Benefits – New Hire Enrollment

STEP 1
From your home page, click on the "Benefits" worklet.

NOTE:
This document is for navigating Workday only. Visit the HR Benefits website for full information on benefits offered.

STEP 2
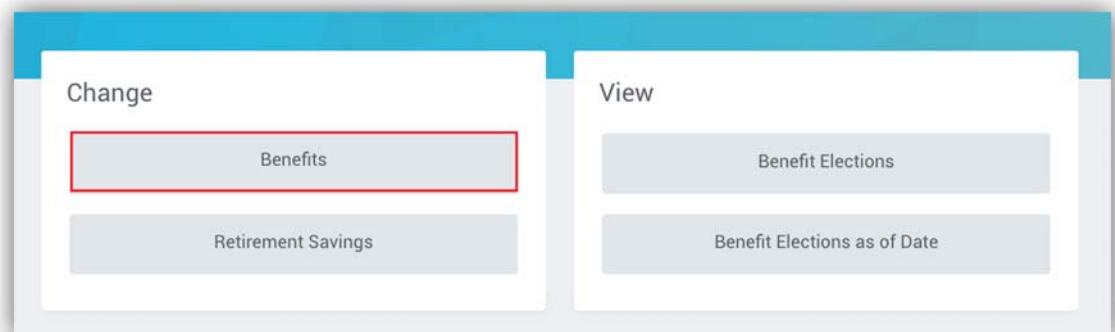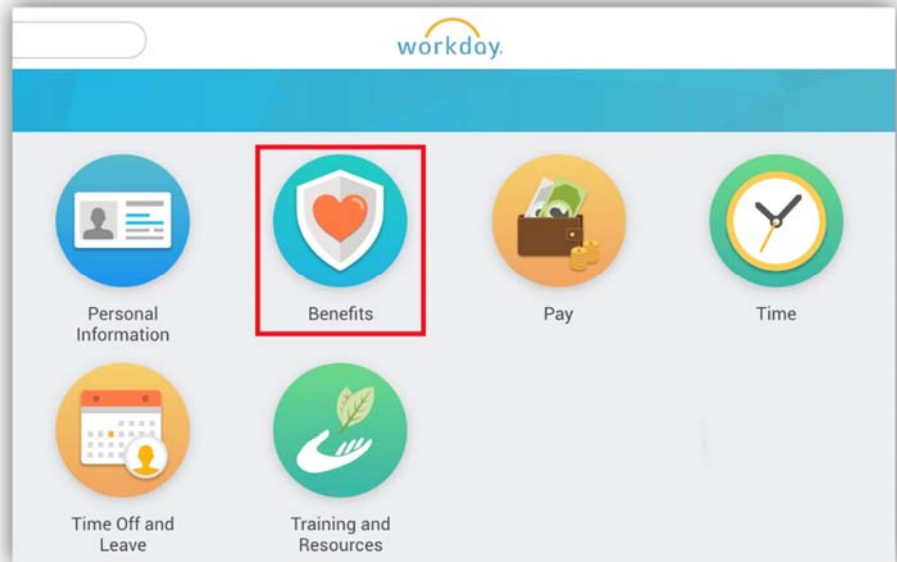Under the "Change" column on the left click on the "Benefits" button.

STEP 3
Select the "New Hire" benefit event type.

The Benefit Event Date should be two months after your hire date.

Click "Submit" at the bottom of the page.

Questions? Email workday@montclair.edu or call x7971 option 4

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STEP 4
Click on "Review Documents" or go to your Workday inbox where the task will be waiting for you to complete.
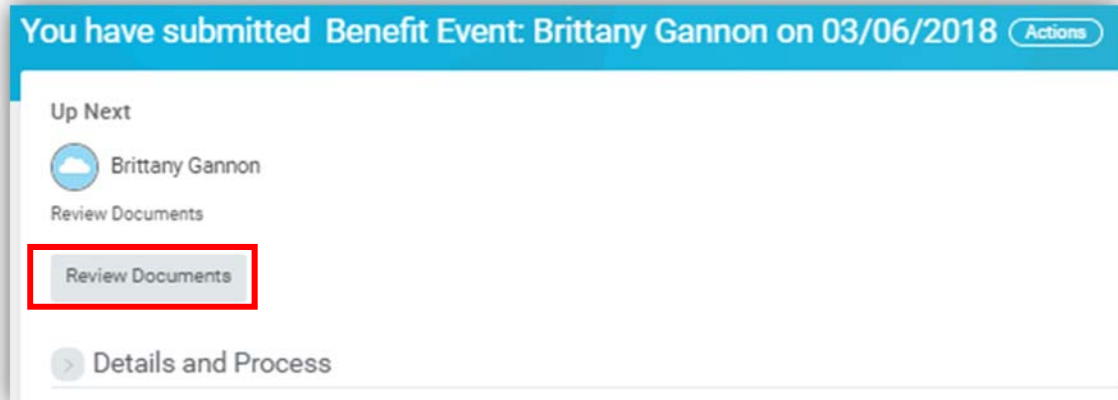
STEP 5
Click on the blue links to retrieve the benefit documents.

Fill out the forms and save them to your computer.

You can drag and drop the file here:

OR

You can click "Select files" to find the document on your computer.

Click "Submit" at the bottom of the page when you have uploaded all of your documents.