## BENEFIT PARTNER ENROLLS AN EMPLOYEE IN BENEFITS

In situations where an Employee does not have access to a computer or the ability to enroll online, the Benefit Partner has the security access to enroll the Employee in their benefits.

- 1. Benefit Partner is to Sign In to Workday as themselves.
- 2. Go to the Search box in the upper left hand side of the screen and enter either the last name of the **Employee** or the **Employee Number.**

		wo	rkday.
Rogers, Meghan (70371) - Employee Rogers, Roy (700066) - Employee		На	ome
	Hexcel News	Personal	Benefits

3. On this screen click on the Worker History tab.

Rogers Weaver	, Roy (700066	5) 🚥				
Weaver	Obstaal.com					
Toy.rogers	@nexcel.com					
Job	Compensation	Benefits	Time Off	Contact	Personal	Perfo
				Managar History	Marker History	A statistics
Job Details	Organizations Ma	inagement Chain	Job History	manager History	worker History	Addition
Job Details Job Details	Organizations Ma	nagement Chain	Job History	Manager History	Worker History	Addition
Job Details Job Details Employee ID	Organizations Ma	inagement Chain	Job History	manager history		Additio

4. On the left hand column, you will see a list of items titled Business Process. Select the one labled:

Benefit Change - New Hire : Rogers, Roy (700066) on 06/17/2014

5. It will have a status of "In Progress".

## Hexcel's Workday User Manual

## Chapter 4-04

E Q Ropes	workdoy					
Rogers, Roy (700066) 🚥						
Weaver		9	/ew Team		Manager Martinez, Jess	m (7540)
B roy.rogen@hexcel.com		0	Seguin			1
Job Compensation Benefits Time Off	Contact	Personal Performance	Career	Overview		
Job Details   Organizations   Management Chain   Job History   Manager History   Worker History   Additional Data   Timeline						
View Worker History by Category						
2 Janis						
Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Change Emergency Contacts: Rogers, Roy (700066) - Weaver		05/30/2014 02:58:05 PM		05/30/2014 02:58:05 PM	Successfully Completed	
Personal Information Change: Rogers, Roy (700066)		06/30/2014 02:48:18 PM		06/30/2014 02:53:37 PM	Successfully Completed	
Assign Organizations: Rogers, Roy (700086)	06/17/2014	05/30/2014 02:48:18 PM		06/30/2014 02:53:37 PM	Successfully Completed	
Senetit Change - New Hire Rogers, Roy (700066) on 06/17/2014	06/17/2014	06/30/2014 02:53:37 PM			In Progress	Rogers, Roy (700066)

6. On the **View Event** page, click the Related Actions button, then **Benefits > Enroll in Benefits.** 

			workday.		
View Ever	nt Benefit Change - Nev	v Hire : Rogers, Roy (700066) on 06/17/2014 🚥	Available Actions	Event Benefit	Change - New Hire : Rogers, Roy (7
For	Weaver		Benefits	Cancel Enrollment	
Overall Process	Hire: Rogers, Roy (700066)		Business Process	Enroll in Benefits	Roy (700066)
Overall Status	Successfully Completed		Favorite	Hold Event	ess
Due Date	07/14/2014			Initiated On 06/30/2	- 2014 02:53:37 PM
Details	Process			Effective Date 06/17/2	2014
Dopofit Evont Tur	no Now Liro				

7. This will take you to Step 1 of 7 in the Benefit Enrollment process for New Hires. Follow prompts to complete all seven screens.



## Welcome to your Hexcel Benefits Enrollment!

For a narrated overview of your benefits, click the link to view the New Hire Benefits Presentation.

Date	Chapter Modified
14 April 2015	Modified screen snips to blur out employee specific dataDLB