



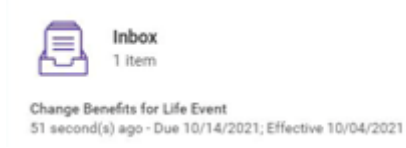
Enroll in New Hire Benefits

Overview

This quick reference guide will cover how to enroll in benefits in Workday.

Process

1. After you have completed all onboarding tasks, you will receive a task in your Workday inbox, Change Benefits for Life Event. Click on that task.



2. Click on the orange Let's Get Started button.



3. You will see available benefits in categories. To select health insurance, you will click on the Enroll link in the Medical category.



4. You will see the available health plans and the cost for employee only. Select the plan you wish and click the Confirm and Continue button

5. If you wish to insure just yourself, select the Save button. If you wish to add dependents to your coverage, click the gray Add Dependents button.
6. Add your dependent's information: name, sex, date of birth, relationship and social security number. Click the orange Save button.
7. To add more dependents, click the gray Add Dependents button and repeat the process. When all dependents have been added, click the orange Save button.
8. Proceed to dental, vision and other benefits. Note that your dependents are available to be added to your new choices.
9. If you have chosen a high deductible health plan, the Health Savings Account will be available to you. If you have chosen a different health plan or no health plan, the Health Care Flex Spending Plan will be available.
10. You will be able to choose a Dependent Care Flex Spending plan, for the purposes of day care for eligible dependents.
11. Some benefits will not be available to elect at hire. Some, like the Employee Assistance Plan and Care.com are already elected for you. Some will be elected elsewhere: retirement plan enrollment and elections go through TIAA: <https://tiaa.org/amherst>
12. Scroll down and review your elections. If correct, select the check box and click the orange Submit button.



If you wish to change your benefits later, in light of a qualifying life event, for example, contact a Benefits Specialist for more information.