


Healthcare Enrolment:

- Go to [Workday](#)
- Click on the **Inbox** icon 
- Open your **New Hire Enrolment** event
- Click **Elect** and then select the Coverage level (i.e. Member Only)
 - If you are enrolling dependants:
 - Under Enroll Dependants, select **Add Dependant**
 - Choose a dependant from your existing beneficiary list, or select **Create Dependant** and click **OK**
 - Enter the required * dependant information → click on the **Contact Information** tab and click the **Add** button to select an address → click **OK**

Completed Example:

Health Care Elections - 1 item			
Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Healthcare - DIV Easy Health	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Jane Smith"/>	<input type="text" value="Member & Spouse"/>

- Lastly, click **Continue** and **Submit**

Please note that if enrolled within 30 days of the hire date, healthcare coverage will go into effect the first of the month following the hire date. Late enrolments will go into effect first of the month following the enrolment.