

# Ready to Enroll in Your Benefits?

Eligible employees enroll for most of their benefits in Workday, the University's system for managing human resources, payroll and benefits processes for employees.

The Integrated Service Center (ISC) is here to assist you with your Workday needs. At any point during the benefits enrollment process, please feel free to contact us with questions! Though we cannot provide insurance or plan choice advice, we're happy to help you navigate the enrollment process in Workday.

## FIRST, LEARN ABOUT YOUR BENEFITS OPTIONS.

Before enrolling, take some time to decide which health, retirement and other insurance plans are best for you and your family. There are many choices to make!

- **Review your plan choices:** <https://isc.uw.edu/your-benefits/plan-choices/>

## NEXT, BEFORE YOU START...

Once you know which benefits options you want, there are a few things you can do in advance to help ensure a smooth enrollment experience.

- **Prepare any required paperwork BEFORE starting** – If you're enrolling children or your spouse/state-registered domestic partner, make sure to know what's required for successful enrollment: <https://isc.uw.edu/your-benefits/dependent-verification/>
- **Make sure your address is correct in Workday** – Your home address determines which medical plans you can enroll in; follow these steps to update your address: <https://isc.uw.edu/your-pay-taxes/year-end-tax-resources/verify-your-mailing-address/>

## THEN, MAKE YOUR ELECTIONS IN WORKDAY!

- **Follow along with our step-by-step User Guide** as you make your selections in Workday to avoid common stumbling blocks and errors that could result in you not getting the coverage you want: <https://isc.uw.edu/user-guides/benefits-enrollment-pebb-health-and-other-insurance-plans/>
- **Begin enrolling** – Log into Workday from the ISC website, navigate to your Workday Inbox (select the inbox icon in the upper right corner of the screen), and locate your "Newly Eligible" action items. Be sure to also check your Workday Notifications (select the bell icon in the upper right corner of the screen) for other deadline-sensitive tasks you may need to complete.
- **Enroll early!** This provides enough time to email you with any follow-up questions or requests for necessary documentation well ahead of deadlines.