



## County Benefits Enrollment Instructions For New Employees

1. Log into your Workday Account
2. From the Home page, access *My Tasks*
3. Select the *Change Benefits for Life Event Task*
4. Select *Let's Get Started*
5. Review and submit selections under each benefit tile

All employees are required to:

- Enroll in County Medical coverage or opt out of (waive) County Medical coverage
- Enroll in County Dental and Vision coverage
- Designate beneficiaries for Basic Life Insurance

Employees must provide the required dependent documentation when adding a dependent (i.e., child, spouse, domestic partner) to benefits. Refer to the dependent documentation requirements on the Benefits Website:

[www.santacruzcountyca.gov/benefits](http://www.santacruzcountyca.gov/benefits)

New employees are encouraged to complete their benefits enrollment within **two weeks of their hire date**. Delays in submitting the enrollment can adversely impact finances and health coverage effective date.



To review benefit options, visit the County of Santa Cruz Employee Benefits Website [www.santacruzcountyca.gov/benefits](http://www.santacruzcountyca.gov/benefits) or scan the QR code.

Paper forms are available for all employees at the County of Santa Cruz Human Resources Department, 701 Ocean St., Suite 510, Santa Cruz, CA 95060.