

New Hire Benefits Enrollment



It's time to enroll in your Beacon Benefits

All benefit elections are completed through Workday, where you will access and manage your benefits.

Enrollment Timeline

- **Workday Task Notification** A "New Hire Benefits Enrollment" task will appear in your Workday inbox on the 1st of the month following your hire date.
- **Enrollment Window** You have 31 days from the task date to complete your benefit elections.
- **Missed Deadline** If you do not enroll within this timeframe, you must wait until the next Open Enrollment period or experience a [qualifying life event \(QLE\)](#) to make changes.
- **Benefits Effective Date** Your benefits will become effective on the 1st of the month following 30 days of employment.*

Example
Hire Date:
February 23
Workday Task Available:
March 1
Benefits Effective Date:
April 1

Step-by-Step Enrollment Instructions

1. Log In to Workday ([Login Instructions](#)).
2. Navigate to your task. Select the *New Hire* task under *Awaiting Your Action*.
3. Begin Enrollment - Click *Let's Get Started*.
4. Complete Health Information - Enter your tobacco use status, then click *Submit and Continue*.
5. Review and Select Benefits - Review each benefits card and make your selections. Additional plan details are available via the embedded help links above each section.
6. After completing your elections, click *Review and Sign*.
7. Confirm your selections
8. Select the acknowledgment checkbox to provide your electronic signature. Once submitted, your benefit elections are complete.

Important Reminders



Review your elections
carefully
before submitting.



Keep a copy of
your confirmation
for your records.



Submit required
documentation
promptly to
avoid delays
in coverage.

Dependent Verification Requirement

If you choose coverage for eligible dependents, you must provide proof of dependency within the 31-day enrollment window. Acceptable documentation can be found [here](#).

benefits.gobeacon.com/wp-content/uploads/2026/04/Acceptable-Dependent-Verification-Documents-2026.pdf

This communication is provided for informational purposes only and does not constitute a Summary Plan Description (SPD), contract, or guarantee of benefits. In the event of any discrepancy, official plan documents will govern. *Benefits eligibility, offerings, and provisions may vary by employee type, status, location, and bargaining unit and may not apply to all employees. For employees covered by a Collective Bargaining Agreement (CBA), the applicable CBA will govern where differences exist.