

Workday New Hire Benefit Enrollment Job Aid

Log in to Workday	<p>Log in to Workday (also available from your ZENworks Window). From home, navigate to http://workday.trinity-health.org. Click on Login at the top of the welcome page. Enter your network user ID and password.</p>
What do I do?	<p>Once you're logged in, look for the Inbox Worklet on the home page.</p>
What should I choose?	<p>You may have several messages waiting for you in your inbox as a new hire. One should be your benefits election. Click on the message to open it. Note: If you do not have a benefits event, your onboarding will need to be completed and approved before your benefits event will generate. Look for the onboarding items in your Workday inbox.</p>
Steps for Enrollment:	<ol style="list-style-type: none"> 1. Open the benefits enrollment message in your inbox. 2. Read the important information at the top of the enrollment page. 3. Scroll down the page until you see the Elect/Waive section for medical, dental and vision. 4. Click Elect next to each plan you want to enroll in. If you don't add any dependents, you will be enrolled in single coverage only. Once you add your dependent demographics, you will see the correct coverage for spouse, child or family coverage. 5. To add dependents, click on the box for Enroll Dependents and select Add My Dependent from Enrollment. (For rehires, you can click on Existing Dependents to see if they are already entered on your record.) 6. Select Yes or No for Use your new dependents as a beneficiary. Enter their demographics (name, address, date of birth, relationship, gender, etc.). Required fields are marked with a red asterisk. Click OK. This will take you back to the enrollment screen. Repeat steps as necessary for additional dependents. 7. NOTE: Social Security Numbers (SSN) are added under National IDs—be sure to add a SSN for all dependents. 8. Once all dependents have been added, your coverage level will change to accommodate the newly added dependents. Verify the coverage level and cost. 9. Continue through each page of the enrollment process, electing FSA/HSA, life, legal and other coverage as needed for your family. Note: If you are enrolling family members in more than one benefit, you do not need to re-enter their demographics each time. You can select Existing Dependents to add them to coverage. 10. You will see the option to assign a beneficiary after the Life Insurance election page. 11. Once you have completed all of the enrollment steps, you'll see a summary page showing you all coverages you have elected. You can also expand the Waived Coverages and Beneficiary Designation sections. 12. If you have added dependents, you can attach dependent documents electronically to your enrollment, or you can fax them to the HRSCat 312-957-2567 or attach them to a case in the HR4U Colleague Portal. 13. Comments added in the Comment Section will be sent to HR along with your enrollment. 14. Click on the small box next to I Agree as your electronic signature. 15. Click on SUBMIT to finish your enrollment. This will generate your CONFIRMATION STATEMENT. Click the print button at the bottom of the page to generate a PDF of your elections, then print or save as you prefer. You can retrieve the confirm statement later if needed, but it is much easier to print at time of enrollment. 16. Click Done. Your new elections are complete and will be sent to the Benefits Team for review. 17. Be sure to check your Workday Inbox frequently in case any further action is needed.
Approval process and follow up:	<p>Once you have finished your enrollment, the HR Service Center will review your elections and will approve your enrollment.</p> <ul style="list-style-type: none"> • If corrections are needed, we will send the enrollment back to your Workday Inbox. • If you did not add your dependent documents electronically to your enrollment in Workday, you will need to fax (312-957-2567) or create a case and attach them in the HR4U Colleague Portal (https://HR4U.trinity-health.org) before we can finalize your elections. • Please call if you have any questions 1-877-750-4748 (HR4U).