

How to Complete Your Benefit Enrollment

- Before enrolling in benefits as a new hire, review an information about your benefit options found here: <https://sship.hr.iastate.edu/coverage>
- For more information on the Student and Scholar Health Insurance Program (SHIIP), go to: <https://sship.hr.iastate.edu/>

How to Complete Your Benefit Enrollment

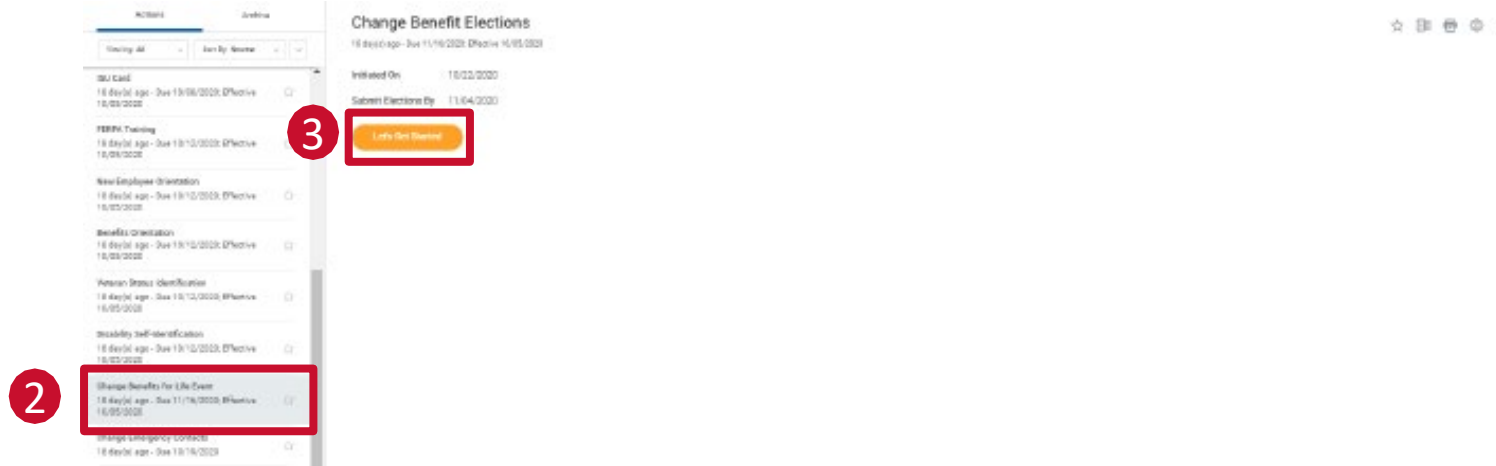
- Steps:
 - After your Form I-9 has been finalized, you will receive more onboarding tasks

1. Select the Inbox in Workday




2. Select the inbox item for Change Benefits for Life Event

3. Click Let's Get Started








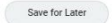
How to Complete Your Benefit Enrollment

- This will open the enrollment screen and you will be defaulted to medical self only coverage and dental will be waived
 - If this is correct at the bottom of screen click 
 - If you need to make changes proceed to the next steps:
 1. To make changes to medical click manage

Projected Total Cost Per Paycheck
\$0.00

Health Care

 Graduate Assistant Medical Wellmark PPO SSHIP Graduate Assistants Medical	 Graduate Assistant Dental Waived
Cost (Monthly) Coverage	Included Yourself Only Enroll
  Manage	

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2. Click Confirm and Continue

Projected Total Cost Per Paycheck
\$0.00

Plans Available

1 item

*Selection	Benefit Plan	You Pay (Monthly)	Company Contribution (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Wellmark PPO SSHIP Graduate Assistants Medical	Included	\$212.00

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How to Complete Your Benefit Enrollment

3. Next to Coverage click on the 3 lines and 3 dots
 - Select the coverage level needed

Projected Total Cost Per Paycheck
\$0.00

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * **3**

Plan cost (Monthly)

Yourself Only

Yourself + Child(ren)

Yourself + Domestic Partner Child(ren)

Yourself + Spouse

Yourself + Domestic Partner

Yourself + Spouse + Child(ren)

Yourself + Domestic Partner + Domestic Partner Child(ren)

Yourself + Domestic Partner + Child(ren)

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5. Select Add New Dependent

Projected Total Cost Per Paycheck
\$160.00

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage *

Plan cost per paycheck \$160.00



6. Select Ok

Add My Dependent From Enrollment

Instructional Text
Click OK to add dependents.



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7. Enter Your Dependent's Information (* are required fields) and click Save

Name

Country *

First Name *

Middle Name

Last Name *

Suffix

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Address

Use Existing Address

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Phone & Email

Country Phone Code

Phone Number

Phone Extension

Email Address

How to Complete Your Benefit Enrollment

8. To make changes to dental click Enroll

New Hire

Projected Total Cost Per Paycheck
\$160.00

Health Care

Graduate Assistant Medical
Wellmark PPO SSHIP Graduate Assistants Medical

Cost per paycheck: \$160.00

Coverage: Yourself + Child(ren)

Dependents: 1

[Manage](#)

Graduate Assistant Dental
Waived

8 [Enroll](#)

9. Select the dental insurance then select confirm and continue

Graduate Assistant Dental

Projected Total Cost Per Paycheck
\$160.00

Plans Available

Select a plan or Waive to opt out of Graduate Assistant Dental. The displayed cost of waived plans assumes coverage for Yourself Only.

1 item

*Selection	Benefit Plan	You Pay (Monthly)	Company Contribution (Monthly)
9 <input checked="" type="radio"/> Select <input type="radio"/> Waive	Delta Dental DPO SSHIP Graduate Assistant Dental	\$8.50	\$13.00

9 [Confirm and Continue](#) [Cancel](#)

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10. This will be defaulted to Yourself only
11. To add dependent, click the box next to the dependent's name

Graduate Assistant Dental - Delta Dental DPO SSHIP Graduate Assistant Dental

Projected Total Cost Per Paycheck
\$166.50

Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage * Yourself Only

Plan cost per paycheck \$8.50

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Sam Smith	Child	01/01/2021

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12. Click Save



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13. Review your benefit elections and click Review and Sign

New Hire

Projected Total Cost Per Paycheck
\$168.00

Health Care

 Graduate Assistant Medical Wellmark PPO SSHIP Graduate Assistants Medical	 Graduate Assistant Dental Delta Dental DPO SSHIP Graduate Assistant Dental
Cost per paycheck \$160.00	Cost per paycheck \$28.00
Coverage Yourself + Child(ren)	Coverage Yourself + Child(ren)
Dependents 1	Dependents 1
Manage	Manage

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Review and Sign

Save for Later

How to Complete Your Benefit Enrollment

14. Review your summary of benefits and select Submit

View Summary

Projected Total Cost Per Paycheck
\$188.00

Please review your benefit elections for accuracy. If you need to make any changes, select the "Go Back" button at the bottom of the page. Do not use your browser's back button.

Turn on the new tables view:

Selected Benefits: 2 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Graduate Assistant Medical	08/16/2021	08/01/2021	Yourself + Child(ren)	Sam Smith		\$160.00
Wellmark PPO SSHIP Graduate Assistants Medical						
Graduate Assistant Dental	08/16/2021	08/01/2021	Yourself + Child(ren)	Sam Smith		\$28.00
Delta Dental DPO SSHIP Graduate Assistant Dental						

Turn on the new tables view:

Waived Benefits: 0 items

No Data

Turn on the new tables view:

Total Benefits Cost: 1 item

Company Contribution	Employee Cost	Net Cost
\$256.00	\$188.00	\$188.00

Attachments

Drop files here

or

Select files

14 **Submit** Save for Later Cancel

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15. Your enrollment is now complete

- You can select to view your benefits statement or click Done



I'm Enrolled – What Happens Next?

- It will take approximately 7-10 days for you to receive your insurance card(s).
- Your card states your name and insurance plan information and is used to show you have insurance when visiting the doctor.
- If you need to use your insurance and do not have your card yet, don't panic!! Just call our office, and we will provide you with a temporary card and the information you need to receive care.