

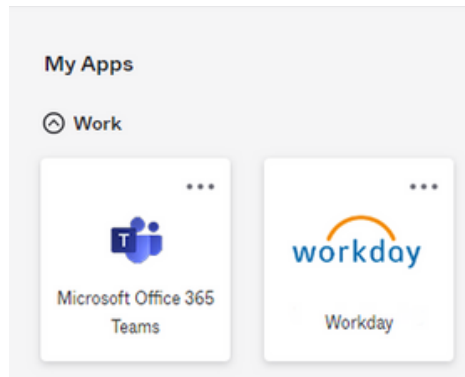


# Benefits Enrollment Quick-Tips for New Hires, Newly Eligible Employees, and Qualifying Life Events

## Step 1: Log into Workday

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

If you have any issues logging into Workday, contact your IT department.



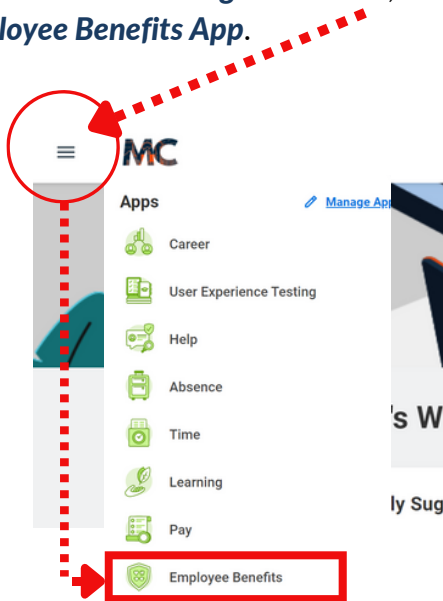
### Did You Know?

You can access your Okta page through the links below! 💡

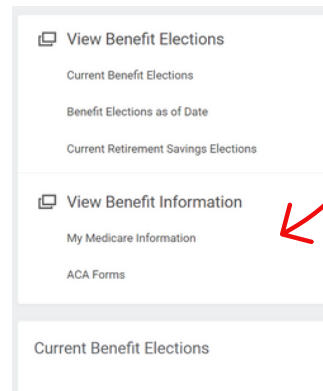
- [MCAZ](#)
- [JBAZMC](#)
- [MCAO](#)
- [MCSO](#)
- [MCRO](#)
- [MCLDAZ](#)

## Step 2: Go to Employee Benefits Page

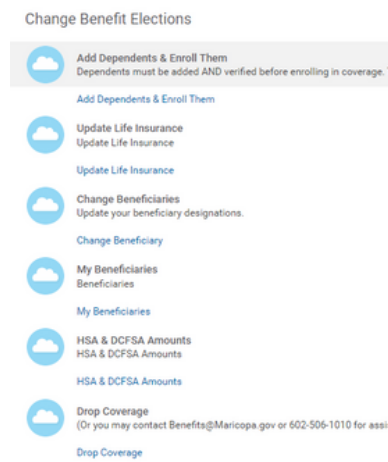
Click the **Global Navigation Menu**, then click **Employee Benefits App**.



Review current benefit elections from the **View Benefit Elections** and **Current Benefit Elections** boxes.



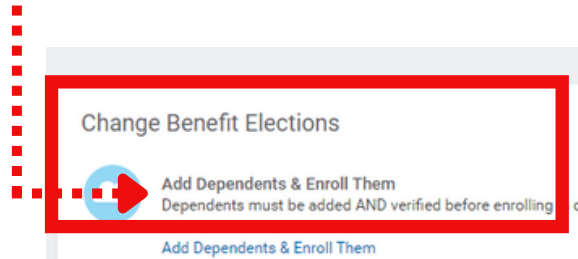
Employees can also **Update Life Insurance**, **Change Beneficiaries**, change **HSA & DCFSAs contribution amounts**, or **Drop Coverage** from the **Change Benefit Elections** box in the Benefits App.



### Step 3: Add Dependents, if applicable

**Please note:** When applicable, dependents must be *added* and *verified* before enrolling in coverage.

From your benefits inbox (review steps 1 through 3 to get here), scroll down to the **Change Benefit Elections** box, then select the **Add Dependents & Enroll Them** tab.



#### Did You Know?



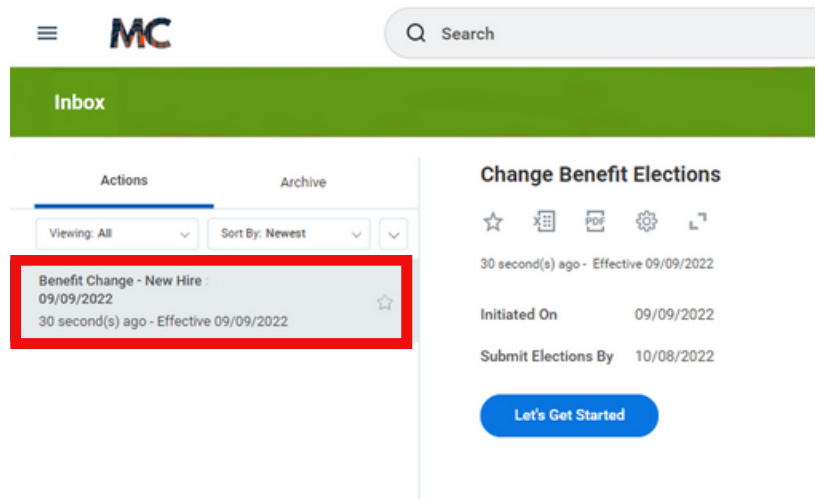
You must upload acceptable documentation to verify your newly added dependent's eligibility for coverage, such as a birth certificate for a newborn, marriage certificate for a marriage, divorce decree, etc.

### Step 4: Make Benefit Elections

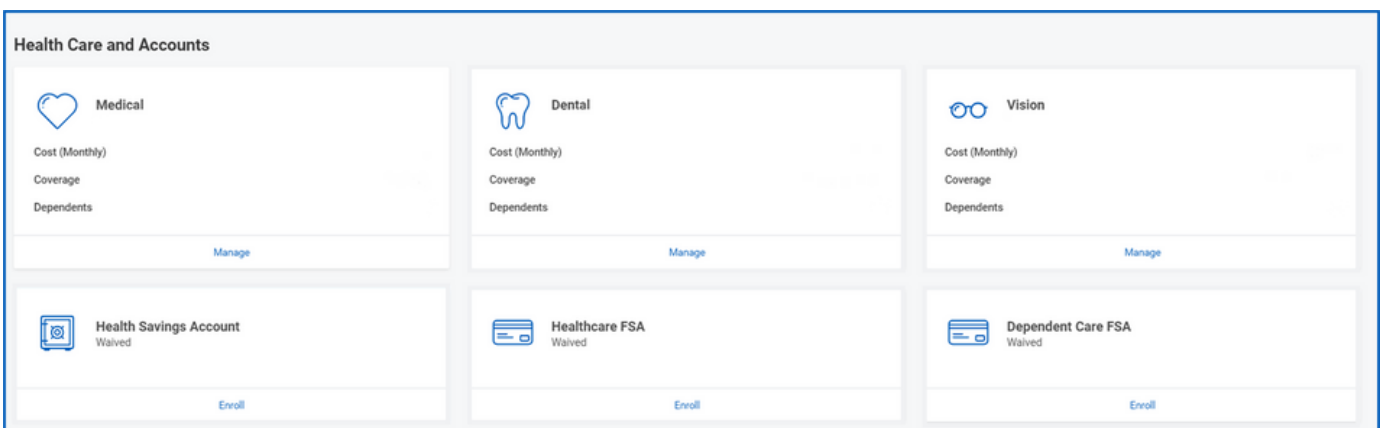
Once you have received notification that your dependents have been verified, you are ready to select your benefits. From your personal inbox, click **Benefit Change - New Hire**.

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.



## Step 5: 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.

The screenshot shows a web form with several sections: 'Attachments' (empty), 'Electronic Signature' (with a 'LEGAL NOTICE: Please Read' and a list of terms), 'Additional Information' (with a text input field for a comment), and 'Process History'. A red dashed line with arrows points from the text instructions to the 'I Accept' checkbox and the 'Submit' button. A lightbulb icon is next to the 'Did You Know?' text.

### 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 5. 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](mailto: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.

If you have any questions about your benefits, call Employee Benefits  
602-506-1010 or email [Benefits@maricopa.gov](mailto:Benefits@maricopa.gov)