

Workday: New Hire Enrollment to Benefits

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Welcome to RCH!

As a benefits-eligible associate, you are eligible for RCH benefits. You will have 31 days from your hire date to enroll in benefits. Your benefits coverage starts on the 1st of the month following your hire date.

To learn about all the benefits RCH has to offer, visit the benefits website <https://benefits.radychildrens.org/>

How to Enroll in Benefits in Workday



Step 1: Log in to Workday and find the benefit change Hire/Re-Hire task

The screenshot displays the Workday user interface. At the top left, there is a 'MENU' icon and the 'CHOC' logo. A search bar is located at the top center. On the top right, there are notification icons, including a bell with a '16' badge and an envelope with a '1' badge, along with a user profile icon. Below the header is a large banner image showing two hands reaching towards each other. The main content area is titled 'Hello There' and shows the date 'It's Wednesday, February 14, 2024'. The 'Awaiting Your Action' section contains a task titled 'Benefit Change - Hire/Re-Hire : Choco Bear (123456) on 02/14/2024', which is highlighted by a red arrow. Below this task is a link to 'Go to All Inbox Items (1)'. The 'Quick Tasks' section includes buttons for 'Request Absence', 'My Payslips', and 'My Absence', with a 'View All Apps' link at the bottom. The 'Timely Suggestions' section features a card titled 'Keep Your Work Contact Information Updated' with an 'Update Contact Info' link. The 'Announcements' section includes a card for '2023 W-2 Tax Documents Available' and another for 'Introducing the Jobs Hub!'. A blue chat bubble on the right side of the screen says 'Hi Choco Bear! I'm Workday Assistant' and offers help with finding information and navigating the system.

Step 2: Click “Let’s Get Started”

MENU     

Inbox

Actions Archive

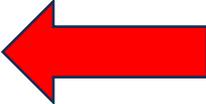
Viewing: All Sort By: Newest

Benefit Change - Hire/Re-Hire : Choco Bear (123456) on 02/14/2024
18 hour(s) ago - Effective 02/14/2024

Change Benefit Elections

18 hour(s) ago - Effective 02/14/2024

Initiated On 02/14/2024
Submit Elections By 03/14/2024

[Let's Get Started](#) 

Step 4: Click “Select” to make your selection

Medical

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

5 items ☰ ☐ 🔍

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Cigna HDHP 2000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$107.93	\$276.22
Cigna HDHP 6000	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$18.10	\$236.46
Cigna HMO Full Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$71.41	\$302.56
Cigna HMO Select Network	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$24.65	\$312.75
Cigna PPO	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$138.84	\$366.56

Click “Confirm and Continue”





Step 5: To add a dependent to the plan

Medical - Cigna PPO

Projected Total Cost Per Paycheck
\$138.84

Projected Total Credits
\$0.00

Dependents

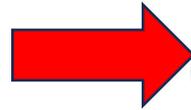
Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$138.84

Add New Dependent

Click "Add New
Dependent"



Save

Cancel

Step 6: Add a Dependent

Click "Create Dependent"

below.

Add My Dependent From Enrollment

Choco Bear (123456) ⋮

Use an Existing Beneficiary or Emergency Contact

Create Dependent

Use as Beneficiary

To find information about CHOC Benefits Plans and Programs go to:
<http://benefits.choc.org>

plans, you may also
in the Health Sav
at that works with
penses.
enses and may on
es for qualifying c
ny as dependents on your federal tax return or z) spouse or dependents of a
and who qualify as dependents on your Federal tax return.

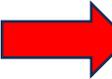
To find information about CHOC Benefits Plans and Programs go to:
<https://benefits.choc.org/>

Then, click "OK"

Step 7: Enter the required fields marked with an asterisk (*)

Add My Dependent From Enrollment

Name

 Country *

Prefix

 Last Name *

Middle Name

 First Name *

Suffix

Allow Duplicate Name

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

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

Address

Save

Cancel

Personal Information

 Relationship *

Date of Birth * 

Age (empty)

 Gender *

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Phone & Email

Then, click "Save"

Step 8: Select the Dependent(s) to Enroll in Coverage

Medical - Cigna PPO

Projected Total Cost Per Paycheck
\$289.71

Projected Total Credits
\$0.00

Dependents

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

Coverage * Employee + Child(ren)

Plan cost per paycheck \$284.00

Add New Dependent

Select the dependent you wish to enroll

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Daisy Duck	Child	11/04/2023

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers 1 item

Dependent	*Social Security Number
Daisy Duck	<p><input type="radio"/> Social Security Number (SSN) <input type="text"/></p> <p><input type="radio"/> Reason SSN is Not Available <input type="text"/></p>

Health Care Instructions

General Instructions

When you select the Cigna HMO Select, HMO Full or PPO plans, you may also enroll in the Health Care Flexible Spending Account (FSA). When you select the Cigna HDHP plan, you may also enroll in the Health Savings Account (HSA) and the Limited Purpose FSA.

Definitions:

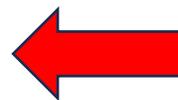
Health Savings Account (HSA) is a tax-free savings account that works with the Cigna HDHP plan to help you pay for the cost of out-of-pocket health care and prescription expenses.

Health Care FSA reimburses medical, dental, and vision expenses.

Limited Purpose FSA reimburses for dental and vision expenses and may only be used with the Cigna HDHP plan.

Dependent Care FSA reimburses for day/night care expenses for qualifying dependents which include 1) children under the age of 13 who qualify as dependents on your federal tax return or 2) spouse or dependents of any age who are physically or mentally unable to care for themselves and who qualify as dependents on your Federal tax return.

To find information about CHOC Benefits Plans and Programs go to: <https://benefits.choc.org/>



Enter dependent's SSN if available.
Or, click "Reason SSN is Not Available"

Save

Then, click "Save"

Step 9: Repeat the same process to enroll in other benefits



Q Search



Hire/Re-Hire



Projected Total Cost Per Paycheck \$91.68
Projected Total Credits \$0.00

Health Care and Accounts

Medical
Cigna HMO Full Network

Cost per paycheck \$91.68
Coverage Employee Only

[Manage](#)

Dental
Waived

[Enroll](#)

Vision
Waived

[Enroll](#)

Accident
Waived

[Enroll](#)

Hospital Indemnity
Waived

[Enroll](#)

Critical Illness
Waived

[Enroll](#)

Surcharge
CHOC Spouse

Cost per paycheck Included
Coverage Spouse/DP is not a dependent.

[Manage](#)

Health Savings Account
Waived

[Enroll](#)

FSA Medical
Waived

[Enroll](#)



[Review and Sign](#)

[Save for Later](#)



Step 10: Click “Review and Sign”

MENU



Search



Hire/Re-Hire



Projected Total Cost Per Paycheck
\$337.91

Projected Total Credits
\$0.00

Health Care and Accounts

 **Medical**
Cigna PPO
UPDATED

Cost per paycheck \$337.91

Coverage Employee + Spouse

Dependents 1

[Manage](#)

 **Dental**
Waived

[Enroll](#)

 **Vision**
Waived

[Enroll](#)

 **Accident**
Waived

[Enroll](#)

 **Hospital Indemnity**
Waived

[Enroll](#)

 **Critical Illness**
Waived

[Enroll](#)

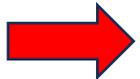
 **Surcharge**
CHOC Spouse

[Review and Sign](#) [Save for Later](#)

Included

 **Health Savings Account**
Waived

 **FSA Medical**
Waived



Step 11: Review your elections under View Summary

View Summary

Projected Total Cost Per Paycheck
\$337.91

Projected Total Credits
\$0.00

To find information about CHOC Benefits Plans and Programs go to:

<http://benefits.choc.org>

Please note, you have not completed your enrollment until you select, "I Agree" and "Submit" at the bottom of this page.

Selected Benefits 4 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Cigna PPO	04/01/2024	04/01/2024	Employee + Spouse	Choco Bear2		\$337.91
Surcharge CHOC Spouse	04/01/2024	04/01/2024	Spouse/DP is not a dependent.			Included
Basic Life The Hartford (Employee)	04/01/2024	04/01/2024	1 X Salary			Included
Basic AD&D The Hartford (Employee)	04/01/2024	04/01/2024	1 X Salary			Included

Waived Benefits 15 items

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Submit

Save for Later

Cancel



Step 12: Scroll to the bottom of the page

Attachments

Drop files here

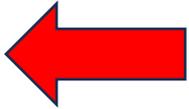
or

Select files

Electronic Signature

I acknowledge that I have been given the opportunity to enroll myself and/or eligible dependents in my employer's benefits plans. I hereby authorize CHOC Children's to take any applicable deductions from my salary with regard to these benefits plans, including applying any start, stop, increase, decrease or change in deduction amount.

I Accept



Click the "I Accept" box to acknowledge

enter your comment

Process History

Choco Bear (123456)
Change Benefits for Life Event- Awaiting Action

Submit

Save for Later

Cancel

Then, click "Submit"



Step 13: Congratulations! You have completed the enrollment

MENU CHOC Search

Submitted

You've submitted your elections.

To print a copy of your benefit elections, click on "View Benefits Statement" and select the "Print" button at the bottom of your page.

View 2024 Benefits Statement

Click "View Benefits Statement" to print a copy of your elections

Done

LONG LIVE CHILDHOOD

Have Questions or Need Help?
Submit a Workday- Benefit
Elections Help Case

