

Benefits | New Hire



NEW HIRE BENEFIT ELECTIONS

PLEASE VIEW THE INSTRUCTIONS TO COMPLETE YOUR ENROLLMENT.

LOG IN TO WORKDAY - [CLICK HERE](#)

Go to <https://myapps.oakgov.com> from an Internet connected computer or download the Workday mobile app available in iOS and Android for tablets and smartphones.
Organization id: oakgov

For difficulty signing into Workday (Workday mobile) or MFA/OKTA, please contact IT Self-Service or 248- 858-8812.

If you have additional questions about how to use Workday, contact the Workday Support center at 248-975-9665 or workday@oakgov.com

Questions? Email benefits@oakgov.com
Benefits website: OakGov.com/benefits



NEW HIRE ELECTIONS

1. From the Workday Dashboard, click on your inbox
2. Open Benefit Change – New Hire; click Let’s Get Started

Elections for Medical, Dental, Vision or Adding Dependents

1. Click Manage under Medical
Note: For more information on each benefit plan, click on the medical provider’s name.
2. Click Select next to your elected plan
3. Click Confirm and Continue
4. In the Coverage box, click the options icon to select the appropriate coverage level (employee, employee + 1, or employee + family)
5. To add a dependent, click Add New Dependent
6. Choose to Use an Emergency Contact or Create Dependent
7. Click Use as Beneficiary to use this person as a beneficiary to your life insurance
8. Click Ok
9. Enter your dependents information (required fields marked with a red asterisk*)
10. Enter National ID (SSN)
11. Click Save
12. To add additional dependents, repeat steps 5-11
13. Click Manage under Dental and Vision options to Select or Waive

Enroll in FSA Accounts

1. Click Manage under Health FSA and/or Dependent FSA
2. Click Select
3. Click Confirm and Continue
4. Enter a per Paycheck or Annual amount
5. Click Save

Select a Beneficiary

1. Click Manage under Basic Life to change/update your beneficiaries (if applicable)
2. Click Confirm and Continue
3. Use the options icon to update Beneficiaries; also select primary and contingent beneficiary allocations (if applicable)
4. Click Save

Awaiting Your Action

1

 Benefit Change - New Hire

Ready to Submit

1. Click Review and Sign
2. Review a summary of your benefits, click Cancel if any changes need to be made
3. Scroll down to Attachments and click Select Files to upload required documentation (if applicable).

Required documentation is required if:

- Adding a spouse, upload marriage certificate
A marriage license will not be accepted
- Adding a child or stepchild, upload birth certificate
A verification of birth will not be accepted

4. Click Submit
5. Click View Benefits Statement to save or print your beneficiary statement
Note: You do not need to sign the summary page or submit to HR. The is for your records only.
6. Click Done

