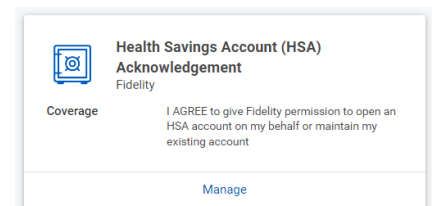
Note: The Health Savings Account is only available to employees who have selected the High Deductible Health Plan. Health Savings Account contribution changes may be made at any time in the following year.



Fidelity Health Saving Account

New enrollments in an HDHP will now be required to complete the **HSA Acknowledgement** step and agree to the Fidelity terms and conditions. This is required to open an account prior to receiving any company funding and/or contribute your own funds through payroll deductions. This step is necessary to confirm you meet the requirements to open this type of account with Fidelity.

Note: If you do not give Fidelity permission to open an HSA account, you will not receive the employer funding and cannot contribute your own funds.



Once the acknowledgement card is complete, you can continue the enrollment process by accessing the enrollment information in each card as applicable. You will be asked to enter either an amount **Per Paycheck** or an **Annual** amount. Also note the **Instructions** on the right side of the page for each card, along with helpful links to the Tip Guides and vendor websites.

Contribute

Per Paycheck 50.00

Annual 1,300.00

Total Paychecks 26

Minimum Annual Amount: \$300.00

Maximum Annual Amount: \$2,700.00

Open Enrollment – Savings and Spending Accounts, Continued

Clicking the **Save** button will return you to the main Open Enrollment dashboard to continue through the other cards and offerings.

When all your selections have been made, scroll to the bottom of your screen to **Review and Sign** by clicking the button. This will take you to a Summary page where you will need to check the “I Accept” box for your electronic signature. Clicking the orange Submit button at the bottom completes your enrollment.

Electronic Signature

Your name and password are considered your “electronic Signature” and will serve as your confirmation of the information submitted.

When you check the “I ACCEPT” checkbox, you are certifying that: You authorize Hexcel to make the required payroll deductions. You understand that if enrolled in the Flexible Spending Account(s), any money remaining in your Flexible Spending Account (s) at the end of the plan year for which these elections apply, will be forfeited. You are aware that the IRS has granted a 2 1/2 month grace period for Dependent Care and Health Care accounts. This time frame allows you to submit any incurred Health Care and Dependent Care claims by March 15 of the plan year following the year for which these elections are made.

You understand that these elections are binding subject to your right to make changes according to provisions of these plans and to comply with federal and state laws.

You understand that without an approved life status change, no changes may be made to your elections other than to correct mistakes that are identified within the first six weeks of the benefit effective date.

I Accept ☐

Submit

Save for Later

Cancel

Making Changes

Once your open enrollment has been submitted, you do have the option to go back and make amendments up until the end of the enrollment period. To make modifications, go to your **Benefits** dashboard and click the **Change Open Enrollment** button. This will take you back to the cards to make your changes.

← Benefits

Hexcel Benefits

Benefit Elections

My Current Benefit Enrollments >

Change Open Enrollment Submission >

Update Benefit Information

Change Benefits >

Update Beneficiaries >

Update Dependents >

Questions? Please contact your local Human Resources representative for questions on the plans or process.