

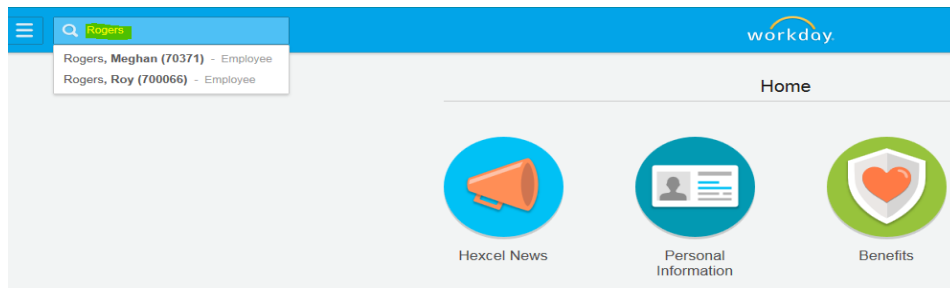
# Hexcel's Workday User Manual

## Chapter 4-04

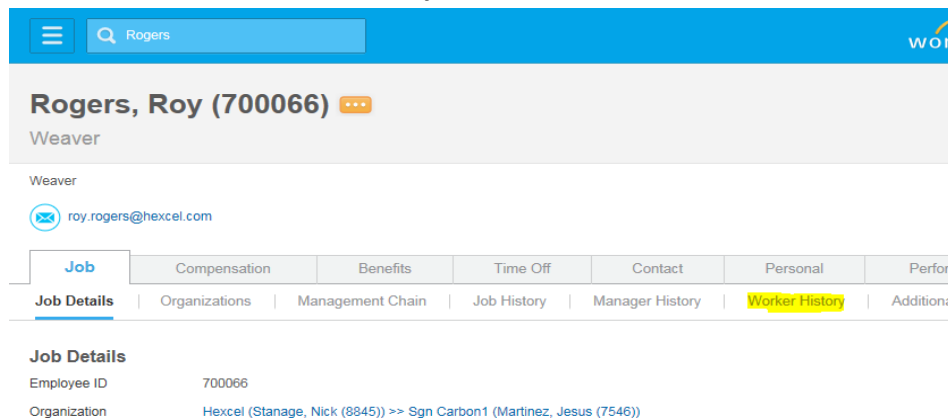
### BENEFIT PARTNER ENROLLS AN EMPLOYEE IN BENEFITS

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 labeled:

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

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

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## Chapter 4-04

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Change Emergency Contacts: Rogers, Roy (700066) - Weaver		06/30/2014 02:58:05 PM		06/30/2014 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 (700066)	06/17/2014	06/30/2014 02:48:18 PM		06/30/2014 02:53:37 PM	Successfully Completed	
Benefit 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**.

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

For: Weaver  
Overall Process: Hire: Rogers, Roy (700066)  
Overall Status: Successfully Completed  
Due Date: 07/14/2014

Available Actions:

- Benefits
- Business Process
- Favorite

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

- Cancel Enrollment
- Enroll in Benefits
- Hold Event

Initiated On: 06/30/2014 02:53:37 PM  
Effective Date: 06/17/2014

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.

Change Benefit Elections New Hire for [Employee Name] Step 1 of 7

Event Date: 06/17/2014  
Initiated On: 06/30/2014  
Submit Elections By: 07/16/2014

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 data...DLB