

Making Benefit Elections In Workday Mobile App



THIS JOB AID IS FOR: ALL TEAMMATES

TASK: MAKING BENEFIT ELECTIONS IN WORKDAY MOBILE APP

This job aid outlines how a Teammate can make benefit elections when onboarding, transitioning from part-time to full-time, or during open enrollment in the Workday mobile app.

Note: Before you begin, please ensure:

1. As a New Hire, you have 30 days from your hire date to enroll in your benefits.
2. You will need the social security number and date of birth for each dependent.
3. Have dependent verification documents ready to upload.
 - **Spouse** – Marriage Certificate and Proof of Joint Ownership document such as Tax return, Bank Statement, or Current Utility Bill.
 - **Children** – Birth Certificate.
 - **Step-Children** – Birth Certificate & Marriage Certificate.
 - **Adopted Children** – Legal Adoption Certificate.
4. After initial enrollment, changes can only be updated during open enrollment or due to a qualifying life event (marriage, divorce, birth, etc...)

ENROLLING IN BENEFITS

1. Download the Workday mobile app to your device.

On the Workday Home Page

1. Click on the **"My Task"** icon at the bottom of the page.
2. Click on the **"New Hire Benefit Enrollment"** task, then click **"Let's Get Started."**
3. Click on **"Enroll"** to review available benefit coverages.
4. To choose the benefit coverage desired, click **"Select"** or **"Waive."**
5. Click **"Save"** in the right-hand corner to proceed to the next page.
6. To add a dependent, click **"Add New Dependent."**
7. Complete all required fields, (*) providing a **"valid SSN for each dependent."**
8. When finished entering all dependents, **"check the box"** next to each dependent added.
9. Click **"Save"** in the right-hand corner to proceed to the next page.
 - Once all dependents have been added and no further modifications are required, select **"Cancel"** to return to the enrollment page and proceed with making your elections.
10. Review the **"Cost Per Paycheck"** for the elected benefits at the top of the page.
11. Once finished, click **"View Summary"** at the bottom of the page.
12. If dependents were added, scroll to **"Attachments"** and upload the necessary documents from the list above to verify eligibility.
13. Review the summary page details, complete the Electronic Signature by selecting **"I Accept,"** and click **"Submit."**
14. Your benefit elections will then be sent for processing and approval.
15. Click **"View Benefits Statement"** to print your confirmation form.

Note: These elections are final until the next annual open enrollment or if a qualifying life event occurs.

Allow 48 hours for processing and approval. You will be notified if additional documentation is needed. The additional documents must be uploaded within 72 hours of notification.

Reviewing and Updating 1095 Elections

1. On the main screen, select **"Benefits and Pay"** in the app.
2. Click the upper right menu option (three lines) and choose ACA Forms under Benefits.

Questions?
Contact the Benefits
Hotline: 888-403-6089