

New Hire Benefits Enrollment Instructions for Workday

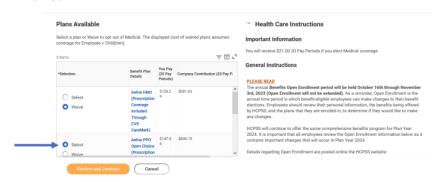
- 1. Log into Workday using your HCPSS email address and password
- 2. From the Workday homepage, click on your task inbox the top right corner



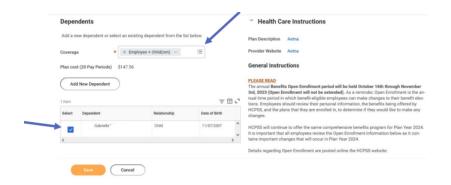
- 3. You will see a list of "All Items", click on the "Benefit Change New Hire" task
- 4. Once you click on "Let's Get Started", it will take you to your Benefits Enrollment page



- 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

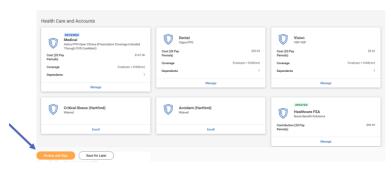


7. In the next step, you may add dependents (if any) by selecting the "Add a Dependent" button. Once complete, confirm that you have selected the appropriate coverage level. Options include: Employee, Employee + Spouse, Employee + Child(ren), and Family. The Coverage Level selected must match the number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

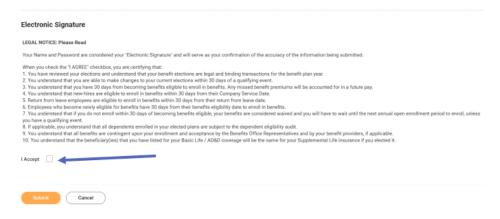


8. Continue Steps 4-7 for any other benefits you wish to enroll in

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



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.