



**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

The screenshot shows a 'View Worker History' page for an employee named Donald Duck (W2053649). The page has a blue header with the title and a 'Actions' button. Below the header is a search bar labeled 'View Worker History by Category'. The main content area is titled 'Worker History' and shows 6 items. A table lists the following information for each item:

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

Personal Information Change: Donald Duck (W2053649)

ID Change: Donald Duck (W2053649)

Service Dates Change: Donald Duck (W2053649)

Benefit Change - New Hire : Donald Duck (W2053649) on 10/18/2017

Actions

Benefits > **Enroll in Benefits**

Business Process >

Favorite >

Hold Event >

Integration IDs >

Action Event

Cancel Enrollment

**Enroll in Benefits**

Hold Event

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

Action	Initiated On	Completed On	Overall Status	Comments
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
Hire: Donald Duck (W2053649)	10/18/2017	11/06/2017 01:29:42 PM	11/20/2017	11/06/2017 01:33:20 PM

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.

5. The System Task is complete.