

## 2026 Open Enrollment – FAQs

1. Do I need to take action/enroll in benefits, even if I'm not making changes to my current benefits?
  - This year is a PASSIVE Open Enrollment, meaning all current benefit elections will carryover into the new plan year if you don't take any action online to make changes, EXCEPT for the FSA and HSA plans. To newly enroll in or continue participation in the Flexible Spending Accounts or Health Savings Account, the employee MUST take action online to elect for the new plan year. They do not automatically carry over plan year to plan year. We also recommend reviewing and updating their spousal surcharge is needed.
2. If a teacher is terminating at the end of the school year, do they have to complete Open Enrollment?
  - Yes, because their teacher's contract ends July 31st and open enrollment elections take effect 7/1/2026.
3. If I'm a full time employee now but changing to part time employment status in the fall, how should I handle open enrollment?
  - You would handle open enrollment based on your situation and the answer in Question #1. Then, if you are experiencing an employment status change to part time, then you may request to change your benefits at that time.
4. If I'm a new hire or recently became benefits-eligible, do I need to complete open enrollment?
  - Yes. You will need to complete two separate processes online in ArchHR; one for your new hire eligibility benefits and one for open enrollment benefits to be effective 7/1/2026.
5. What happens if I do not complete open enrollment by the deadline?
  - Please refer to answer in Question #1. If no action is taken by the deadline and you wanted to make election changes for the new plan year, your current elections will carryover, EXCEPT any FSA or HSA plans, but any changes you wanted to make will not be allowed after the deadline.
6. Can an employee update their benefits after the Open Enrollment period closes?
  - Changes are only allowed if the employee experiences a qualifying life event (e.g., marriage, birth of a child, death, etc.). Otherwise, elections remain in effect for the plan year.
7. Where do I go to complete the Open Enrollment process?
  - Log into ArchHR > Click on the "My Benefits" button. Your Open Enrollment event should be visible.
8. Where do I go for Open Enrollment resources?
  - Please click on this link - [2026 Open Enrollment](#) .
9. If I'm having trouble logging in to the systems – what should I do?
  - First, try resetting your password. If the issue persists, contact [AskHR@archstl.org](mailto:AskHR@archstl.org).
10. Who can I cover under the Archdiocesan benefits?
  - You may enroll your legal spouse and eligible child dependents.

11. Will my 2025 FSA or HSA elections roll over into the 7/1/2026 plan year?
  - No. You must re-elect the FSA or HSA plan contributions each year during Open Enrollment. These do not automatically carry over plan year to plan year.
  
12. How do I add or remove a dependent during Open Enrollment?
  - You can add/remove dependents within the Benefits Enrollment in ArchHR. Be sure to upload any required supporting documentation before submitting.
  
13. How can I compare the different medical plan options?
  - By reviewing the plan comparison tools/resources and watching the benefits educational videos posted on the Benefits website by clicking [HERE](#). On the Benefits website, you can view side-by-side coverage details, premiums, and out-of-pocket costs.
  
14. Where can I view confirmation of my submitted benefits?
  - Once submitted, your benefit elections will be visible in ArchHR under "Benefits Summary." You can also choose to send yourself a confirmation email after you click "Checkout" at the end of the process.
  
15. Who do I contact with questions about my benefit elections or Open Enrollment?
  - Please reach out to [AskHR@archstl.org](mailto:AskHR@archstl.org) for assistance.