




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.

New Hire Enrolment

Projected Total Cost Per Paycheck
€0.00

Health Care




Dental - IRE

DeCare Level 2

Coverage

Member Only

Manage



Medical - IRE


Irish Life Health 4D Health 4 - Employee

Coverage

Employee

Manage

Retirement



Pension - IRE

Mercer Elect Zurich

Contribution

5%

Manage

Review and Sign

Save for Later

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 or are coming back to complete your selections, it will say “Manage”. Click on each plan to make your selections.

Dental – IRE

Projected Total Cost Per Paycheck
€0.00

Plans Available

Select a plan or Waive to opt out of Dental - IRE.

1 Item

*Selection	Benefit Plan Details	Company Contribution (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	DeCare Level 2	€17.11



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”.

Dental – IRE – DeCare Level 2

Projected Total Cost Per Paycheck
€0.00

Dependents

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

Coverage * Member Only 

[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 Dependent

Relationship

*

:

:

:

Use as Dependent

☒

Use as Beneficiary

☐

Inactive Date

(empty)

Date of Birth

*

DD/MM/YYYY

Age

(empty)

Gender

*

select one

Primary Nationality

*

:

:

:

Country of Birth

:

:

:

City of Birth

Full-time Student

☐

Student Status Start Date

Student Status End Date

Disabled

☐

Allow Duplicate Name

☐

Check this box only when there is more than one dependent with the same name.

Legal Name

Contact Information

National IDs

Additional Government IDs

Other IDs

Save


Cancel

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 Enrolment

Projected Total Cost Per Paycheck
€0.00

Health Care




REVIEWED

Dental - IRE
DeCare Level 2

CoverageMember Only

Manage




Medical - IRE
Irish Life Health 4D Health 4 - Employee

CoverageEmployee

Manage

Retirement



Pension - IRE
Mercer Elect Zurich

Contribution5%

Manage



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 3 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Dental - IRE DeCere Level 2	01/11/2022	01/11/2022	Member Only			Included
Medical - IRE Irish Life Health 4D Health 4 - Employee	01/11/2022	01/11/2022	Employee			Included
Pension - IRE Mercer Elect Zurich	01/11/2022	01/11/2022	5%			Included

Waived Benefits 0 items

No items available.

Total Benefits Cost 1 item

Company Contribution	Employee Cost	Net Credits
€143.98	€0.00	€0.00

Attachments

Submit

Save for Later

Cancel

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.