1. **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 within the first 30 days of a person’s start date.

2. **LOG IN TO WORKDAY**

   1. If you have an @nebraska.gov email address, AND that email address is on your record in Workday, click the first link on the Sign In page (see red rectangle at right).

   2. If you do not have an @nebraska.gov email address, click the second link on the page. You will sign in with your User Name and Workday password (see green rectangle at right).

3. **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.
New Hire Benefit Enrollment

3. Click the Benefit Change - New Hire event. This will start your Benefit Election enrollment process (see green rectangle below).

   ![Welcome, sign in to my benefits](image)

   **Benefit Change - New Hire**
   - On 10/24/2019
   - 8 minute(s) ago - Due 11/02/2019; Effective 10/24/2019

4. **Health Care Plan Dependencies—Step 1 of 7**

   **NOTE:** Please see the link in the Plan Description column. Click any of those links to view more information about that specific plan.

1. There is important information about this Benefit Event at the top of the page ... please read it carefully.
2. Scroll down the page, to the section labeled Health Care Plan Dependencies (see screenshot; this is a partial screenshot ... it does not contain everything you will see in this section).
   a. This is where you will elect (or waive) coverage for Medical, Dental, and Vision benefits.
   b. Medical Plans are at the top, followed by Dental, and then Vision

   ![Health Care Plan Dependencies](image)

3. As a new hire within your first 30 days of employment, you are eligible to elect from various levels of Medical Health Insurance coverage.
4. In the Coverage column, if you pick anything other than “Employee Only”, you will have to add the covered dependents (in the column to the left, i.e., Enroll Dependents).
   a. To assign an existing dependent:
      1) Click the three (3) lines at the far right of the entry box in the Enroll Dependents column.
      2) Click Existing Dependents in the drop-down menu.
      3) Check the box next to each dependent’s name for whom you want to add coverage.
   b. If the dependent’s name is not in the list of Existing Dependents:
      1) Click Add My Dependent From Enrollment. Click OK on the next screen.
      2) Enter the dependent’s information in the corresponding fields. Boxes with a red asterisk are required fields. Click OK once all required fields are filled in.
   3) Repeat step 4.b. until all dependents are listed on the applicable benefit plans.

5. If you created any dependents, you will be asked to enter their Social Security Number.
   a. Enter each SSN in the box after “Identifier ID Entered.”
   b. If you do not have your dependents’ SSN ready, you can enter a reason in the box after the “Reason ID is Not Available” to move forward for the time being.
   c. **You must enter ALL Social Security Numbers before the end of the calendar year.**

6. For each plan you elect, you will see an Employee Cost (to the right of the Coverage column).

7. As you continue through the enrollment event, there will be a cumulative total in the upper right-hand corner of each page, see example below.

8. Click Continue in the bottom left corner of the page when you are done with your elections on that page.
5. **Health Savings Account Plan Dependencies – Step 2 of 7**

1. If you elected the HSA-eligible medical plan on the previous page, you will be able to elect the Health Savings Account on this page. You can then specify the amount you want deducted, either per paycheck, or for the entire year.
   
   a. If you elected an HSA AND you elect the Medical FSA, you will see an error message when you get to the confirmation screen. IRS regulation state that you cannot contribute to an HSA if you are covered on a Medical FSA.

2. If you did not elect the HSA-eligible medical plan, the elect on this page will be grayed out.

3. Click Continue when you are done with these elections.
6. **SPENDING ACCOUNT ELECTIONS – STEP 3 OF 7**

1. This page is self-explanatory. It contains information about the Dependent Care (Daycare) FSA and the Medical FSA.
   a. As stated above, if you elected an HSA AND you elect the Medical FSA, you will see an error message when you get to the confirmation screen. IRS regulation state that you cannot contribute to an HSA if you are covered on a Medical FSA.
2. Click Continue when you are done with these elections.
7. **INSURANCE PLAN DEPENDENCIES AND COVERAGE LIMITATIONS – STEP 4 OF 7**

   Insurance Plan Dependencies and Coverage Limitations

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>*Elect / Waive</th>
<th>Coverage Level</th>
<th>Employer Contribution (Semi-monthly)</th>
<th>Provider Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life - The Hartford Full Time (Employee)</td>
<td>Elect</td>
<td>$20,000</td>
<td>$0.48</td>
<td>The Hartford</td>
</tr>
<tr>
<td>Optional Supplemental Life - The Hartford 0.5 - 5K Salary (Employee)</td>
<td>Elect</td>
<td></td>
<td></td>
<td>The Hartford</td>
</tr>
<tr>
<td>(Children and/or Spouse)</td>
<td>Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accidental Death and Dismemberment (AD&amp;D) - The Hartford Employee (Employee)</td>
<td>Elect</td>
<td></td>
<td></td>
<td>The Hartford</td>
</tr>
<tr>
<td></td>
<td>Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. These are the various Insurance Elections that you can elect.
   
   a. If you are eligible, the first Benefit Plan will be grayed out, as it is automatically elected.

2. Scroll down the page to review the various options, and make your elections.

3. Click Continue when you are done with these elections.

8. **BENEFICIARY DESIGNATIONS – STEP 5 OF 7**

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Provider Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life - The Hartford Full Time (Employee)</td>
<td>The Hartford</td>
</tr>
</tbody>
</table>

1. This is where you will designate who is your Insurance Beneficiary.

2. You can designate more than one person. If you hover over Primary Percentage and Contingent Percentage, you will see instructional information about both of those options.

3. Click Continue when you are done with these elections.
9. **ADDITIONAL BENEFIT ELECTIONS – STEP 6 OF 7**

1. This is where you will designate if you would like to receive your W-2 next year in an electronic format, or not. You must elect the W-2 elections, and then select Yes (for an electronic copy) or No (a paper copy will be snail-mailed to you) in the Coverage column.

2. Click Continue when you are done with these elections.

10. **BENEFIT ELECTION REVIEW – STEP 7 OF 7**

1. This page shows all of the Medical and Insurance Plans that you elected in this process. Carefully review your elections, from the top of the page to the bottom.

2. If you waived any coverages or elections, those will be shown when you click the arrow to the left of Waived Coverages.

3. You can also review your Beneficiary Designations by clicking the arrow to the left of that section.

4. Carefully read the Electronic Signature information.

5. If you are satisfied with your Elections, click the “I Agree” checkbox, and then click Submit.

6. **Save for Later**
   
   a. If you select Save for Later, this enrollment event will neither be submitted nor processed. You will have to log back in to Workday, locate this event, continue through to the end of the event, check the I Agree box, and then click Submit.

11. **BENEFITS CONTACT INFORMATION**

   Email: as.employe Benefits@nebraska.gov

   Phone: in Lincoln 402-471-4443

   Toll-Free 877-721-2228