



## ***IMPORTANT*** Information for Enrollment in Benefits

**As a new hire, you have a 31-day window to enroll in any eligible benefits.** All benefit enrollments are completed online through Workday, our employee self-service (ESS) portal.

- You will have access to enroll in benefits starting on your hire date.
- Once you submit your enrollment, your election is considered your final decision.
- Please refer to the Workday New Hire Quick Reference Guide (QRG) for step-by-step directions.

**To enroll eligible dependents,** you must enter their date of birth and social security number, and upload the required dependent documentation in Workday within your 31-day election period for your enrollment to be complete. ***Failure to provide the required documentation will result in your dependent(s) not being enrolled in elected benefits.***

- **Spouse:** marriage license or SFHS common law document.
- **Dependent child (up to age 26):** birth certificate if dependent is a biological child, birth certificate and marriage license to spouse if dependent is a step-child, birth certificate and court documents for guardianship or pending adoption.
- If you are unable to submit the required documents in Workday, you may submit in person to your location's HR department or via email to: [askHR@saintfrancis.com](mailto:askHR@saintfrancis.com). In the subject line of your email, include your name and your Employee ID number (5 digit number located on Workday) or the last 4 digits of your social security number.

**Please reference the Benefits Overview and the Benefits Guide for details.**

*For additional questions, 'Ask HR' at 918-502-8300 or [askHR@saintfrancis.com](mailto:askHR@saintfrancis.com)  
For Workday password assistance, contact the Help Desk at (918) 494-1486.*