




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**.

The screenshot illustrates the New Hire Enrollment process through several stages:

- Step 1:** The user is on their homepage, and the **My Tasks** icon (envelope with a '1' badge) is highlighted.
- Step 2:** The **My Tasks** inbox shows a task titled "Benefit Change - New Hire on 05/10/2022" with a "Let's Get Started" button.
- Step 3:** The user clicks "Let's Get Started" to begin the enrollment.
- Step 4:** A health questionnaire asks, "Have you used tobacco in any form in the past 12 months?" The user selects "I am tobacco-free (credit is received)" and clicks "Continue".
- Step 5:** The user is presented with a table of health plan options. The "Manage" button for the first plan is highlighted.
- Step 6:** The user selects "Waive" for the Aetna HDHP Health Savers Plan, "Waive" for the Aetna PPO Plus plan, and "Select" for the Aetna PPO Select plan.
- Step 7:** The user clicks "Review and Sign" to proceed to the final step.
- Step 8:** The user is on the "Electronic Signature" page, where they must check a box to "I Accept" and then click "Submit".