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
How to Complete Your Benefit Enrollment

2. Click Confirm and Continue
3. Next to Coverage click on the 3 lines and 3 dots
   • Select the coverage level needed
How to Complete Your Benefit Enrollment

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: [ ] Yourself + Children

Plan cost per paycheck $160.00

5. Add New Dependent

6. Select Ok

Add My Dependent From Enrollment

Instructional Text
Click OK to add dependents.
How to Complete Your Benefit Enrollment

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

Add

Name
Country
Post Name
Middle Name
Last Name
Suffix
Allow Duplicate Name
National IDs
Address
Use Existing Address
Country
Address Line 1
Address Line 2
City
State
Postal Code
County

Personal Information
Relationship
Date of Birth
Age
Gender
Full-time Student
Student Status Start Date
Student Status End Date
Disabled

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

9. Select the dental insurance then select confirm and continue
How to Complete Your Benefit Enrollment

10. This will be defaulted to Yourself only
11. To add dependent, click the box next to the dependent’s name
12. Click Save
How to Complete Your Benefit Enrollment

13. Review your benefit elections and click Review and Sign.
How to Complete Your Benefit Enrollment

14. Review your summary of benefits and select Submit
How to Complete Your Benefit Enrollment

15. Your enrollment is now complete
   • You can select to view your benefits statement or click Done

Submitted
Success, You're Enrolled
You have completed your benefit election. If you have any questions, please contact your Benefit Partner.

View 2023 Benefits Statement
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.