Benefits: New Hire Enrollment

This How-To Guide covers completion of **New Hire Benefits Enrollment**.

Start Here

1. Open **Google Chrome.**

2. Navigate to **Workday**.

3. If prompted, log in with your **College email** and **password**.

4. You will receive a notification in **My Tasks** to enroll in eligible benefits as a part of your onboarding process. In the top-right, select the **My Tasks icon**, which looks like an envelope.

5. Locate and select the **Change Benefits for Life Event** task in **My Tasks**. Select the **Let's Get Started** button to begin your enrollment.

6. The **New Hire** screen will display all benefit plans that you are eligible for. Select **Enroll** to view the plan option(s) for each benefit. You will need to select **Enroll** for each type of benefit you want to enroll in.

7. If there are multiple plans available for a benefit, use **Select** to choose the plan you want to enroll in and choose **Waive** for the plans you are not selecting. If there is only one plan option, you can **Select** that plan or choose to **Waive** the plan.

8. Once you have made a choice, select **Confirm** and **Continue**. If you are waiving the benefit entirely, you will return to the main screen to continue your other enrollments. If you are electing the benefit, you'll move to the next screen to add optional dependents.

9. If you already have dependents in the system, you will see them listed in a grid. If all necessary dependents are already listed, simply toggle the **Select checkbox** to include or exclude dependents from this plan.

- If you have dependents that are not listed on the screen, select the **Add New Dependent** button.

- On this new screen, enter all **name** and **contact information**. Select **Save** when done; this will take you back to the previous screen. Repeat the process for additional dependents if necessary.

10. Back on the main dependents screen, **check the box** next to the dependent(s) you want to add to your plan and select **Save** to complete your enrollment.

11. If you did not enter a Social Security Number for any of your dependents, you will be required to enter this information before you can proceed. If your dependent does not have a social security number, please enter a **Reason SSN is Not Available** (e.g., dependent is a newborn) to proceed. You will need to enter the SSN at a later time. Periodic email reminders are sent for missing SSNs.

12. Once you return to the main benefits page, scroll down the screen and repeat this process for **each benefit plan you want to enroll in**.

13. If you are eligible for **Basic Life/AD&D insurance**, or if you enroll in **Voluntary Employee Life/AD&D insurance**, you will need to designate your beneficiaries for these plans. To do this, scroll down to the **Insurance** section and select **Manage** under the **Basic Life and Basic AD&D plans**, or select **Enroll** under the **Voluntary Life or Voluntary AD&D plans**.

14. Review the available benefits for the plan you selected and choose **Select** next to the appropriate **Basic Life** option, or select a **coverage amount** for **Voluntary Life** or **Voluntary AD&D** insurance.

15. Select **Confirm and Continue** to move to the beneficiary screen. (**Note: The Basic AD&D benefit** will be **grayed out** because you are **auto enrolled in this plan**, but you can still select **Confirm and Continue** to designate a beneficiary).

16. If you have not done so, you may wish to consult the How-To Guide for adding new beneficiaries to the system before continuing the rest of this process. You can also add new beneficiaries directly from this screen.

17. Select the **+** to **add a beneficiary**. You can choose **existing beneficiary persons,** or you can choose to add a **new beneficiary or trust**. You are automatically

designated as the beneficiary for any spouse or child Life/AD&D insurance benefits you enroll in, so you will not need to name a beneficiary for these plans.

18. Once you have finished electing all benefits, select **Review and Sign**.

19. You will return to a **Summary** of the benefits you have chosen. On the **View Summary** screen, review your benefit elections and confirm everything is correct. If you need to make changes, select **Cancel** to return to the main benefits page and make any updates.

20. If the information is correct, scroll to the bottom of the screen. Review the full legal notice in the **Electronic Signature** area**,** check the **I Accept** box, and select **Submit**.

21. Your benefit elections have now been submitted. You may print a confirmation of your elections by selecting the **View Benefits Statement** button. You can also view your benefit elections at any time by selecting the **Benefits and Pay** app under **Menu**, then selecting **View Benefit Elections** or **View Benefit Elections as of Date**.

22. Check your Workday **My Tasks/notifications** to see if you have any next steps regarding your benefits.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.