

Completing Your New Hire Enrollment in Workday

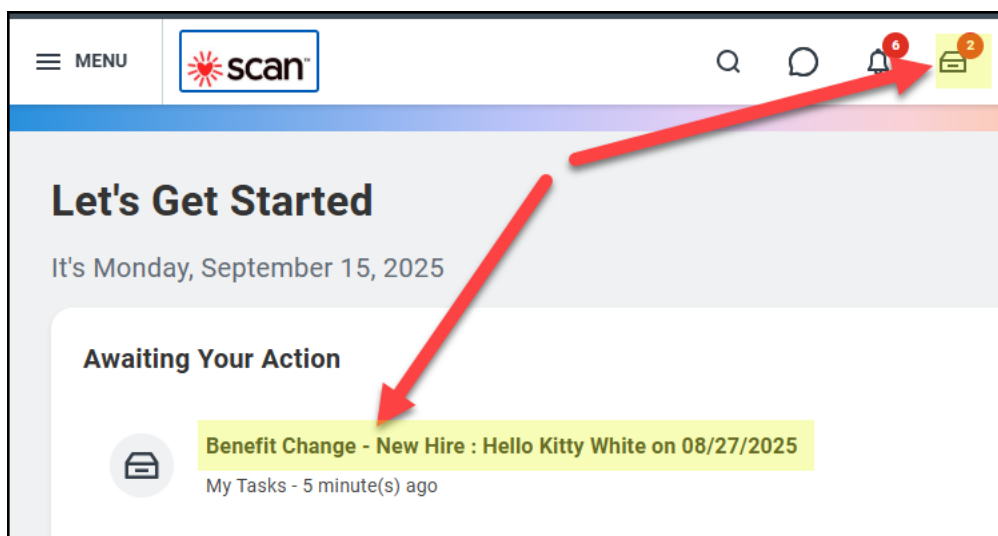
Eligibility:

Regular Full-Time employees are eligible the first of the month following or coinciding with their hire date.

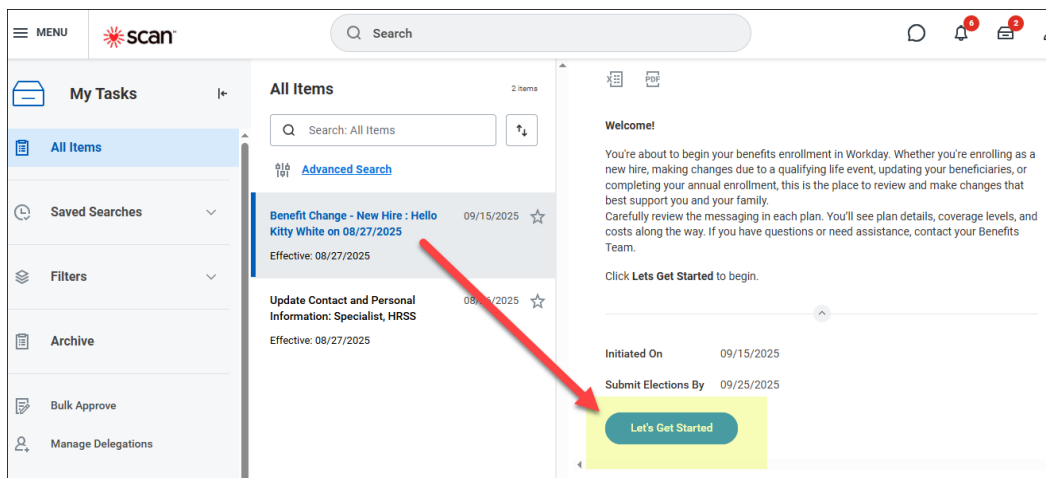
Temporary Full-Time employees are eligible the first of the month following 60 days of employment. For example, if your date of hire is 8/15, your coverage effective date is 11/1

How to complete your enrollment:

1. A task will be automatically created within Workday. You can either click “**Benefit Change – New Hire**” or your **tax inbox** on the top right corner of your screen.



2. Click the blue “**Lets Get Started**” button




3. Complete all elections. When complete, click the blue **“Review and Sign”** button on the bottom left of the screen.
4. In the **View Summary** page, carefully review all your elections including covered dependents per line of coverage.
5. Scroll down to reach the **Legal Notice**.
6. Click **“I Accept”** and the blue **Submit** button.

Your name and Password are considered your “Electronic Signature” and will serve as your confirmation of the accuracy of the information you are providing. By clicking “I Accept”, you are certifying that:


- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct the amount of your premium from your pay for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your status.
- You understand that you will not pay income tax or FICA tax on any medical, dental, vision, and Flexible Spending Account contributions 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 when you are eligible for enrollment.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because you have other coverage, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 31 days after your other coverage ends.

I Accept ☐

enter your comment



Process History

 **Hello Kitty White**
Change Benefits for Life Event– Awaiting Action

Submit **Save for Later** **Cancel**

From: Ben