




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 Enrollment

Projected Total Cost Per Paycheck
€0.00


Health Care



Healthcare
Waived

Enroll


Retirement



Pension - LUX
Waived

Enroll

Additional Benefits



Meal
Waived

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.

Healthcare – DKV Easy Health

Projected Total Cost Per Paycheck
€0.00

Plans Available

Select a plan or Waive to opt out of Healthcare. The displayed cost of waived plans assumes coverage for Member Only. Workday displays the cost for a waived plan only if it offers Member Only coverage.

1 item

*Selection	Benefit Plan Details	Company Contribution (Monthly)
<div><div><input type="radio"/> Select</div><div><input checked="" type="radio"/> Waive</div></div>	DKV Easy Health	€46.40

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”.

Healthcare – DKV Easy Health

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

Region 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.

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

View Summary

Projected Total Cost Per Paycheck
€0.00

Selected Benefits 0 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
No items available.						

Waived Benefits 3 items

Healthcare				Waived		
Pension - LUX				Waived		
Meal				Waived		

Total Benefits Cost 1 item

Employee Cost	Net Credits
€0.00	€0.00

Attachments

Drop files here

or

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.