

# Workday: New Hire Enrollment to Benefits

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# Welcome to CHOC!

As a benefits eligible associate, you are eligible for CHOC benefits. You will have 30 days from your hire date to enroll in benefits. Your benefits coverage starts on the 1st of the month following 30 days of your hire date.

To learn about all the benefits CHOC has to offer, visit the benefits website at <https://benefits.choc.org/>.

## How to Enroll in Benefits in Workday








# Step 1: Log in to Workday and find the benefit change Hire/Re-Hire task

The screenshot shows the Workday user interface. At the top left, there is a 'MENU' icon and the 'CHOC' logo. A search bar is located at the top center. On the top right, there are notification icons for messages, a bell with a '16' badge, an envelope with a '1' badge, and a user profile icon. Below the header is a large banner image showing two hands reaching towards each other. The main content area is divided into several sections:

- Hello There**: Greeting and date 'It's Wednesday, February 14, 2024'.
- Awaiting Your Action**: A list of tasks. The first task is 'Benefit Change - Hire/Re-Hire : Choco Bear (123456) on 02/14/2024' with a red arrow pointing to it. Below it is a link 'Go to All Inbox Items (1)'.
- Quick Tasks**: A list of buttons for 'Request Absence', 'My Payslips', and 'My Absence', with a 'View All Apps' link at the bottom.
- Timely Suggestions**: A suggestion to 'Keep Your Work Contact Information Updated' with an 'Update Contact Info' link.
- Recommended for You**: A section for personalized recommendations.
- Announcements**: A section for company news, including '2023 W-2 Tax Documents Available' and 'Introducing the Jobs Hub!'.

At the bottom right, there is a blue chat bubble from 'Hi Choco Bear! I'm Workday Assistant' with a 'W' icon.

# Step 2: Click “Let’s Get Started”

MENU      

## Inbox

Actions Archive

Viewing: All Sort By: Newest


**Benefit Change - Hire/Re-Hire : Choco Bear (123456) on 02/14/2024**  
18 hour(s) ago - Effective 02/14/2024






### Change Benefit Elections

18 hour(s) ago - Effective 02/14/2024

Initiated On 02/14/2024

Submit Elections By 03/14/2024

[Let's Get Started](#) 










# Step 3: Click “Enroll” to begin

MENU CHOC Search [16] [1] [User Icon]

## Hire/Re-Hire [Grid Icon] [PDF Icon]

Projected Total Cost Per Paycheck \$0.00    Projected Total Credits \$0.00

### Health Care and Accounts

 <b>Medical</b> Waived <a href="#">Enroll</a>	 <b>Dental</b> Waived <a href="#">Enroll</a>	 <b>Vision</b> Waived <a href="#">Enroll</a>
 <b>Accident</b> Waived <a href="#">Enroll</a>	 <b>Hospital Indemnity</b> Waived <a href="#">Enroll</a>	 <b>Critical Illness</b> Waived <a href="#">Enroll</a>
 <b>Surcharge</b> CHOC Spouse Cost per paycheck Included Coverage Spouse/DP is not a dependent. <a href="#">Manage</a>	 <b>Health Savings Account</b> Waived <a href="#">Enroll</a>	 <b>FSA Medical</b> Waived <a href="#">Enroll</a>

# Step 4: Click “Select” to make your selection

**Medical**

Projected Total Cost Per Paycheck \$0.00      Projected Total Credits \$0.00


**Plans Available**

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

5 items ☰ ☐ 🔍

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Cigna HDHP 2000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$107.93	\$276.22
Cigna HDHP 6000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$18.10	\$236.46
Cigna HMO Full Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$71.41	\$302.56
Cigna HMO Select Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$24.65	\$312.75
Cigna PPO	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$138.84	\$366.56

**Click “Confirm and Continue”**







# Step 5: To add a dependent to the plan

## Medical - Cigna PPO

Projected Total Cost Per Paycheck  
\$138.84

Projected Total Credits  
\$0.00

### Dependents

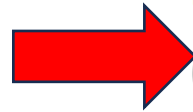
Add a new dependent or select an existing dependent from the list below.

Coverage \* Employee Only

Plan cost per paycheck \$138.84

Add New Dependent

Click "Add New  
Dependent"



Save

Cancel

## Step 6: Add a Dependent

Click "Create Dependent"

below.

### Add My Dependent From Enrollment

Choco Bear (123456) ⋮

Use an Existing Beneficiary or Emergency Contact

Create Dependent

Use as Beneficiary

To find information about CHOC Benefits Plans and Programs go to:  
<http://benefits.choc.org>

plans, you may also  
in the Health Sav  
at that works with  
penses.  
enses and may on  
es for qualifying c  
ny as dependents on your federal tax return or z) spouse or dependents of a  
and who qualify as dependents on your Federal tax return.

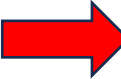
To find information about CHOC Benefits Plans and Programs go to:  
<https://benefits.choc.org/>

Then, click "OK"


# Step 7: Enter the required fields marked with an asterisk (\*)

## Add My Dependent From Enrollment


### Name

 Country \*

Prefix

 Last Name \*

Middle Name

 First Name \*

Suffix

Allow Duplicate Name


Check this box only when there is more than one dependent with the same name.

### National IDs


Click the Add button to enter one or more National Identifiers for this dependent.


Add

### Address




### Personal Information

 Relationship \*

Date of Birth \*  

Age (empty)

 Gender \*

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

### Phone & Email

Then, click "Save"

# Step 8: Select the Dependent(s) to Enroll in Coverage

## Medical - Cigna PPO

Projected Total Cost Per Paycheck  
\$289.71

Projected Total Credits  
\$0.00

### Dependents

Add a new dependent or select an existing dependent from the list below.

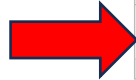
Coverage \* Employee + Child(ren)

Plan cost per paycheck \$284.00

Add New Dependent

Select the dependent you wish to enroll

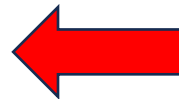
Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Daisy Duck	Child	11/04/2023



You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers 1 item

Dependent	*Social Security Number
Daisy Duck	<p><input type="radio"/> Social Security Number (SSN) <input type="text"/></p> <p><input type="radio"/> Reason SSN is Not Available <input type="text"/></p>



Enter dependent's SSN if available.  
Or, click "Reason SSN is Not Available"

Save

Then, click "Save"



# Step 9: Repeat the same process to enroll in other benefits



Q Search



## Hire/Re-Hire



Projected Total Cost Per Paycheck  
\$91.68

Projected Total Credits  
\$0.00

### Health Care and Accounts

**Medical**  
Cigna HMO Full Network

Cost per paycheck \$91.68

Coverage Employee Only

[Manage](#)

**Dental**  
Waived

[Enroll](#)

**Vision**  
Waived

[Enroll](#)

**Accident**  
Waived

[Enroll](#)

**Hospital Indemnity**  
Waived

[Enroll](#)

**Critical Illness**  
Waived

[Enroll](#)

**Surcharge**  
CHOC Spouse

Cost per paycheck Included

Coverage Spouse/DP is not a dependent.

[Manage](#)

**Health Savings Account**  
Waived

[Enroll](#)

**FSA Medical**  
Waived

[Enroll](#)



[Review and Sign](#)

[Save for Later](#)



# Step 10: Click “Review and Sign”

MENU



Search




## Hire/Re-Hire



Projected Total Cost Per Paycheck  
\$337.91

Projected Total Credits  
\$0.00

### Health Care and Accounts


 **Medical**  
Cigna PPO  
**UPDATED**

Cost per paycheck \$337.91


Coverage Employee + Spouse

Dependents 1


[Manage](#)

 **Dental**  
Waived


[Enroll](#)

 **Vision**  
Waived


[Enroll](#)

 **Accident**  
Waived


[Enroll](#)

 **Hospital Indemnity**  
Waived

[Enroll](#)


 **Critical Illness**  
Waived


[Enroll](#)

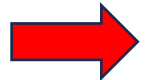
 **Surcharge**  
CHOC Spouse

[Review and Sign](#) [Save for Later](#)

Included

 **Health Savings Account**  
Waived

 **FSA Medical**  
Waived



# Step 11: Review your elections under View Summary

## View Summary

Projected Total Cost Per Paycheck  
\$337.91

Projected Total Credits  
\$0.00

To find information about CHOC Benefits Plans and Programs go to:

<http://benefits.choc.org>

**Please note, you have not completed your enrollment until you select, "I Agree" and "Submit" at the bottom of this page.**

Selected Benefits 4 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Cigna PPO	04/01/2024	04/01/2024	Employee + Spouse	Choco Bear2		\$337.91
Surcharge CHOC Spouse	04/01/2024	04/01/2024	Spouse/DP is not a dependent.			Included
Basic Life The Hartford (Employee)	04/01/2024	04/01/2024	1 X Salary			Included
Basic AD&D The Hartford (Employee)	04/01/2024	04/01/2024	1 X Salary			Included

Waived Benefits 15 items

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# Step 12: Scroll to the bottom of the page

## Attachments

Drop files here

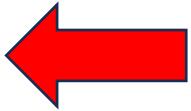
or

Select files

## Electronic Signature

I acknowledge that I have been given the opportunity to enroll myself and/or eligible dependents in my employer's benefits plans. I hereby authorize CHOC Children's to take any applicable deductions from my salary with regard to these benefits plans, including applying any start, stop, increase, decrease or change in deduction amount.

I Accept



Click the "I Accept" box to acknowledge

enter your comment

## Process History

Choco Bear (123456)  
Change Benefits for Life Event- Awaiting Action

Submit

Save for Later

Cancel

Then, click "Submit"





# Step 13: Congratulations! You have completed the enrollment

MENU CHOC Search

Submitted

You've submitted your elections.

To print a copy of your benefit elections, click on "View Benefits Statement" and select the "Print" button at the bottom of your page.

View 2024 Benefits Statement

Click "View Benefits Statement" to print a copy of your elections

Done

# LONG LIVE CHILDHOOD

Have Questions or Need Help?  
Submit a Workday- Benefit  
Elections Help Case

