




## New Hire Benefits Enrollment

New Hire Enrollment allows new staff at VUMC to enroll in their benefits within 30 days of their start date. During this period, new hires will receive a task in their My Tasks inbox prompting them to begin making benefit elections. Follow the steps below to complete your New Hire Enrollment.

### New Hire Enrollment

From your homepage:

1. Select the **My Tasks** icon .
2. Action items in your My Tasks inbox display. Select the **New Hire Enrollment** task.
3. Select **Let's Get Started**.
4. Answer the Health Questionnaire for Tobacco Use and select **Continue**. Select **Continue** again to proceed with benefit selection.
5. Select **Manage** to update your elections.
6. Choose **Select** or **Waive** for each medical election.

**Note:** If you want to know more about each plan, choose the **Plan Details** links (in blue) to review.

**Note:** Remember to **Confirm and Continue** as you page through your benefit elections and make your selections.

7. Once you have completed all coverage elections, select **Review and Sign**.

**Note:** Selecting "Save for Later" will save your progress and allow you to continue enrolling in benefits at a later time.

8. Now that your coverage elections are confirmed, select the **Check Box** and proceed by selecting **Submit**.

**Note:** if you are a new hire during mid-October to December 31, you will also need to complete your new hire Workday event for the current benefits year. Then you will receive an open enrollment Workday event to complete your enrollment for the next benefits year.

**Step 1:** My Tasks icon with a red notification bubble.

**Step 2:** My Tasks inbox showing 'Benefit Change - New Hire on 05/10/2022' with a 'Let's Get Started' button.

**Step 3:** 'Let's Get Started' button.

**Step 4:** Health Information - Tobacco Use questionnaire. Question: 'What is your tobacco use status?'. Answer: 'I and, if applicable, all of my covered dependents, are tobacco-free (credit is received)'.

**Step 5:** Health Care and Accounts summary. Cost per paycheck: \$252.00. Coverage: Employee + Spouse. Dependents: 1. Manage button.

**Step 6:** Benefit Plan selection table.

Benefit Plan	*Selection
Vanderbilt HDHP Health Savers Plan	<input type="radio"/> Select <input checked="" type="radio"/> Waive
Vanderbilt PPO Plus	<input checked="" type="radio"/> Select <input type="radio"/> Waive
Vanderbilt PPO Select	<input type="radio"/> Select <input checked="" type="radio"/> Waive

**Step 7:** Review and Sign button.

**Step 8:** Electronic Signature screen. I understand that: I am making an election concerning the above described benefits. I authorize I cannot revoke or change this election during the plan year unless there is a then revoke my earlier election. I verify and affirm that the dependents enrolled for Health, Dental and/or Vision and including termination. By checking this box, this serves as my electronic signature. I Accept ☒ Submit Save for Later Cancel