

# New Hire Benefit Enrollment

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## PURPOSE

This is to assist new teammates to complete the Benefit Change - New Hire event in Workday, i.e., Benefit Enrollment. This event is supposed to be completed during the first 30 days of a person's employment with the State of Nebraska.

## LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

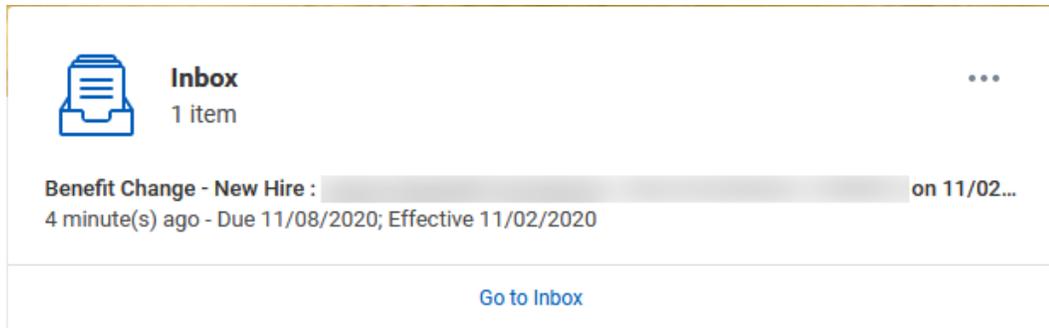
1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
  - a. **If you have an @nebraska.gov email**, on the Sign On page, click the first link that says, "Log in with your @nebraska.gov email." On the next screen, type your email address and your email address password.

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- b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

### START YOUR ENROLLMENT EVENT

1. When you first log in, you will be on your Workday Home Page.
2. You should see your Inbox, on the left side of the page below where it says Welcome, [Your Name].
3. Click the Benefit Change - New Hire event. This will start your Benefit Election enrollment process.



4. Click Let's Get Started.

Initiated On 11/06/2020

Submit Elections By 11/30/2020

Let's Get Started

### GENERAL INFORMATION ABOUT EACH TILE

*When you click Enroll/Manage on a tile, you will see a link for the **Options Guide for Employees** on the page. Click that link to open the Options Guide PDF to view more information about the Benefits Plans.*

*There are instructions about each Benefit Enrollments on the right side of each page where you click Enroll/Manage ... please read the instructions carefully.*

### **AVAILABLE ENROLLMENTS**

As a new Permanent, Full time employee, you are eligible to enroll in any of the following:

**NOTE: If you are not a Permanent, Full-time employee, your eligible benefits will be slightly different.**

- Medical
- Dental
- Vision
- HSA
  - To be eligible to elect the HSA, you must elect the Consumer-Focused Health Plan.
  - **You may not elect both an HSA account and the Medical FSA account.**

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- Medical Flex
- Dependent Care Flex
- Basic Life
- Optional Supplemental Life
- Dependent Life
- Accidental Death and Dismemberment (AD&D)
- Long Term Disability (LTD)
- Short Term Disability (STD)
- Deferred Compensation

### HEALTH CARE AND ACCOUNTS

This is where you will elect (or waive) Medical coverage.

1. As a new hire within your first 30 days of employment, you are eligible to elect from various levels of Medical Health coverage.
2. Click Select on the Medical Coverage Plan of your choice.
3. Click **Confirm and Continue**.
4. When you select a plan, you will see a Plan Cost for that Plan.
5. As you continue through the enrollment event, there will be a cumulative total in the upper right-hand corner, see example below.

Projected Total Cost (Semi-monthly)  
**\$177.45**

### 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



*Selection	Benefit Plan	You Pay (Semi-monthly)	Company Contribut
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Health Care PPO Consumer Focused Health Plan (HSA Eligible)	\$45.74	\$172.07
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Health Care PPO WellNebraska FT	\$66.96	\$251.91
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Health Care Regular Plan	\$80.87	\$304.26
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Health Care Select Direct Primary Care	\$32.64	\$122.80
<input type="radio"/> Select <input checked="" type="radio"/> Waive	United Health Care Standard Direct Primary Care	\$28.20	\$106.11

6. On the next screen, if you pick a Coverage other than "Employee Only", you will be required to add the covered dependents. You will see an error message if you do not select dependents to match your chosen coverage.
7. Add a Dependent:
  - a. If a table of existing dependents is shown, click the box in the Select column matching the dependent you want to cover.
  - b. If you do not see the dependent you want to add, click Add New Dependent.
  - c. Check the "Use as Beneficiary" box at the top of the page if you want the system to automatically create a beneficiary file identical to this new dependent record.
  - d. Click OK.

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### DEPENDENT NAME

- a. At a minimum, enter all required information, i.e., First Name and Last Name.

### PERSONAL INFORMATION

- a. **REQUIRED (\*)** – Relationship – Select from the list.
- b. **REQUIRED (\*)** – Date of Birth – Type the person’s birthday, or select it from the calendar icon. The Age will populate once you type in the birthday.
- c. **REQUIRED (\*)** – Gender – Select from the list.
- d. Citizenship Status – Select from the list.
- e. IF APPLICABLE –
  - i. Full-time Student – Check the box, if applicable. If you check this box, you will have to enter Student Status Start Date and Student Status End Date.
  - ii. Disability – Check the box if this person has a disability.

### LEGAL NAME

- a. At a minimum, enter all required information (\*), i.e., First Name and Last Name.

### CONTACT INFORMATION

- a. At least 1 point of contact is required.
- b. Click the Add button for the contact method you wish to update.
- c. Phone
  - a. If the dependent’s phone number matches another phone number already entered in the system, you can select it in the Use Existing Phone.
  - b. If you need to enter a new number then type the person’s phone number in the Phone Number field.

**NOTE: DO NOT use parentheses, spaces, or dashes when you type the Phone Number ... JUST the number! It will “auto-format” once you click elsewhere on the page.**
  - c. Choose the appropriate Phone Device option from the list.
  - d. Choose Work or Home from the Type list.
- d. Address
  - a. If the dependent’s address matches another address already entered in the system, you can select it in the Use Existing Address.
  - b. If you need to enter a new address then type the person’s address, city, state, and postal code in the corresponding fields.

**NOTE: Enter either a PO Box or street address on Address Line 1. If you want to enter both, you will need to click the Add button to create a second address group. If there is an apartment number, enter that in the same field as the street address.**
  - c. Choose Work or Home from the Type list.
- e. Email
  - a. Enter the email address in the corresponding field.
  - b. Choose Work or Home from the Type list.

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### NATIONAL IDS

If you create any dependents, you will be asked to enter their Social Security Number.

- a. If you do not have your dependents' SSN ready, you will need to enter it later.
  - b. **You must enter ALL Social Security Numbers for all Dependents before the end of the calendar year.**
  - c. Click the + icon in the National IDs table.
    - i. Country – Select the Country. (USA is in the Frequently Used option.)
    - ii. National ID Type – Select from the list.
    - iii. Type the appropriate ID number in the Add/Edit ID box.
8. Click Save.
  9. Repeat Steps 7 through 8 until all dependents are listed.
  10. After you have added all applicable Dependents, and are ready to move to the next tile, click Save.

### HEALTH SAVINGS ACCOUNT PLAN (HSA)

1. If you Selected the HSA-eligible medical plan (Consumer Focused Health Plan) on the Medical tile, you can Select the Health Savings Account on this tile.

*Selection	Benefit Plan	You Contribute (Semi-monthly)	Company Contribu
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Optum HSA Bank Health Savings Plan for Employees age 54 or younger		

2. Click Select, and then click Confirm and Continue.
3. You can specify the amount you want deducted, either per paycheck or for the entire year. The other field will auto-calculate once you click elsewhere on the page.
4. Click Save.

### SPENDING ACCOUNT ELECTIONS

#### MEDICAL FLEX

1. Click Enroll.
2. Click Select.
3. Click Confirm and Continue.
4. Enter an amount you want deducted, either in the Per Paycheck field or in the Annual field.
5. Click Save.

#### DEPENDENT CARE FLEX

1. Click Enroll.

## New Hire Benefit Enrollment

2. Click Select.
3. Click Confirm and Continue.
4. Enter an amount you want deducted, either in the Per Paycheck field or in the Annual field.
5. Click Save.

### **INSURANCE AND DEFERRED COMPENSATION**

As a new Permanent, Full-time employee, you are eligible to enroll in any of the following:

- Permanent, Full-time employees are automatically signed up for \$20,000 Basic Life coverage.
- Optional Supplemental Life
- Dependent Life
- Accidental Death and Dismemberment (AD&D)
- Long-Term Disability (LTD)
- Short-Term Disability (STD)
- Deferred Compensation (IF you are a US Citizen or a Lawful Permanent Resident)

### **SELECT INSURANCE PLANS**

1. Click Enroll/Manage on any tile that you would like to Select.
2. On the first screen, click Select.
3. Click Confirm and Continue.
4. For Optional Supplemental Life and Dependent Life, you will be required to Select a level of coverage for that insurance.
5. For Basic Life, Optional Supplemental Life, and Dependent Life, you will be required to Select, or Enter, Beneficiaries for that insurance.

### **BENEFICIARY DESIGNATIONS**

1. This is where you designate who you want to be your Insurance Beneficiaries (screenshot next page).
2. You can designate more than one person.

#### **NOTES:**

- **Regardless of how many Beneficiaries you enter, the Primary Percentage MUST total 100%.**
- **IF any Beneficiaries are entered in the Secondary Percentage, entries on that table MUST also total 100%.**

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- Once you enter your Primary Beneficiaries (and Secondary Beneficiaries, if applicable), click Save.

### Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

\*Primary Beneficiaries 0 items



	Beneficiary	Percentage
No Data		

Secondary Beneficiaries 0 items



	Beneficiary	Percentage
No Data		

### ADDITIONAL BENEFITS

#### W-2 ELECTIONS

You MUST designate if you want to receive your W-2 electronically or via regular mail.

- Click Enroll on the W-2 Elections tile, click Select, and then click Confirm and Continue.
- In the Coverage selection box:
  - Select Yes for an electronic copy, OR
  - Select No to elect to have a paper W-2 mailed to you.
- Click **Save**.

When you are completely done Selecting your Benefit Enrollments, click Review and Sign.

#### VIEW SUMMARY

- This page shows all the Medical and Insurance Plans that you selected in this process.
- Carefully review your elections, from the top of the page to the bottom.
- If you waived any coverages or elections, those will be shown at the bottom of the page in the Waived Benefits section.
- Carefully read the Electronic Signature information.
- If you are satisfied with your Elections, click the "I Accept" checkbox, and then click Submit, OR:
  - Save for Later** – Save the process and submit later (**not recommended**).
  - Go Back** – Go back to the tile page.

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- c. **Cancel** – Returns to the Tiles screen where you will have to click Review and Sign again. The event will stay in your Inbox, unprocessed, until you Submit it, or you ask a Benefits Partner to cancel the process.

**NOTE:** On the next screen, click the **View 2020 Benefits Statement** to review your Elections and/or print a copy for your records.

### **ADDITIONAL STEPS**

1. The submitted event will be sent to the HR Partner to review and approve.
2. Once the HR Partner approves the event, the Benefits Partner will receive the event to review. If everything is in order, then she/he approves the event. The benefit changes will update for the employee according to the submitted elections and the set event date.
3. The finalized event is sent to the HR Partner to verify that no deductions will need to be adjusted or made up. The HR Partner closes out the event.

### **LINK HELP DESK CONTACT INFORMATION**

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234