



## OPEN ENROLLMENT 2024 FAQ

- **What is Open Enrollment?**  
Open Enrollment is your annual opportunity to update or choose the benefit options that best meet your needs for 2024.
- **When will Open Enrollment take place?**  
Open Enrollment will take place October 23 – November 3, 2023.
- **When do the benefits I selected during Open Enrollment begin?**  
Your benefits will be effective January 1, 2024.
- **What happens if I do not take action during Open Enrollment?**  
This year is a passive enrollment, so if you do not take action your benefits will roll over, except for FSA and HSA elections.
- **Can I add dependents to my coverage during Open Enrollment?**  
Yes, you can add and drop eligible dependents during Open Enrollment. Eligible dependents include:
  - Your legal spouse or registered domestic partner
  - Children up to age 26
- **Can I change my benefits after Open Enrollment?**  
Open Enrollment is the one time a year where you can make changes to your coverage unless you have a qualifying event, like marriage or birth of a child.
- **Can I change my beneficiaries during Open Enrollment?**  
Yes, you can change your beneficiaries within the enrollment workflow and any time of the year via the Benefit Change task in Workday.
- **Do I have to enroll in medical, dental, and vision coverage?**  
You can choose which benefits you would like to enroll in.
- **Where can I find more information about our benefit plans?**  
Please visit our public benefits site: [myalteryxbenefits.com](https://myalteryxbenefits.com)
- **Is there someone I can talk to about my benefit questions?**  
Yes, you can contact our Newfront Answers Team by phone or email.  
Call: (866) 695-3338  
Email: [AlteryxBenefits@answers.newfront.com](mailto:AlteryxBenefits@answers.newfront.com)



– **What is an HSA?**

A Health Savings Account (HSA) is a personal investment account that you own. You can use it to save money, federal income-tax-free, to pay for qualified medical expenses. When you have medical expenses, including those that may apply to your deductible, you can choose to pay for them using the money in your HSA. Or you can save the money for a future need, even into retirement.

– **Am I eligible for an HSA?**

You are eligible to make and receive contributions to an HSA if you meet all of the following criteria:

- You are enrolled in the Cigna HDHP medical plan.

You are NOT covered under any form of non-HDHP medical coverage, including:

- Your spouse's employer's plan
- Government medical insurance (e.g., Tricare, Federal employees' plan)
- Coverage purchased through an exchange or individual marketplace
- Medicare Parts A, B, C or D
- Your spouse's general purpose Health Care Flexible Spending Account (FSA).

– **Is the HSA Alteryx contribution a one-time payment?**

No, the HSA company contribution is made on each pay period.

– **What are the benefits of an HSA?**

Ownership: HSA funds roll over from year to year. You own the account and can take it with you if you leave the firm or retire.

Reduced Costs: The tax-free HSA funds you use can help you meet your plan's annual deductible. You can also use your HSA funds to pay for the eligible health care expenses of your spouse and eligible dependents.

Investment Options: Once your HSA hits a minimum balance, you can invest the money in a variety of mutual funds to grow tax-free interest that can be used for future health care costs.

– **Can I make changes to my benefits after Open Enrollment?**

If you experience a qualifying event, you can make mid-year changes to your benefit elections. Changes must be made within 30 days of the event date. Examples include, but are not limited to, the following:

- Marriage, divorce, or legal separation
- Birth or adoption of a child
- Change in eligibility or employment status
- Loss of other health coverage

It is your responsibility to notify Human Resources within 30 days of the event to make changes to your coverage. You will need to provide documentation of the event, such as a marriage license, divorce decree, or birth certificate, and benefit changes must be consistent with the qualifying event.



- **Can I change my FSA and HSA elections after Open Enrollment?**  
You can change your HSA contribution at any time. You cannot make changes to your FSA accounts (Health Care and Dependent Care) unless you have a qualifying event, like a marriage or birth of a child.
- **What is a Health Care FSA?**  
The Health Care FSA can be used to pay out-of-pocket medical, dental, vision and prescription drug expenses.
  - Annual Contribution Limit: \$3,050 (2024 IRS maximums have not been announced)
  - Eligible Expenses: Copays, coinsurance, deductibles, prescription expenses (For a full list, visit [www.irs.gov](http://www.irs.gov) Publication 502)
  - Funds Available: Full amount is available at the beginning of the plan year
  - Deadline for Services: December 31, 2024 for 2024 Plan Year
  - Deadline to Submit Claims for Reimbursement: March 15, 2025 for 2024.
  - Plan Year Carryover: You are permitted to carry over \$610 of your unused funds from 2023 to 2024. But starting in 2024 we are switching from a carryover to a grace period.
- **What is a grace period?**  
A grace period extends the amount of time in which participants may incur eligible expenses. The grace period will occur from January 1, 2025 – March 15, 2025. You must use all of your FSA funds by the end of the grace period. This will allow you more time to make the most of your FSA funds. Any remaining funds in your account after the grace period will be forfeited.
- **What is a Dependent Care FSA?**  
The Dependent Care FSA can be used to pay eligible day care expenses for your children under age 13 or a dependent adult to allow you or your spouse to work or attend school full time.
  - Annual Contribution Limit: \$5,000 (2024 IRS maximums have not been announced)
  - Eligible Expenses: Day care, after-school care (For a full list, visit [www.irs.gov](http://www.irs.gov) Publication 503)
  - Funds Available: You may only use up to the amount of funds you have in your account
  - Deadline for Services: December 31, 2024 for 2024 Plan Year
  - Deadline to Submit Claims for Reimbursement: March 31, 2025 for 2024 Plan Year
  - Plan Year Carryover: There is no carryover permitted in the Dependent Care FSA. Please estimate your expenses carefully. But starting in 2024 we are switching to a grace period.
- **What is the Limited Purpose FSA?**  
This FSA option is available to those enrolled in the HDHP with HSA. If you are enrolled in an HSA plan in 2024, you may enroll in the Limited Purpose FSA. Money contributed to a LPFSA may be used to reimburse eligible out of pocket dental and vision expenses. Once you have satisfied your deductible, these funds can be used to reimburse medical expenses too. You can contribute up to \$3,050 (2024 IRS maximums have not been announced) to the LPFSA.
- **What is the Commuter Benefit?**  
Commuter Benefits allow you to set aside pre-tax dollars to pay for expenses related to commuting to and from work.



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- Monthly Contribution Limit: \$300 (2024 IRS maximums have not been announced)
  - Eligible Expenses: Transit passes, tokens, fare card, vouchers, parking passes and other mass transit, vanpooling, and work-related parking costs
  - Funds Available: You may only use up to the amount of funds you have in your account
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- **Can I add my registered domestic partner to my plan?**  
Yes, our healthcare plans allow for enrollment of a registered domestic partner and registered domestic partner child(ren). You must complete a [domestic partner affidavit](#) to enroll your domestic partner in Alteryx benefits.
  - **If I am a new hire during the Open Enrollment period, do I need to enroll twice?**  
Yes, you will need to enroll for 2023 benefits and then complete your elections for 2024 benefits.
  - **Can I waive health plan coverage?**  
Yes, during the enrollment process you can waive coverage for medical, dental and vision coverage.
  - **What if I decide to make a change after I've submitted my enrollment?**  
You can make changes to your elections in Workday as many times as you want during the open enrollment window. Any changes must be submitted by November 3, 2023.