



New Hire Benefits Enrollment Instructions for Workday

1. Log into Workday using your HCPSS email address and password
2. From the Workday homepage, click on your task inbox the top right corner
3. You will see a list of “All Items”, click on the “Benefit Change - New Hire” task
4. Once you click on “Let’s Get Started”, it will take you to your Benefits Enrollment page



Health Care and Accounts

**Medical**
REVIEWED
Waived
[Enroll](#)

**Dental**
Waived
[Enroll](#)

**Vision**
Waived
[Enroll](#)

5. To enroll in benefits, select “Enroll” under each benefit you wish to enroll in
6. Make sure the **plan** you wish to enroll in is selected. The remaining plan options should be waived

Plans Available
Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee + Child(ren).
3 items

*Selection	Benefit Plan Details	You Pay (20 Pay Periods)	Company Contribution (20 Pay P.
☐ Select ☒ Waive	Aetna HMO (Prescription Coverage Included Through CVS CareMark)	\$120.29	\$681.65
☒ Select ☐ Waive	Aetna PPO Open Choice (Prescription)	\$147.56	\$836.15

[Confirm and Continue](#) [Cancel](#)

Health Care Instructions
Important Information
You will receive \$21.00 20 Pay Periods if you elect Medical coverage.
General Instructions
PLEASE READ
The annual Benefits Open Enrollment period will be held October 16th through November 3rd, 2023 (Open Enrollment will not be extended). As a reminder, Open Enrollment is the annual time period in which benefit-eligible employees can make changes to their benefit elections. Employees should review their personal information, the benefits being offered by HCPSS, and the plans that they are enrolled in, to determine if they would like to make any changes.
HCPSS will continue to offer the same comprehensive benefits program for Plan Year 2024. It is important that all employees review the Open Enrollment information below as it contains important changes that will occur in Plan Year 2024.
Details regarding Open Enrollment are posted online the HCPSS website.

7. In the next step, you may add dependents (if any) by selecting the “Add a Dependent” button. Once complete, confirm that you have selected the appropriate coverage level. Options include: Employee, Employee + Spouse, Employee + Child(ren), and Family. The Coverage Level selected must match the number of dependents you wish to cover. Once complete, click “Save” in orange and you will be returned to the enrollment page.

Dependents
Add a new dependent or select an existing dependent from the list below.
Coverage Employee + Child(ren)
Plan cost (20 Pay Periods) \$147.56
[Add New Dependent](#)

Select	Dependent	Relationship	Date of Birth
☒	Gabrielle	Child	11/07/2007

[Save](#) [Cancel](#)

Health Care Instructions
Plan Description Aetna
Provider Website Aetna
General Instructions
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8. Continue Steps 4-7 for any other benefits you wish to enroll in

9. Once you have made all of your changes or new elections, click the “Review and Sign” button in orange, check the “I accept” button towards the very bottom, then “Submit”

10. Then **BEFORE CLICKING SUBMIT**, scroll all the way to the bottom of the page of the page, and check the box that says “I Accept.” This serves as your electronic signature. You will not be able to proceed without checking this box, and Workday will alert you with an error. Once you have checked “I Accept,” then click “Submit” in orange

Electronic Signature

LEGAL NOTICE: Please Read

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:

1. You have reviewed your elections and understand that your benefit elections are legal and binding transactions for the benefit plan year.
2. You understand that you are able to make changes to your current elections within 30 days of a qualifying event.
3. You understand that you have 30 days from becoming benefits eligible to enroll in benefits. Any missed benefit premiums will be accounted for in a future pay.
4. You understand that new-hires are eligible to enroll in benefits within 30 days from their Company Service Date.
5. Return from leave employees are eligible to enroll in benefits within 30 days from their return from leave date.
6. Employees who become newly eligible for benefits have 30 days from their benefits eligibility date to enroll in benefits.
7. You understand that if you do not enroll within 30 days of becoming benefits eligible, your benefits are considered waived and you will have to wait until the next annual open enrollment period to enroll, unless you have a qualifying event.
8. If applicable, you understand that all dependents enrolled in your elected plans are subject to the dependent eligibility audit.
9. You understand that all benefits are contingent upon your enrollment and acceptance by the Benefits Office Representatives and by your benefit providers, if applicable.
10. You understand that the beneficiary(ies) that you have listed for your Basic Life / AD&D coverage will be the same for your Supplemental Life insurance if you elected it.

I Accept ☐

Submit

Cancel

11. Even after submission, and you are still within your new hire 30 day window, you may submit changes by completing the “New Hire - Election Changes Within 30 Days” task

*****Please note: Benefits are effective the first of the following month in which you were hired. Cards are sent 7-10 business days after you have submitted your task. You will receive a card for medical, dental, and prescription (if enrolled). You will not receive a card for vision due to their electronic system.***

If you have any additional questions, please reach out to the Benefits Office at 410-313-7333 or by email at Benefits@hcpss.org