



Benefits Enrollment Quick-Tips for New Hires

Step 1: Log into Workday

Employees can access Workday through their department's Okta Dashboard.

New hire benefits will not become available until all necessary actions for your hire process are completed.

If you do not see your benefit option in your Workday inbox, create a help ticket by contacting workday@maricopa.gov.

My Apps

Work

Microsoft Office 365 Teams

Workday

Did You Know?

You can access your Okta page through the links below!

- [MCAZ](#)
- [JBAZMC](#)
- [MCAO](#)
- [MCSO](#)
- [MCRO](#)
- [MCLDAZ](#)

Step 2: Go to Employee Benefits App

Click the **Global Navigation Menu**, then click **Employee Benefits App**.

MENU

MARICOPA COUNTY

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Did You Know?

Premium Deductions Benefits premium deductions are charged for coverage on a **per-pay-period basis** and are not pro-rated. If your Benefits effective date is retroactive, that may trigger two premium deductions on one paycheck (one for the current pay period and one for the previous pay period).

Step 3: Add Dependents

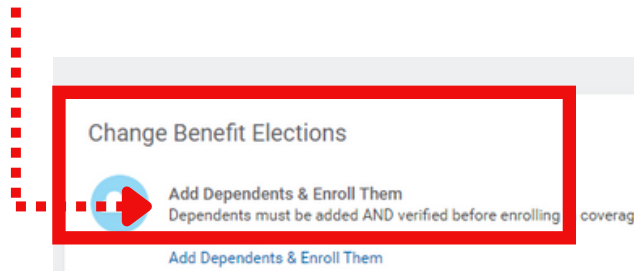
Dependents must be added prior to starting the enrollment process.

If you are not adding dependents, click on [Add Dependents](#), then click [Submit](#), and skip to step 4.

From the employee benefits app (review steps 1 through 2 to get here), scroll down to the **Change Benefit Elections** box, then select the **Add Dependents & Enroll Them** tab.

Did You Know? 💡

You must upload [acceptable documentation](#) when you add your dependent in Workday.



Once you have received notification that your dependents have been verified, you are ready to select your benefits. From your Workday inbox, click **Benefit Change - New Hire**.

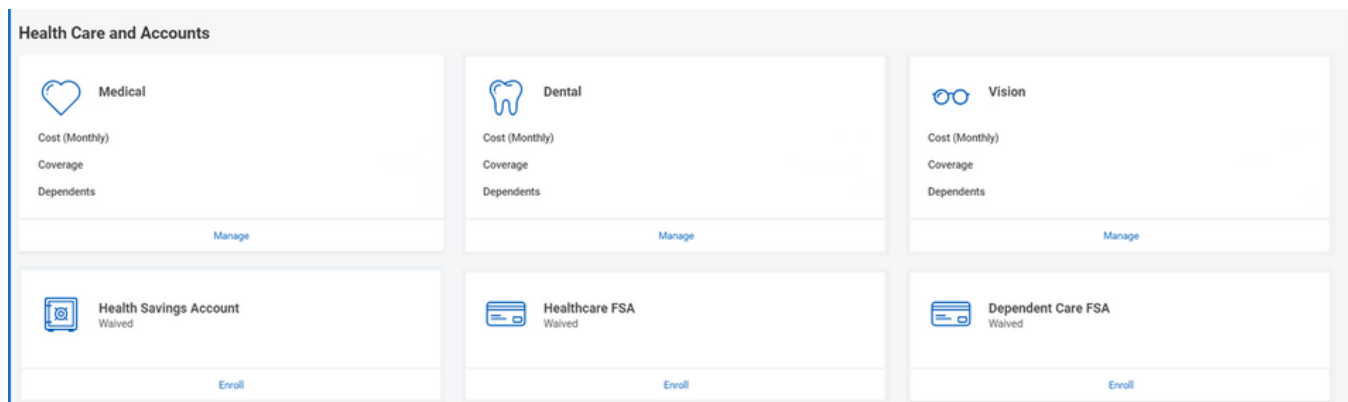
Then, click the **Let's Get Started** button and follow the on-screen instructions.



You will find a variety of health, dental, flexible spending account, life insurance, and other voluntary benefit options to choose from.

Carefully read each [plan summary](#) and select the best coverage for your needs.

You may also go to the Learning App and search for the Employee Benefits Overview course for more information about your Benefits.



Step 4: Confirm Your Selections

Your elections aren't official until you accept and submit all selections/changes. Make sure all information is accurate.

You can review and edit your selections throughout the process.

When you are confident your information is correct, click the **I Accept** check box.

Then, click **Submit** to confirm your choices.

After submitting your elections, you will have an opportunity to review and save a copy of your benefit summary for your records.

Electronic Signature

By selecting "I Accept" you have

All elections are irrevocable after

Maricopa County may share pro
tion with your benefits or to use

If you have enrolled in a Health S
from your health plan and the ba

The Maricopa County Benefits F

- Your legal spouse (not leg
- Your dependent child(ren)

An eligible dependent child inclu
been awarded legal guardianship

You certify that all information you
or that of your dependents as a result of providing

If you do not agree to the terms listed above, contact Employee Benefits via phone at 602-50

I Accept

Submit

Save for Later

Cancel

Did You Know?



Benefit elections must take place within 30 days of hire, becoming newly eligible, or when you experience a qualifying life event. If you miss the deadline, you will have to wait until the next Open Enrollment period. **There are no exceptions.**

Additional Tips and Information



Q: Can I make mid-year changes to my benefits?

A: The benefit elections you make when you are newly eligible or during Open Enrollment are irrevocable during the Plan Year. However, if you experience a qualifying life event such as a marriage, divorce, or birth of a child, you can make changes to some elections.

To submit a benefit change due to experiencing a qualifying life event, with NEW dependents, you will want to follow steps 1 through 4. To submit a Benefit Change due to experiencing a qualifying life event WITHOUT new dependents, contact Benefits at 602-506-1010 or benefits@maricopa.gov.

Q: What is an example of a qualifying event?

A: A qualifying event can include a marriage, divorce, birth of a child, gain or loss of other coverage.

Q: What is an example of a newly benefits eligible employee?

A: Generally, Maricopa County employees who transition from part-time (less than 20hrs/week) to full-time might be newly eligible for benefits.

Q: When do benefits become effective?

A: The date your Benefits become effective is determined by the following:

- Benefits are effective the first day of the month following the date you became benefits eligible.
- Benefit changes due to Birth, Adoption, Marriage, and Legal Guardianship are effective on the Event Date.
- Benefit changes due to Loss of Other Coverage are effective the day after the Event Date.
- Benefit changes due to a Divorce, Legal Separation, Gain of Other Coverage, Death of Spouse, and Death of Child are effective the last day of the month in which the Event Date occurs.

If you have any questions about your benefits, call Employee Benefits 602-506-1010 or email Benefits@maricopa.gov