**Benefits — Enroll or request change**

**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 the benefits offered.

*Click: HR Benefits*

**STEP 2**
- Click on the "Benefits" button, on the change column

Need help? Call ext 7971 and press option 4 for Workday support or, Email at workday@mail.montclair.edu
STEP 3

- Select the "Benefit Event Type".
- Type in the effective date or use the calendar icon to select date.
- The "Enrollment Offering Types" that you are eligible for will appear.

Note:
Eligibility depends on your classification. View the main HR benefits website or call the HR Benefits office for more information.

STEP 4

Click the + to attach any supporting documents, such as marriage or birth certificate.

Read the "Change Information and Helpful Hints" document for more information on the types of supporting documents and attaching documents.

When you are done with attaching documents or if you need to attach HR documents, click "Submit".

Move to Step 5 to select the HR Benefits documents.

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**STEP 5**

- **Click “Review Documents”**

**Note:**
If you click “Done” before “Review Documents” navigate to your “Inbox” for the business process. You can attach documents there, following the same instructions as below.

**STEP 6**

- **Click on the blue link of the HR document you need to use**
- **When you click on this link a .pdf will open in another window**
- **Fill out the HR Document and save to a place in your computer that you will remember**
- **Use the “How to attach a Document” and “How to do an eSignature” in the Workday learning website for more help!**
### Employee Self-Service Training Aid | Benefits — Enroll or request change

#### STEP 7

- After you have completed your HR Document and saved to your computer
- Click the paper clip icon to open your window folder
- Navigate in windows to the correct HR Document to attach
- If you know how, simply click, drag and drop your document into Workday

**Or**

- Click on the correct HR document.
- Click "Open" in PC document window (pic 1)
  or Click "Choose" in MAC document window (pic 2)
STEP 8

- You will see your document name display and a comments box
- Enter comments if needed
- Repeat Steps 6 & 7 for any additional HR documents that need to be submitted
- Click “Submit” after completing all documents

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