



Employee Guide: New Hire Open Enrollment

Enrollment guidelines for new employees 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 20 (when Open Enrollment begins) and June 1, 2026, you will need to consider your **new hire** enrollment, in addition to your **open enrollment**, for the new plan year that begins July 1, 2026, and runs through June 30, 2027.

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, 2026. 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, 2026 – June 30, 2027.

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 roll over to the new plan year, except for 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 8, 2026, 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, an **Open Enrollment** event will populate in your portal within 24 hours. You will have until 5:00 pm May 8 to complete the **Open Enrollment** event.
- If you are unable to complete your **Open Enrollment** event by 5:00 pm May 8, 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, 2026, 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](#) (www.cu.edu/node/153292)

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

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

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

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