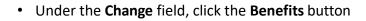
Pension Enrolment:

- Go to Workday
- Click on the **Benefits** icon





- 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.