



City of Dallas

How to Enroll as a New Hire

Job Aid

How to Enroll as a New Hire



To enroll in benefits as a new hire in Workday, follow these steps:

1. **Log in to Workday:** Use your credentials to access your Workday account.
2. **Start Enrollment:** You will receive a task in your Workday inbox to enroll in benefits. Click on this task to begin.
3. **Review Benefit Options:** Carefully review the available benefit plans, including medical, dental, vision, life insurance, and other offerings.
4. **Make Selections:** Choose the benefit plans that best fit your needs. You can also add dependents and beneficiaries during this step.
5. **Submit Enrollment:** After making your selections, review your choices and submit your enrollment.
6. **Note:** If you are adding coverage for dependents, you must add (attach) any supporting documentation if you have before you Submit.

Remember, to complete your benefit elections within 30 days of your new hire date to complete your benefits enrollment.

