

WORKDAY | BENEFITS: NEW HIRE ENROLLMENT

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

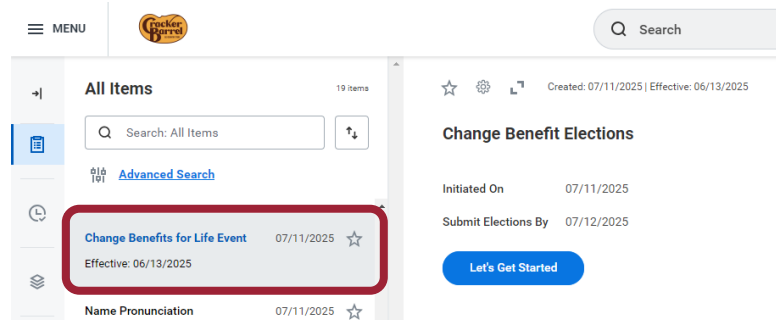
What do I need to know about Benefits Enrollment as a new hire?

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, and life insurance—soon after starting a new job.

Key points:

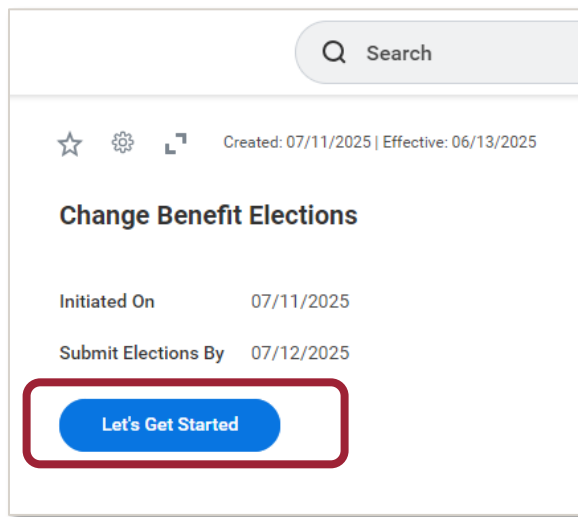
- **Act quickly:** Employees usually have about 30 days from their start date to enroll.
- **Choose from available options:** Employees can choose benefits that best meet their needs and those of their families.
- **Add dependents:** Employees can include eligible family members in their coverage. Dependent 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.

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



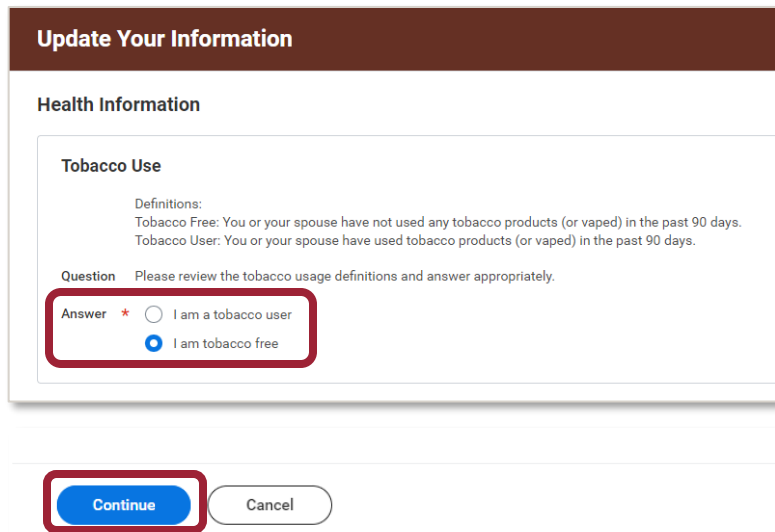
8 Click **Let's Get Started**.

*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**.*

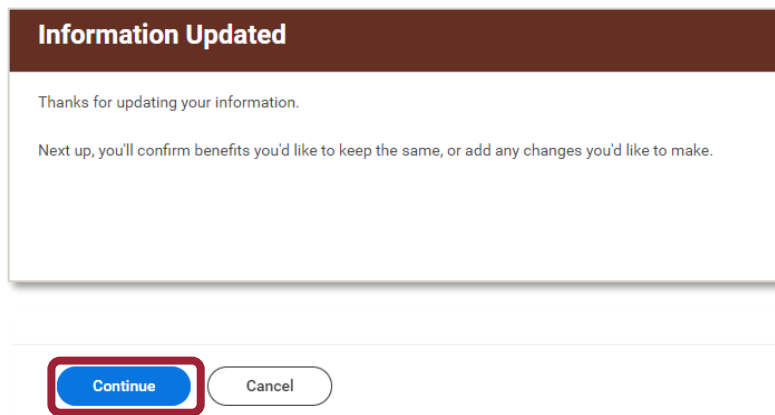


9 Answer the pre-screening question on **Tobacco Use** to see accurate prices for your Benefit Elections.

Click **Continue**.



10 Click **Continue**.



11 Carefully review all onscreen Enrollment Instructions.

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

Hire

Projected Total Cost Per Paycheck
\$233.48

▼ **Enrollment Instructions**

Review your benefit options available by clicking the link to your [Employee Benefits Center](#).

Click each tile below to **Enroll**, **Manage** or **View** the benefit options available.

For some benefits such as Basic Life/AD&D you will not be able to change the option, but you should **Manage** it to add beneficiary allocations changes may be made. Please ensure you review each tile for all the benefit options available to you and the status will update to **Reviewed** once you are done.

When you are done with your elections, click the **Review and Sign** button to review your final elections and complete the **Electronic Signature** cost.

Elections are not final until you click on the **Submit** button on the next screen. Once submitted you will not be able to make changes until the next event.

Health Care and Accounts

REVIEWED
Medical
BCBSTN HDHP Health Savings Advantage

Cost per paycheck: \$53.22

Coverage: Employee Only

Dental
Delta Dental PPO Basic

Cost per paycheck: \$9.43

Coverage: Employee Only

Review and Sign **Save for Later** [Manage](#)

12 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 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**.

Medical

Projected Total Cost Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

3 items

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
BCBSTN PPO Traditional Health Care	☐ Select ☒ Waive	\$45.60	\$138.65
BCBSTN PPO Value Health	☐ Select ☒ Waive	\$24.23	\$111.04
Symetra Limited Plan Health Basics	☐ Select ☒ Waive	\$13.52	\$8.76

▼ **Health Care Instructions**

General Instructions

Confirm and Continue **Cancel**

13 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.

View Summary

Projected Total Cost Per Paycheck
\$0.00

Review your elections below for accuracy and scroll to review any messages and errors as well as the **Total Benefits Cost** – both the company contribution and your cost per pay period.

Scroll to the bottom and read and check the electronic signature. Click the **Submit** button when complete. Please note if you click **Cancel** on this page, this does NOT cancel the event, only returns you to the election page. You may only cancel events that you initiated – to do so, return to your **Inbox** and select this event; using the gear icon, select **Cancel**.

Selected Benefits 0 items

Plan	Calculated Coverage Begin Date	Coverage Begin Date	Calculated Deduction Begin Date
No items available.			

Waived Benefits 12 items

Medical	Waived
Dental	Waived
Vision	Waived
Accident	Waived

SubmitSave for LaterCancel

14 Click **Done**.

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

Submitted

You've submitted your elections.

You have submitted your benefit elections. If they require approval, they have been routed to the Benefits Department. You may want to print these elections for your own records.

[View 2025 Benefits Statement](#)

Done

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MENU

Cracker Barrel

Q Search

1

7

My Tasks

All Items

Saved Searches

Filters

Archive

Bulk Approve

Manage Delegations

All Items

7 Items

Q Search: All Items

Advanced Search

Personal Information Updates: Alana Tunstel

06/13/2025

Effective: 06/13/2025

Enter Social Security Number/Government ID: Alana Tunstel

06/13/2025

Due: 06/15/2025

Created: 06/13/2025 | Effective: 06/13/2025

Personal Information Updates

Onboarding: Alana Tunstel on 06/13/2025

Change Personal Information

Gender

Gender *
Female

Date of Birth

Date of Birth *
01/26/1991

Save for Later

Submit

My Tasks

All Items

Saved Searches

Filters

Archive

Bulk Approve

Manage Delegations

All Items

7 Items

Q Search: All Items

Advanced Search

Personal Information Updates: Alana Tunstel

06/13/2025

Effective: 06/13/2025

Enter Social Security Number/Government ID: Alana Tunstel

06/13/2025

Due: 06/15/2025

black or African American (United States of America)

Citizenship Status

Citizenship Status
Citizen (United States of America)

Pronoun

Pronoun

Military Service

Add

Process History

Tim Schmidt

Due 06/20/2025

Save for Later

Submit

September 2026

5

Complete To Do

Complete I-9 



For [Alana Tunstel](#)

Overall Process [Onboarding: Alana Tunstel on 06/13/2025](#)

Overall Status Successfully Completed

Due Date 06/20/2025

Instructions

In order to complete the I-9 Form, you must bring the proper identification on your first day of employment.

Click the link below to complete section 1 before your first day.

IMPORTANT: Do NOT hit the submit button until you have clicked the "Onboarding Forms" link to complete section 1 of the I-9.

 [Onboarding Forms](#)

Submit

Save for Later

Close

MENU





→















All Items

19 items



Search: All Items





[Advanced Search](#)

Federal, State, Local Withholding

07/11/2025



Due: 07/12/2025

Effective: 06/13/2025

Payment Election Enrollment Event

07/11/2025



Due: 07/13/2025

Enter Emergency Contact: Alana Tunstel

07/11/2025



Due: 07/13/2025

Change Benefits for Life Event

07/11/2025



Effective: 06/13/2025

Name Pronunciation

07/11/2025



Due: 07/13/2025



September 2026

7

MENU



Q

Search

→

All Items

19 items

Q

Search: All Items

↑↓

🔍

[Advanced Search](#)

🕒

Federal, State, Local withholding

07/11/2025

☆

Due: 07/12/2025

Effective: 06/13/2025

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Payment Election Enrollment Event

07/11/2025

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Due: 07/13/2025

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Enter Emergency Contact: Alana Tunstel

07/11/2025

☆

Due: 07/13/2025

👤

Change Benefits for Life Event

07/11/2025

☆

Effective: 06/13/2025

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⚙️

🔗

Created: 07/11/2025 | Effective: 06/13/2025

Change Benefit Elections

📄

PDF

Initiated On

07/11/2025

Submit Elections By

07/12/2025

Let's Get Started



September 2026

8