## 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.**
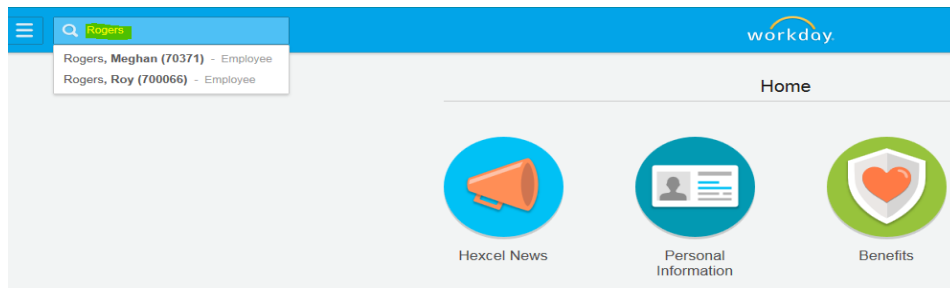
3. On this screen click on the **Worker History** tab.
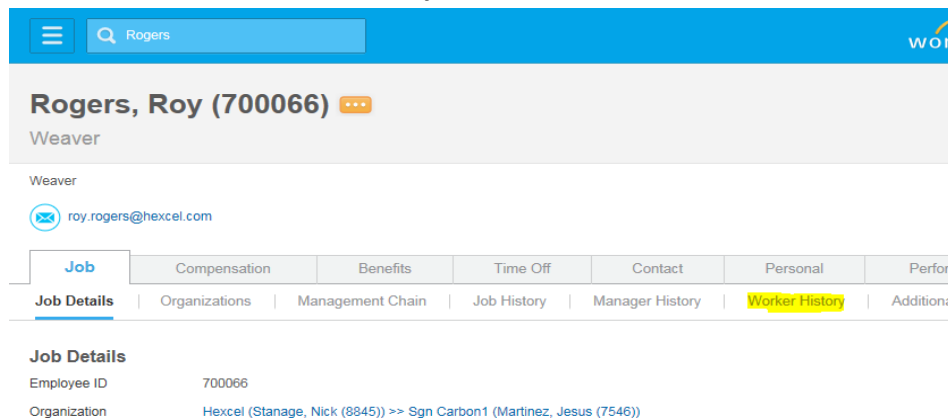
4. On the left hand column, you will see a list of items titled Business Process. Select the one labled:

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

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

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.

Date	Chapter Modified
14 April 2015	*Modified screen snips to blur out employee specific data…DLB*