



Pension Enrolment:

- Go to [Workday](#)
- Click on the **Benefits** icon  Benefits
- Under the **Change** field, click the **Benefits** button 
- From the **Benefit Event Type** field, select **Pension Plan Enrolment**
- In the **Date** field, enter today's date
- Click **Submit** and then **Open**
- In the **Employee Contribution** field, enter your monthly contribution amount if you wish to contribute
 - An employee contribution is not required to enrol in the pension and begin receiving employer contributions
- Lastly, click **Continue** → **I Agree** → **Submit**

Please note that your pension election will go into effect the first of the month following your enrolment.