

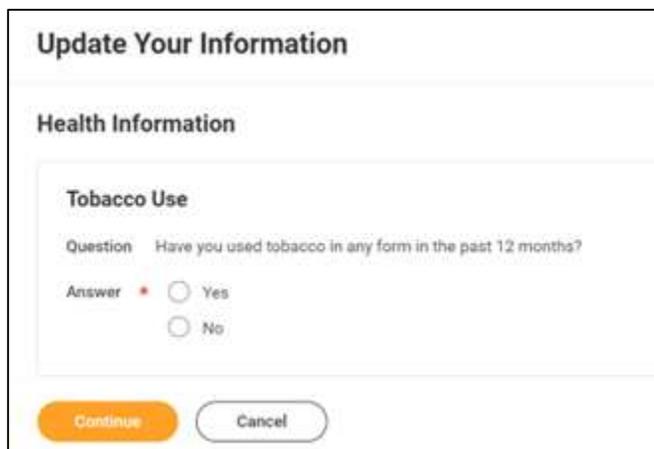
The purpose of this guide is to provide new employees with basic guidance to complete the Benefit Elections To-Do item, an important part of the Onboarding process.

Note: You must first complete/verify your **Contact Information**, **Personal Information**, and **Legal Name/Preferred Name** in Workday before starting New Hire Benefits Enrollment.

New Hire Benefits Enrollment

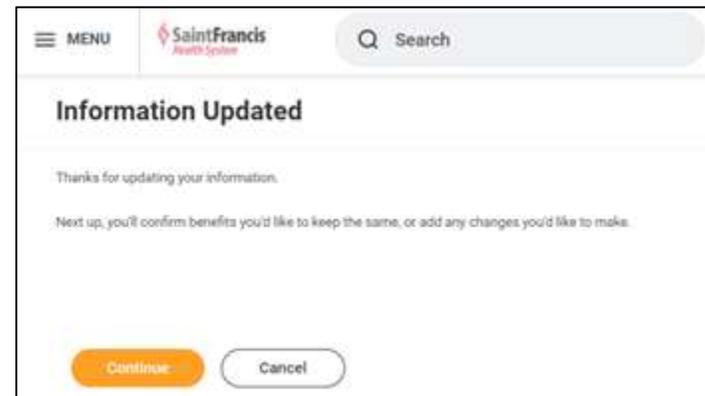
New hires have 31 days to enroll in eligible benefits through Workday.

1. From the *Workday Inbox*, select **Change Benefits for Life Event** To-Do item.
2. Click  (**Let's Get Started**). *The Update Your Information dialog opens.*

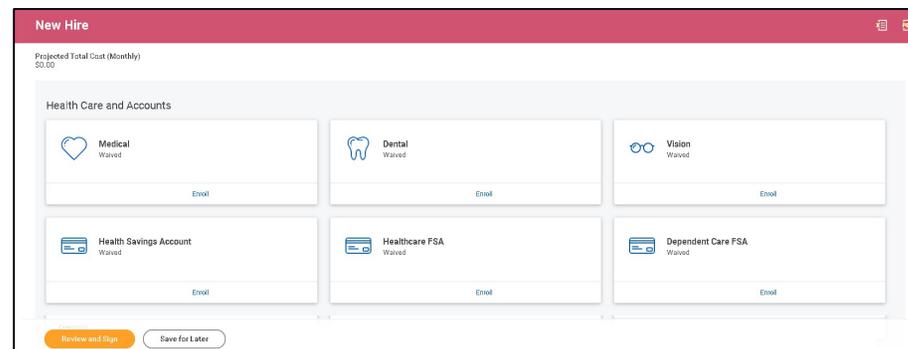


3. As required, select an **Answer*** option.
4. Click  (**Continue**). *An Information Updated message displays.*

5. Click  to close *Information Updated* message.



6. As required, click **Enroll**, **Manage**, or **View** for each available Benefit option to set your elections.



Note: When selecting **Medical**, **Dental**, and/or **Vision** benefits, the option to Add New Dependent displays. Refer to *Add New Dependents QRG* for additional guidance in adding any dependents.

Note: When selecting **Basic Life**, **Optional Employee Life**, or **Voluntary AD&D** insurance benefits, you are prompted to add beneficiaries. Refer to *Manage Beneficiaries and Trusts QRG* for additional guidance.

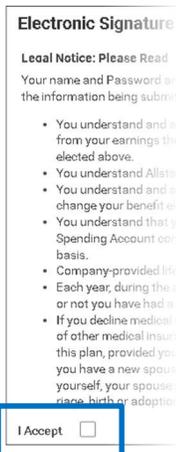
Note: After you enroll in or review your benefits, a **REVIEWED** tag is added to the top of each Benefit section.

- Click **Review and Sign** (**Review and Sign**) after completing all your Benefit elections.

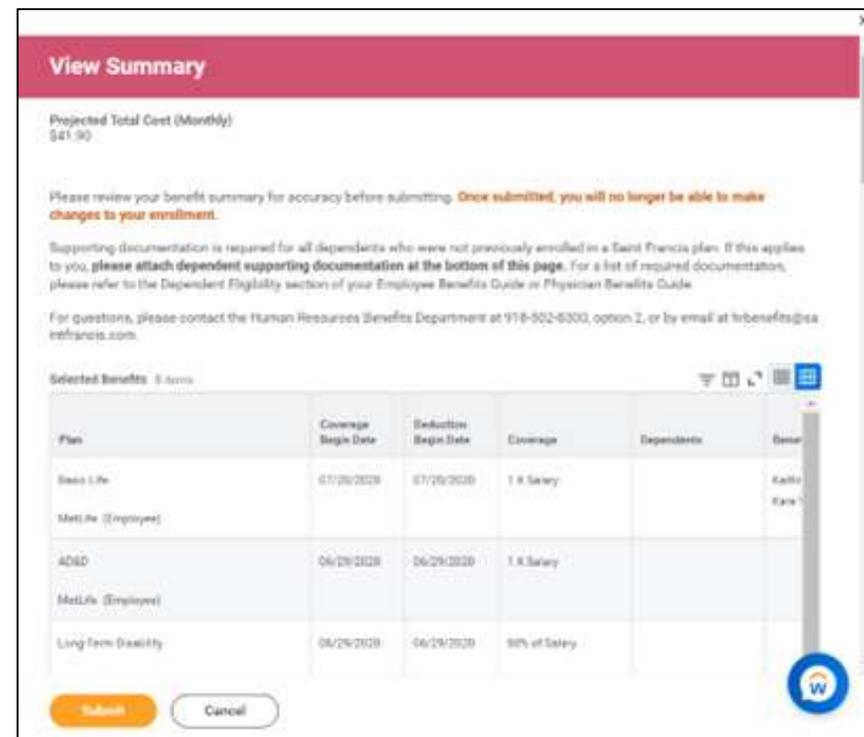


Note: You cannot edit your New Hire Benefit Elections after submission, so be sure everything is accurate before clicking **Submit**. If you are not ready to submit, click **Save for Later** to make additional updates later.

- Review the **Projected Total Cost (Monthly)** amount at the top of the screen and scroll down to the *Selected Benefits* and *Waived Benefits* sections to validate your elections.
- As required, **Drag & Drop** any supporting documentation in the *Drop files here* section to upload the file.
- Under Electronic Signature heading, review the *Legal Notice: Please Read* section and then select the **I Accept** check box, which is your electronic signature.



- Click **Submit** (**Submit**) to send your benefit elections to the Benefits team for processing.



- Click **Done** (**Done**) to return to the *Workday Inbox* and continue working any remaining To-Do items for the New Hire Onboarding process.