



From your main homepage in Workday, click on your inbox, where you will see a “New Hire Enrollment” item. This will stay in your inbox for 30 days in which time you can make your benefit choices. Click “Let’s Get Started”.

Please Note: You can save your enrolment elections and complete at a later time. To pick up where you left off, just go into your Inbox.

A screenshot of the 'New Hire Enrollment' page in Workday. The page has a green header with the text 'New Hire Enrollment'. Below the header, there are two sections: 'Health Care' and 'Additional Benefits'. Under 'Health Care', there are two cards: 'Medical - UK' (Bupa Select) and 'Dental - UK' (Unum Radiant Level Three). Both cards show 'Coverage' and 'Single' options, and a 'Manage' button. Under 'Additional Benefits', there is one card: 'Perks' (Waived). At the bottom of the page, there are two buttons: 'Review and Sign' (orange) and 'Save for Later' (grey). A red arrow points to the 'Manage' button under the 'Dental - UK' card.

Here you will see all the benefit packages available to you and this is how you will make your selections for each plan. If you have not made any selections, it will say “Enroll” under each plan. If you have already made some selections and are coming back to complete your selections, it will say “Manage”. Click on each plan to make your selections.



Projected Total Cost Per Paycheck
£0.00

Plans Available

Select a plan or Waive to opt out of Medical - UK.

1 item

*Selection	Benefit Plan	Company Contribution (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Bupa Select	£76.64

Health Care Instructions

General Instructions

In the UK, benefits (such as medical and dental) paid on an employee's behalf by the employer are considered "benefits in kind." These benefits are taxable to the employee according to the HM Revenue and Customs.

What this means, Fisher pays 100% of your annual membership cost (premium) for you and your qualified dependents. You are responsible for the tax on the membership cost (premium) which Fisher has paid.

Everyone's tax situation is unique, for more information on benefits in kind or tax on company benefits please speak to the HMRC or visit www.gov.uk.

Crispin Speers is our new travel insurance provider offering worldwide, business and leisure travel insurance! Winter sports is automatically included in every one of their policies. Please note this is our only benefit where your partner does not need to be a legal partner, however you must have lived together for at least 6 months prior to enrolling in the insurance.

Crispin Speers offers Single and Family plans, if you wish to enrol your partner or spouse, please elect the "Family" coverage.



Confirm and Continue

Cancel

Once you are in the plan you wish to edit, you can click "Select" if you wish to enrol in that plan, or "Waive" if you do not want to be enrolled. Once you are happy with your selections, click "Confirm and Continue".

Medical - UK - Bupa Select

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage *

Add New Dependent



Save

Cancel

This next page is where you will select your coverage. If you have any dependents to add to your plan, click "Add New Dependent" and fill in their information. Once this is complete, click "Save".

← Add My Dependent From Enrollment

Name

Country *

Prefix

Given Name(s) *

Middle Name

Family Name *

Allow Duplicate Name

You cannot have more than one dependent with the same name.

[Save](#) [Cancel](#)

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Primary Nationality

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

If you clicked “Add New Dependents” this is the page you will enter in your dependent’s information. Once complete, click “Save” to continue.

New Hire Enrollment

Health Care

Medical - UK
Bupa Select

Coverage Single

[Manage](#)

Dental - UK
Unum Radiant Level Three

Coverage Single

[Manage](#)

Additional Benefits

Perks
Waived

[Review and Sign](#)

[Save for Later](#)

Once you have made your selections for each plan you will be brought back to the main page. **Please note, you have not finished the enrolment process yet.** Click “Review and Sign” to continue.

View Summary

Projected Total Cost Per Paycheck
£0.00

Selected Benefits 2 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical - UK	01/04/2020	01/04/2020	Single			Included
Bupa Select						
Dental - UK	01/04/2020	01/04/2020	Single			Included
Unum Radiant Level Three						

Waived Benefits 1 item

Perks	Waived
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Total Benefits Cost 1 item

[Submit](#) [Save for Later](#) [Cancel](#)

Employee Cost Net Credits



Here you will see a summary of your plan selections. If you are happy with your selections, click "Submit" to complete the enrolment process. If you want to make a change, click "Cancel" to go back to the main page.

Submitted

You've submitted your elections.

[View 2022 Benefits Statement](#)

Success! Select 'Done' and you will have successfully enrolled into your benefits.