



Title: Attach Dependent Documents for New Hires or Job Changes

Role: Agency Benefit Coordinators

Attach Dependent Documents for New Hires or Job Changes

Use this procedure to find the task to attach documentation for dependents for new hires or job changes.

Procedure:

1. Search for the employee.
2. Click the **Related Actions and Preview** icon next to the employee's name. In the menu, hover over **Worker History** and then click the **View Worker History** icon.

Search Results - Workday

View Worker History Donald Duck (W2053649) Actions

View Worker History by Category

Worker History 6 items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	As
Personal Information Change: Donald Duck (W2053649)		11/06/2017 01:33:20 PM	11/07/2017	11/06/2017 01:34:25 PM	Successfully Completed	
ID Change: Donald Duck (W2053649)		11/06/2017 01:29:42 PM	11/07/2017	11/06/2017 01:33:20 PM	Successfully Completed	
Service Dates Change: Donald Duck (W2053649)	10/18/2017	11/06/2017 01:34:25 PM	11/07/2017	11/06/2017 01:34:44 PM	Successfully Completed	
Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017	10/18/2017	11/06/2017 01:34:25 PM			In Progress	Dc (W)
Assign Pay Group for Hire: Donald Duck (W2053649)	10/18/2017	11/06/2017 01:33:20 PM	11/07/2017	11/06/2017 01:33:20 PM	Successfully Completed	
Hire: Donald Duck (W2053649)	10/18/2017	11/06/2017 01:29:42 PM	11/20/2017	11/06/2017 01:33:20 PM	Successfully Completed	Dc (W)

3. Find the **Benefit Change: New Hire (or Benefit Change: Job Change)** Event in the Worker History for the employee.



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Worker - Workday

The screenshot shows the 'View Worker History' page for Donald Duck (W2053649). The 'Worker History' section lists several events, including a 'Benefit Change - New Hire' on 10/18/2017. An 'Action Event' modal is open, displaying details for the selected event: 'Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017'. The modal shows the subject as 'Donald Duck (W2053649)', overall status as 'In Progress', initiated on 11/06/2017 01:34:25 PM, and effective date as 10/18/2017. Below the modal, a table shows the history of actions for this worker.

Business Process	Start Date	Start Time	End Date	End Time	Status	Details
Assign Pay Group for Hire: Donald Duck (W2053649)	10/18/2017	11/06/2017 01:33:20 PM	11/07/2017	11/06/2017 01:33:20 PM	Successfully Completed	
Hire: Donald Duck (W2053649)	10/18/2017	11/06/2017 01:29:42 PM	11/20/2017	11/06/2017 01:33:20 PM	Successfully Completed	Dc (W)

4. Click the **Related Actions and Preview** icon. In the menu, hover over **Benefits** and then click the **Enroll in Benefits** hyperlink.

Change Benefits Elections

← 1 of 1

Change Benefit Elections New Hire for Donald Duck (W2053649) - Step 1 of 4 Actions ★ ⚙️ 🔍

Total Employee Net Cost/Credit
\$0.00 Monthly Cost

Event Date
12/01/2017

Initiated On
12/17/2017

Submit Elections By
01/29/2018

1 minute(s) ago - Effective 12/01/2017

Note: You must enroll in a plan before adding a dependent. Once the dependent(s) has been added, you can select him/her for other benefits.

Health Care Elections 7 items 📄 🔍

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Emplo C (Montl
Medical - CareFirst BCBS EPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			

Continue Save for Later Cancel



Refer to the [Elect or Change Benefit Elections](#) job aid for instructions on how to complete benefit elections for the employee.

For attaching documentation for NEW HIRES or JOB CHANGES, go to step 12 of the [Elect or Change Benefit Elections](#) job aid.

5. The System Task is complete.