The Aaon Group

Job Aid

Benefits: New Hire Benefit Enrollment – Add a Dependent

You have **14 days from your hire date** to make your new hire benefit elections.

Step 1: Start Your Enrollment

- In Workday, click the task: **New Hire Benefit Enrollment**
- Select **Let's Get Started**

Step 2: Review and Select Benefits

- Navigate through each section under **Health Care and Accounts**
- Click **Enroll** or **Manage** for each benefit you wish to review or select

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Step 3: Add a Dependent

1. Click **Manage** or **Enroll**
2. Select your coverage level, then click **Confirm and Continue**
3. On the dependents screen, click **Add**
4. Select **Add New Dependent**

Step 4: Enter Dependent Information

Enter all required details:

- Full Name
- Date of Birth
- Social Security Number
- Relationship

Click **Save**

Step 5: Continue Enrollment

- Assign your dependent(s) to applicable benefit plans
- Click **Save and Continue** to move through each step