WORKDAY | BENEFITS: NEW HIRE ENROLLMENT

Use this process to **select your Benefits** elections within your first 30 days at Cracker Barrel:

What do I need to know about Benefits Enrollment as a new hire?

New hire benefits enrollment is the process where a newly hired employee actively selects their workplace benefits—such as health insurance, dental and vision coverage—soon after starting a new job.

Key points:

- **Act quickly**: Home Office employees usually have about 30 days from their start date to enroll. PAR employees and other hourly store employees must average 30hrs/week during their first 11 months to become eligible for payroll deducted plans through Workday.
- **Choose from available options**: Employees can choose benefits that best meet their needs and those of their families.
- **Add dependents**: Employees can include eligible family members in their coverage. Dependent verification is required for any dependents added to benefits.
- **Make timely decisions**: After the enrollment window closes, employees can only make changes if they experience a Qualifying Life Event.

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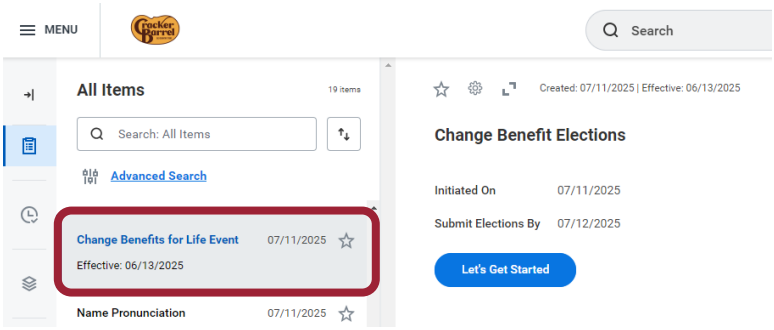
1 Find the **Change Benefits for Life Event** task in your Inbox.



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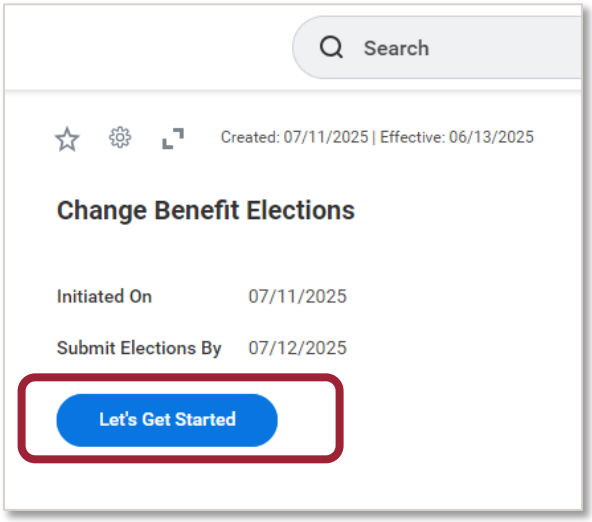
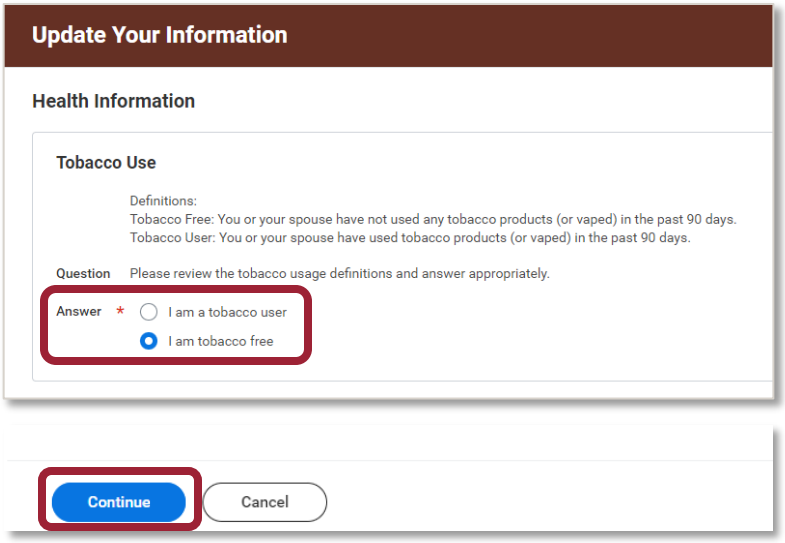
2 Click **Let's Get Started**.

*Clicking **Let's Get Started** will initiate an enrollment process. If you choose not to complete your enrollment, you must **submit a ticket** to the **HR Service Desk** for a Home Office Benefits member to **cancel the task**.*

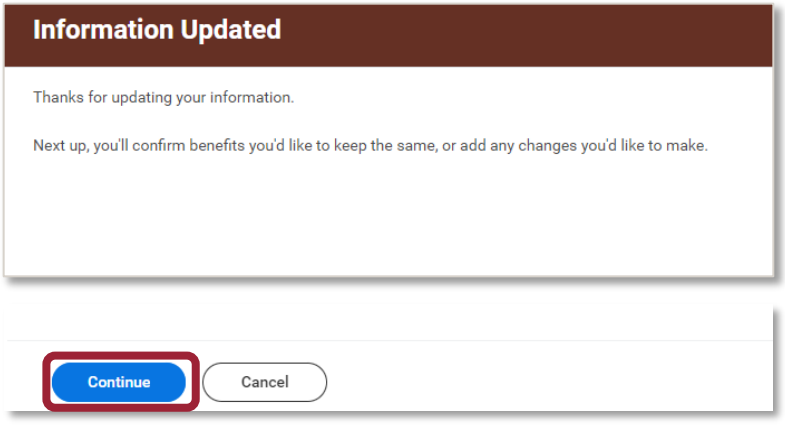


3 Answer the pre-screening question on **Tobacco Use** to see accurate prices for your Benefit Elections.

Click **Continue**.

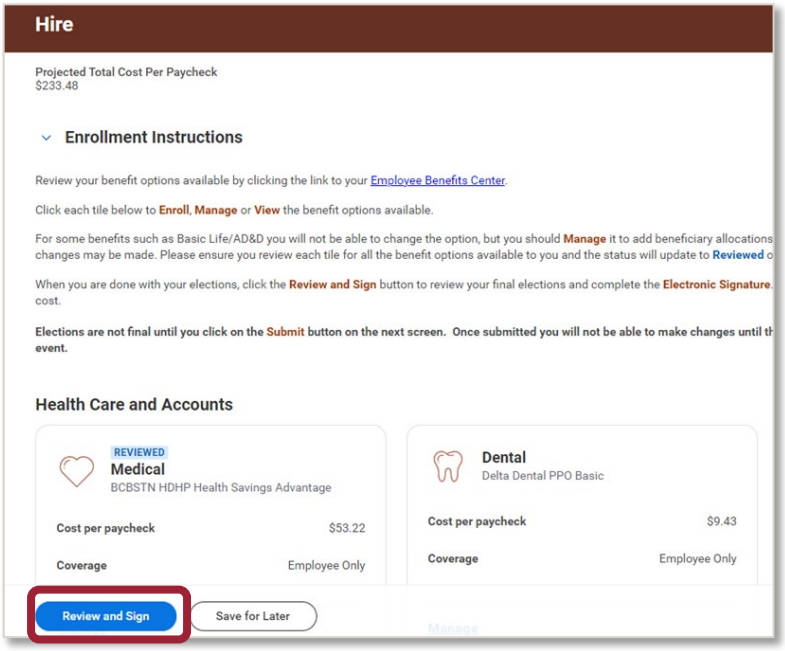


4 Click **Continue**.



5 Carefully review all onscreen Enrollment Instructions.

Click each tile to View, Enroll, or Manage your Benefit Elections.

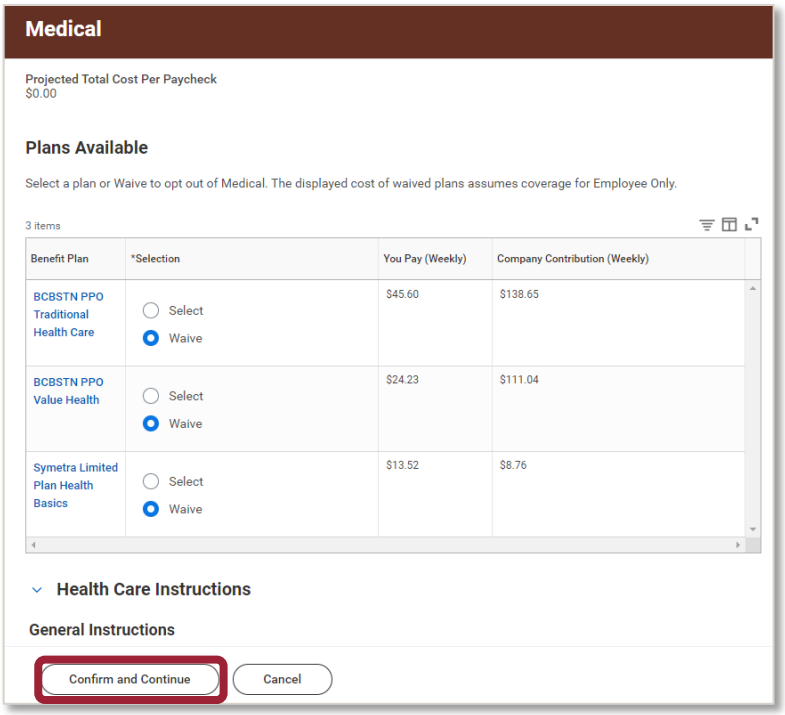


6 For each tile, select the coverage that best fits your situation. If your updated coverage involves a **Dependent** or **Spouse**, you will be prompted to enter their information and complete **Dependent Verification** on subsequent screens.

When selecting Life Coverage, you will need to choose a Beneficiary.

For full details on each available plan, please review your Benefits Enrollment Guide.

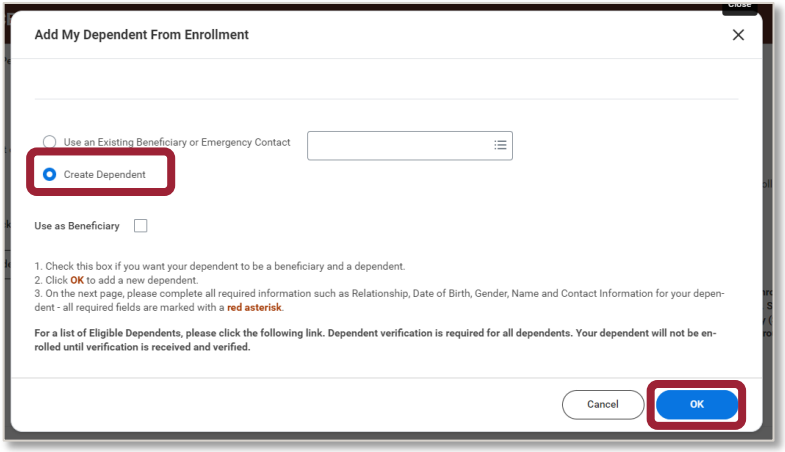
After each plan selection, click **Confirm and Continue**.



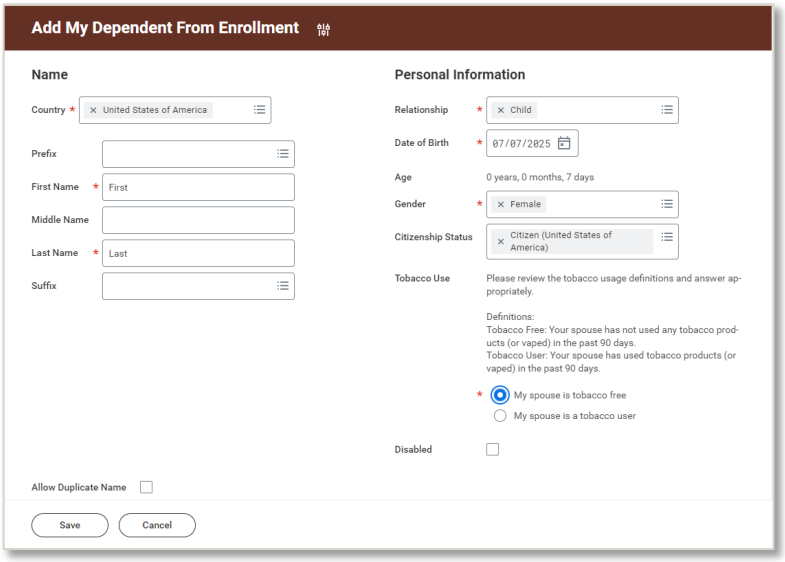
TO ADD A DEPENDENT DURING ENROLLMENT:

Click **Add New Dependent**.

Choose to **Create Dependent** or use an existing Beneficiary or Emergency Contact, then click **OK**.

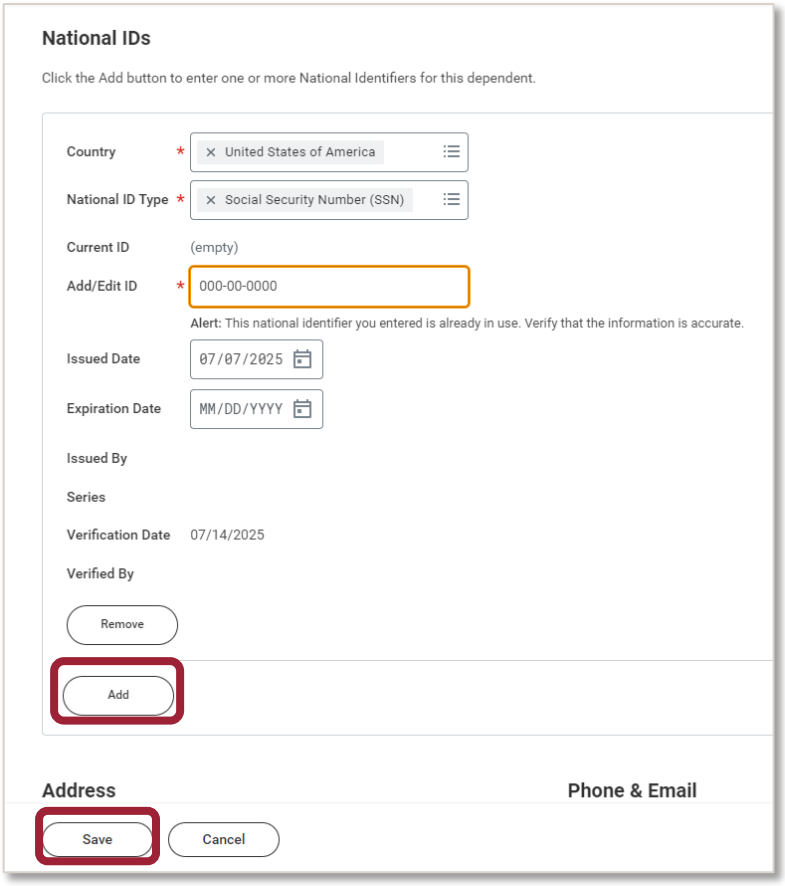


Enter all required information in the form, then *scroll down* to add a **National ID**.

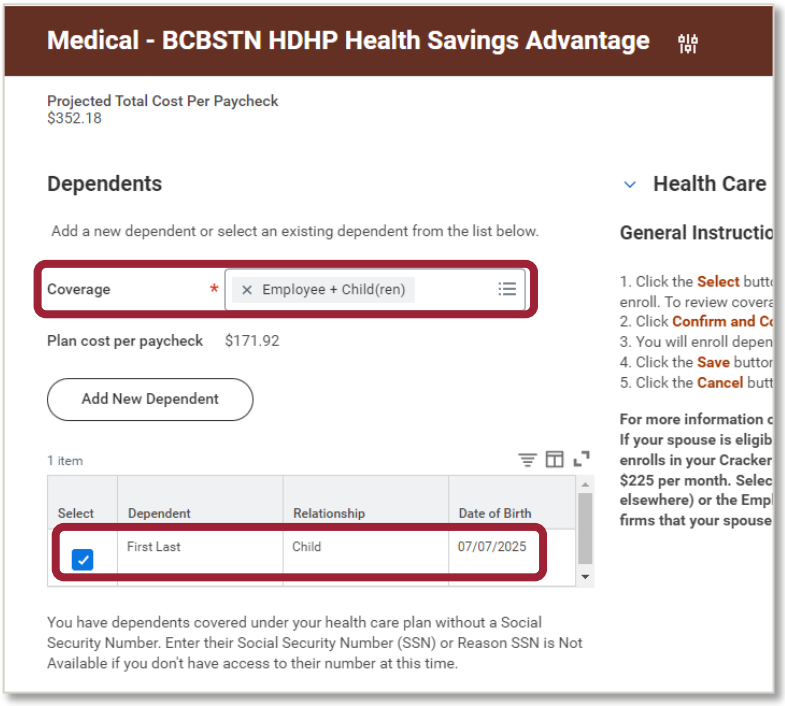


Click **Add**, then enter all required information for your Dependent.

Then, click **Save**.

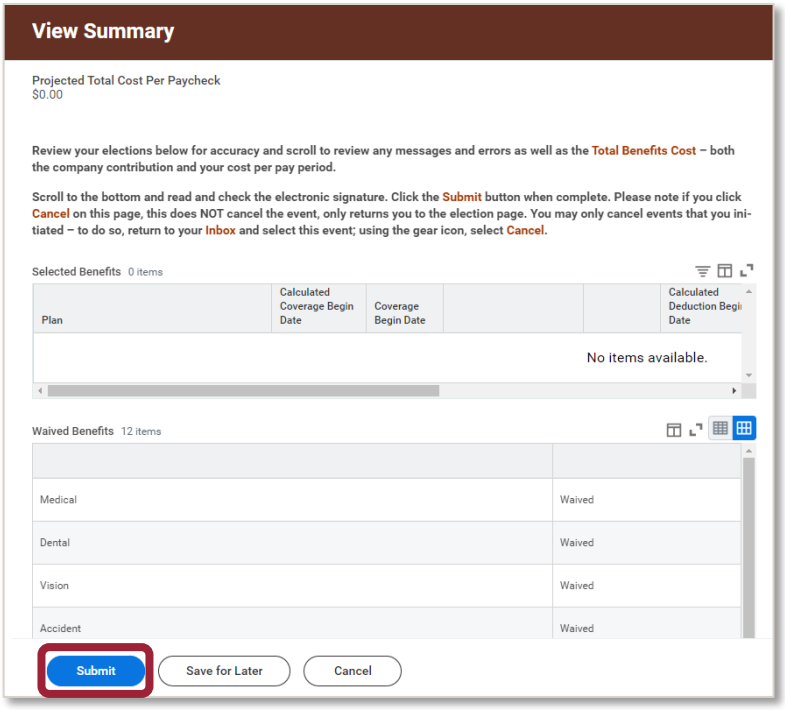


Ensure your desired Coverage is selected and the Dependent(s) you would like covered are checked off.



7 Review the summary of all your Elections, then click **Submit**.

Once your election is submitted you will not be able to change it without a Qualifying Life Event or until annual Open Enrollment.



8 Click **Done**.

The Benefits Team will review your documentation and reach out if they need further information.