



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

The screenshot shows a Workday interface with a blue header bar. The title is 'View Worker History Donald Duck (W2053649)' with an 'Actions' button. Below the header is a sub-header 'View Worker History by Category'. The main content is a table titled 'Worker History 6 items'. The table has columns: Business Process, Effective Date, Initiated On, Due Date, Completed On, Status, and As. The table rows are:

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

View Worker History Donald Duck (W2053649) [Actions](#)

View Worker History by Category

Worker History 6 items

Business Process	Actions
Personal Information Change: Donald Duck (W2053649)	Benefits >
ID Change: Donald Duck (W2053649)	Business Process >
Service Dates Change: Donald Duck (W2053649)	Favorite >
Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017	Integration IDs >

Actions

Action Event

Cancel Enrollment [Enroll in Benefits](#) Change - New Hire : Donald Duck (W2053649) on 10/18/2017

Subject: Donald Duck (W2053649)
Overall Status: In Progress
Initiated On: 11/06/2017 01:34:25 PM
Effective Date: 10/18/2017

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	

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	Employer C (Month)
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.