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

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

Worker - Workday

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

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.