

Navigating New Hire Event for Desktop


Quick Reference Guide



Our new employees working at least 20 hours are eligible to elect coverage within the first 30 days of employment. These benefits become effective on the first day of the month concurrent with or following an individual's hire date.

Once the 30-day enrollment period closes, elections and changes to those benefits can only be made during NRP's Open Enrollment, or within 30-days of a qualifying life event.

SELECT YOUR BENEFITS

1. From your Workday homepage, select the **Inbox** icon 
2. Choose the **Change Benefits for Life Event** task
3. Select **Let's Get Started**
4. Select each benefit to **Enroll** or **Waive** coverage.




5. **Modify your coverage**, the system defaults to employee-only coverage, if you need to add dependents this can be done by clicking the 'add a new dependent button' additional details in 'add dependents' steps
6. Select **Confirm and Continue**

ADD DEPENDENTS

1. To add a new dependent, select **Add New Dependent**
2. Select the **Use as Beneficiary** checkbox if you want to use this dependent as a beneficiary as well and select **OK**
3. Enter dependent's social security number under **National IDs**. Make sure to choose US as **Country** and Social Security Number in **National ID Type**
4. Update their address, if needed. If you click the "x" next to the address currently displayed, additional address fields will show.
5. Repeat for any additional dependents
6. Your dependents will show up in each subsequent election going forward.
7. If you do not want dependents after this process, uncheck the box next to their name and your benefits will return to employee only.
8. Complete all required information and select **Save**
- 9.

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Jiatyu Liu	Spouse	02/18/1999

DESIGNATE LIFE INSURANCE BENEFICIARIES (REQUIRED FOR BASIC LIFE & VOLUNTARY LIFE)

1. From the **Beneficiaries** section, select the **Add Row** icon  to add a beneficiary
2. In the **Beneficiary** field, select the **prompt** icon  to select from a list of existing beneficiaries. Or select **Add New Beneficiary** or **Trust** to add a new beneficiary
3. To remove a beneficiary, locate the beneficiary and select the **Remove Row** icon  next to the name
4. In the **Percentage** column, enter the percentage of benefits for each beneficiary. This must equal 100% for both Primary and Secondary beneficiaries (if applicable)
5. Select **Save**

COMPLETE YOUR ENROLLMENT

1. Select **Review and Sign**. A confirmation page displays
2. Review your elections and check **I Accept** in the Electronic Signature section
3. Click **Submit**
4. Select **View Benefits Statement** to view the New Hire benefits statement
5. **Print** and **download** a PDF version of the New Hire Benefits Statement for your records