

Workday Teammate Job Aid

NEW HIRE BENEFIT ELECTIONS

This job aid is for newly hired teammates and demonstrates how to elect benefits during the onboarding process.



OVERVIEW

New Hire Benefit Election Steps		
Step	Step Description	Screenshot
1	Once on the Workday landing page, select the Inbox icon to open your My Tasks .	
2	Locate the New Hire Benefit Elections task and select Let's Get Started .	
3	You will now see the benefits elections page. It is best practice to review all help text before proceeding. First review the help text, then proceed to update your benefits. Select Enroll or Manage for the plans you wish to enroll in or update.	

Health Care and Accounts

Medical

Waived

[Enroll](#)

Insurance

Basic Life & AD&D

Prudential 50K (Hourly) (Teammate)

Cost per paycheck	Included
Coverage	\$50,000

[Manage](#)

4 To choose the plan you want to enroll in, select the radio button for that plan.

Once you've selected the plan, select **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 Teammate Only.

3 Items ☰ ☰ 🔍

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Anthem HDHP HRA 4000	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$17.54	\$338.46
Anthem HDHP HSA 2500	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$55.38	\$318.40
Anthem PPO 750	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$114.92	\$341.28

Confirm and Continue

Cancel

<p>5</p> <p>To add a New Dependent, select Add New Dependent.</p> <p>If you do not want to add a dependent to the benefit, select Save. <i>Proceed to step 11.</i></p>	
<p>6</p> <p>Review the details in the pop-up window.</p> <p>If you want to add the new dependent you're listing as a beneficiary, select the Use as Beneficiary checkbox. Select OK to advance.</p>	

<p>7</p> <p>Add your dependent’s information. Any field with an asterisk beside it is required. Add their first name, last name, relationship to you, date of birth, and gender. Check the Disabled checkbox if your dependent is over the age of 26 and is disabled.</p> <p>Check the Allow duplicate Name if you have another dependent with the same name.</p>	
<p>8</p> <p>Select the Add button under National IDs to add a national identifier to the dependent.</p> <p>Indicate the country and type of national ID, like a social security number. The issue date and expiration date aren’t required, but you can list them if you would like.</p>	

<p>9</p>	<p>If the dependent’s address, phone, or email is different from yours, update it here.</p> <p>Once all required fields for the dependent are added, select the Save button to save the details.</p>	
<p>10</p>	<p>Back on the benefits screen, once all your dependents have been added and selected, select the save button. This will save your benefits choices.</p>	
<p>11</p>	<p>Your benefit changes have been updated, but not yet submitted. To complete your benefit changes, select enroll or manage for each benefit listed. If you do not want to enroll, the benefit will show that it is waived under the title by default. It’s best practice to review each benefit even if you plan to waive the election.</p>	
<p>12</p>	<p>If you need to save your progress, select Save for Later. You can return to this task in your inbox when you’re ready. Your new hire benefit elections task won’t be submitted for review by your benefits</p>	

	<p>administrator until you submit the task.</p> <p>Once you've repeated these steps for each benefit election, you're ready to submit your benefit election choices.</p> <p>Select Review and Sign.</p>																																																		
<p>13</p>	<p>On the View Summary page, review the table of your Selected Benefits. If you need to go back, select Cancel. This returns you to the benefit elections page to continue making changes.</p>	<p>View Summary</p> <p>Projected Total Cost Per Paycheck \$56.77</p> <p>TEST Benefit Elections Review</p> <p>Selected Benefits 3 items</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Coverage Begin Date</th> <th>Deduction Begin Date</th> <th>Coverage</th> <th>Dependents</th> <th>Beneficiaries</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>10/01/2025</td> <td>10/01/2025</td> <td>Teammate + Child(ren)</td> <td>Fake Child</td> <td></td> <td>\$56.77</td> </tr> <tr> <td>Anthem HDHP HRA 4000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Basic Life & AD&D</td> <td>10/01/2025</td> <td>10/01/2025</td> <td>\$50,000</td> <td></td> <td></td> <td>Included</td> </tr> <tr> <td>Prudential 50K (Hourly) (Teammate)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Long Term Disability (LTD)</td> <td>10/01/2025</td> <td>10/01/2025</td> <td>60% of Salary</td> <td></td> <td></td> <td>Included</td> </tr> <tr> <td>Prudential Class 1 (Teammate)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Waived Benefits 17 items</p> <p>Submit Save for Later Cancel</p>	Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost	Medical	10/01/2025	10/01/2025	Teammate + Child(ren)	Fake Child		\$56.77	Anthem HDHP HRA 4000							Basic Life & AD&D	10/01/2025	10/01/2025	\$50,000			Included	Prudential 50K (Hourly) (Teammate)							Long Term Disability (LTD)	10/01/2025	10/01/2025	60% of Salary			Included	Prudential Class 1 (Teammate)						
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<p>14</p>	<p>Be sure to read the Legal Notice message regarding your electronic signature. By selecting I Accept, you are certifying your electronic signature and submitting your elections.</p> <p>Once you select I Accept, select Submit to submit your elections.</p>	<p>Electronic Signature</p> <p>Legal Notice: Please Read</p> <p>Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:</p> <ul style="list-style-type: none"> You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above. You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status. You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis. Company provided life insurance that exceeds \$50,000 may be subject to implied income. Each year during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year. If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 30 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 30 days after the marriage, birth or adoption. <p><input checked="" type="checkbox"/> I Accept</p> <p>enter your comment</p> <p>Submit Save for Later Cancel</p>																																																	
<p>15</p>	<p>Congratulations! Your changes have been submitted. Select the View Benefits Statement to view your elections. Select Done to return to the landing page.</p> <p>To continue your new hire onboarding tasks, return to your My Tasks.</p>	<p>Submitted</p> <p>You've submitted your elections.</p> <p>TEST Submit Elections Confirmation</p> <p>View 2025 Benefits Statement</p> <p>Done</p> <p>6 1</p>																																																	