## PROCESS STEPS:

Use this procedure to access Enrollment Events from your Workday Inbox. Periodically, you will receive tasks in your Workday Inbox related to benefits. It is important to check your Inbox regularly as there may be a task that requires your action.

Note that when there is an action for you to take in your Workday Inbox, you will get a notification to your work email address if the email address is populated in Workday. If you do not have a primary work email address, the notification will go to the home email address if one is populated in Workday.

1. Select the **Inbox** worklet.

Change Benefit Elections
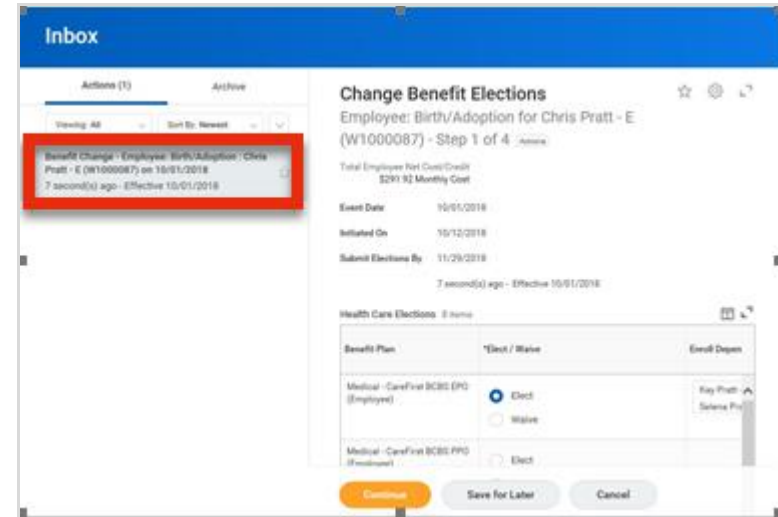
2. Click the task in your Inbox.

Information: Check your Workday Inbox regularly for benefits related tasks that require your action to complete. Some examples of benefits related tasks are below:

Change Benefit Elections	After the approval of the initiation of a life event, the initiator can change the
New Hire	New employees will receive information for completing the action items related to selecting benefits as a part of the

3. Click the Toggle Fullscreen icon to enlarge screen.

Complete the task in the Inbox.

4. Complete the task in your Inbox.

    ⓘ Once you complete a task, it will no longer appear in your Inbox. You may have to refresh your Inbox before the item disappears from your Inbox.

5. The System Task is complete.