

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.

<https://www.virtualfairhub.com/choc/public/welcome> - Virtual Open Enrollment Benefit Fair

<https://benefits.choc.org/disability-insurance/> - Benefits website

How to Enroll in Benefits in Workday



Step 1: Log in to Workday and find the benefit change task.

Search

Good Afternoon, On Behalf of: Choco Bear

It's Monday, January 10, 2022

Awaiting Your Action

- Manage Certifications: Choco Bear**
Inbox - 4 day(s) ago
DUE 12/15/2021
- Onboarding for Choco Bear (17000)**
Inbox - 27 day(s) ago
- Benefit Change - Hire/Re-Hire : Choco Bear (17000) on 01/03/2022**
Inbox - 27 day(s) ago

Quick Tasks

- My Payslips
- Time Off Balance
- My Goals

[View All Apps](#)

Timely Suggestions

- Keep Your Work Contact Information Updated**
We would like you to review your Contact Information and ensure it's up to date. [Update Contact Info](#)
- Keep Your Emergency Contacts Updated**
We would like you to review your Emergency Contact Information and ensure it's up to date. [Update Contacts](#)

Announcements

- Redesigned - Workday Help**
The Workday Help feature has been updated with a new and i...
- CHOC Fit 2021**
CHOC Fit offers a variety of tools to support your health an...
- By donating to CHOC Associate Giving through payroll deducti...**
One Heart, One Mission As a CHOC associate, you make ext...

Step 2: Click “Let’s Get Started”

The screenshot displays the CHOC user interface. At the top left is the CHOC logo. A search bar is located at the top center. On the top right, there are icons for a grid, a chat bubble, a notification bell with a red circle containing the number '9', and an envelope icon with a red circle containing the number '3'. Below the header is the 'Inbox' section. On the left side of the inbox, there are two tabs: 'Actions' (which is selected and underlined) and 'Archive'. Under the 'Actions' tab, there are two dropdown menus: 'Viewing: All' and 'Sort By: Newest'. Below these are three items in the inbox list, each with a star icon on the right. The first item is 'Manage Certifications: Choco Bear' with a subtext '4 day(s) ago - Due 12/15/2021'. The second item is 'Add Photo' with a subtext '28 day(s) ago - Effective 01/03/2022'. The third item, 'Change Benefits for Life Event' with a subtext '28 day(s) ago - Effective 01/03/2022', is highlighted in a light grey background. To the right of the inbox is the 'Change Benefit Elections' section. It has a title 'Change Benefit Elections' and a row of icons: a star, a calendar, a PDF icon, a gear, and a window icon. Below the title is the text '28 day(s) ago - Effective 01/03/2022'. There are two lines of text: 'Initiated On 12/13/2021' and 'Submit Elections By 02/01/2022'. At the bottom of this section is an orange button with the text 'Let's Get Started'. A large red arrow points to this button from the right.

Step 3: Click “Enroll”



Search



Hire/Re-Hire



Projected Total Cost Per Paycheck
\$0.00

Projected Total Credits
\$0.00

Health Care and Accounts



Medical
Waived



Enroll



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



Step 4:



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.

4 items



*Selection	Benefit Plan	You Pay (Biweekly)	Company Contribution (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna HDHP	\$115.72	\$405.20
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Cigna HMO Full Network	\$91.68	\$272.62
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna HMO Select Network	\$41.18	\$255.20
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna PPO	\$149.13	\$538.82



Click "Confirm and Continue"



Confirm and Continue

Cancel

Step 5: Click “Add New Dependent”



Search

Medical - Cigna HMO Full Network

Projected Total Cost Per Paycheck
\$104.61

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 \$66.18



Add New Dependent



Save

Cancel

Step 6: Add a Dependent

Click "Create Dependent".



Then, click "Ok".

A screenshot of a web application showing a modal window titled "Add My Dependent From Enrollment" for "Choco Bear (17000)". The modal has a search bar at the top and a close button (X) in the top right corner. It contains two radio button options: "Use an Existing Beneficiary or Emergency Contact" (unselected) and "Create Dependent" (selected). Below these is a checkbox for "Use as Beneficiary" which is unchecked. At the bottom, there is a link to "http://benefits.choc.org/" and two buttons: "OK" (orange) and "Cancel" (grey). The background of the page is dimmed and shows some text about health plans and HSA accounts.

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



Search

Add My Dependent From Enrollment

Name

Country * ←

Prefix

First Name * ←

Middle Name

Last 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

Personal Information

Relationship * ←

Date of Birth * ←

Age (empty)

Gender * ←

Full-time Student

Student Status Start Date

Student Status End Date

Disabled



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

Select the dependent you wish to enroll.



Enter dependent's SSN.



Then, click "Submit".



Medical - Cigna HMO Full Network 01/19

Projected Total Cost Per Paycheck \$240.54 Projected Total Credits \$0.00

Dependents

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

Coverage *** Employee + Spouse**

Plan cost per paycheck \$202.11

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Choco Bear2	Spouse	01/01/1990

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
Choco Bear2	<input type="radio"/> Social Security Number (SSN) <input type="text" value=".."/> <input type="radio"/> Reason SSN is Not Available <input type="text"/>

Save **Cancel**

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



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”

The screenshot displays the CHOC 'Hire/Re-Hire' interface. At the top left is the CHOC logo. A search bar is located at the top center. On the top right, there are icons for a grid, a chat bubble, a notification bell with a red '9', an envelope with a red '3', and a cloud. Below the header, the page title 'Hire/Re-Hire' is shown on the left, and icons for a calendar and PDF are on the right. Two summary items are listed: 'Projected Total Cost Per Paycheck \$91.68' and 'Projected Total Credits \$0.00'. The main content area is titled 'Health Care and Accounts' and contains a grid of nine health care options, each with an icon, name, status, and an 'Enroll' button. The 'Medical' option is expanded to show 'Cigna HMO Full Network', 'Cost per paycheck \$91.68', and 'Coverage Employee Only', with a 'Manage' button at the bottom. The other options are: Dental (Waived), Vision (Waived), Accident (Waived), Hospital Indemnity (Waived), Critical Illness (Waived), Surchage (CHOC Spouse, Included, Spouse/DP is not a dependent), Health Savings Account (Waived), and FSA Medical (Waived). At the bottom of the grid, there are two buttons: 'Review and Sign' (highlighted with a red arrow) and 'Save for Later'. A circular help icon with a 'W' is in the bottom right corner.

CHOC

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

Surchage
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

W

Step 11: Review your elections under View Summary.



☰
🗨
🔔
📧
🌤

View Summary

Projected Total Cost Per Paycheck Projected Total Credits
\$240.54 \$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.

Turn on the new tables view

Selected Benefits 8 items ☰ ☰ ☰

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Cigna HMO Full Network	01/01/2022	01/01/2022	Employee + Spouse	Choco Bear2		\$202.11
Dental Delta Dental PPO	12/01/2021	12/01/2021	Employee Only			\$15.12
Vision VSP Buy-Up Plan	12/01/2021	12/01/2021	Employee Only			\$4.74
Accident MetLife	12/01/2021	12/01/2021	Employee Only			\$6.13
Surcharge CHOC Spouse	12/01/2021	12/01/2021	Spouse/DP is not a dependent.			Included
FSA Medical	01/01/2022	01/01/2022	\$323.49 Annual			\$12.44
	12/01/2021	12/01/2021	1 X Salary			Included

Submit
Save for Later
Cancel



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

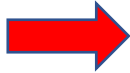
enter your comment

Process History

Choco Bear (17000)
Change Benefits for Life Event - Awaiting Action

Submit Save for Later Cancel


Click the "I Accept" box to acknowledge.



Then, click "Submit".



Step 13: Congratulations! You have completed the enrollment.



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 2021 Benefits Statement](#)

[Done](#)

LONG LIVE CHILDHOOD

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

