

New Hire Benefits Enrollment: Quick Start Guide

Important

You have 30 days from your hire date to enroll in benefits. Otherwise, you must wait until Annual Enrollment or until you have a [Qualifying Life Event](#) to enroll in or change benefits.

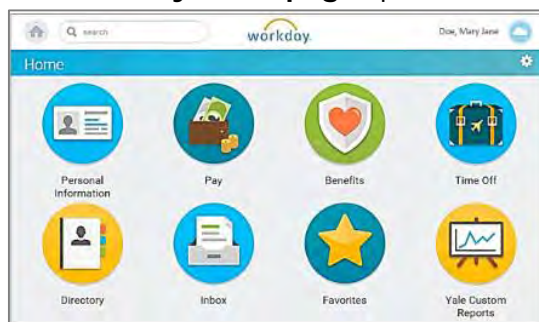
Retirement Savings is not part of Benefits Enrollment

You can make changes by visiting the [TIAA website](#) any time, or by calling the dedicated Yale line at (855) 250-5424, Monday - Friday from 8 am - 10 pm, and Saturday from 9 am - 6 pm.

If you need additional information, please visit the [HR Benefits website](#) or contact the [Employee Service Center](#).

Login to Workday

1. Visit **It's Your Yale**: <http://your.yale.edu/>
2. Click **Workday** (*top center*)
3. **Login to CAS** with your NetID and Password
4. The **Workday home page** opens:



NOTE: At any time, you can click the *Workday logo* at the top of the page to return to the home page.

Start Your Benefits Enrollment

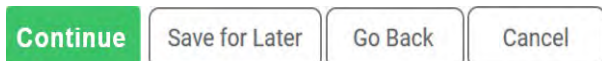


1. From the Home page, click the **Inbox** worklet to open your Inbox.
2. Click the **Benefit Change – New Hire** item.

Benefit Change - New Hire :
01/01/2017

3. Click the arrows (*top right*) to expand the size of the window.

Button Choices at the bottom of each screen



- **Continue:** To move to the next screen.
- **Save for Later:** To save the changes you've made and come back to the form in your Inbox at a later time.
- **Go Back:** To go back to a prior screen.
- **Cancel:** To remove any changes you made during the current session.
- **Submit:** The Continue button changes to Submit on the very last screen. **You must click Submit on the last screen, or your elections will not be processed.**

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Process Your Enrollment Elections

1. Click the **Continue** button to move through the screens after you review and make your selections.

NOTE: The **Waived Coverages** heading on the Benefit Elections Review screen must be clicked to see what you are waiving.

2. If your benefit elections are correct on the Benefit Elections Review screen, check the **I Agree** check box.
(you may have to scroll down)
3. Click **Submit**. **Your changes will not be recorded or processed until you click **Submit** on the last screen.**
4. Click **Done** to exit.


View Your Benefit Elections

Once you have enrolled in benefits, you can view your elections.

1. On the Workday Home page, click the **Benefits** worklet.
2. In the **View box** (you may have to scroll down), click **Benefit Elections**.

Printing Information

Whenever you see either a printer icon or a print button you have the ability to print the information displayed.

1. Click the print button or the printer icon  .
2. Your benefit information will be converted into a PDF file. Depending upon the browser you are using, the PDF file will appear at the bottom of the browser with the PDF icon and file name that you can click on to open it, or you will see a pop-up window that offers the option to save or open the file.
3. Once open, you can print the PDF file.

Make Changes to What You've Submitted

Once you have enrolled in benefits, if you wish to make changes during your first 30 days of employment, please contact the [Employee Service Center](#).