



**Title:** Complete Initial Benefit Elections (New Hires or Job Changes)

**Role:** Agency Benefit Coordinators

## Complete Initial Benefit Elections (New Hires or Job Changes)

When an employee is first hired or has a job change, he or she will get a “New Hire” or “Job Change” task in the Workday Inbox to complete initial benefit elections. The task will NOT BE in the ABC’s Inbox.

Use this procedure to find the task to complete the initial benefit elections on behalf of the employee.

### 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	
<b>Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017</b>	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 displays the 'View Worker History' page for Donald Duck (W2053649). The page title is 'View Worker History Donald Duck (W2053649)'. On the left, there is a 'Worker History' section with 6 items, including 'Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017'. An 'Action Event' modal is open, showing details for the selected event: 'Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017'. The event details include: Subject: Donald Duck (W2053649), Overall Status: In Progress, Initiated On: 11/06/2017 01:34:25 PM, and Effective Date: 10/18/2017. Below the modal, a table shows the history of actions:

Action	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.

5. The System Task is complete.