Navigating to Workday
After your background check is complete, you will receive an email notification (in your Penn State email inbox) that there is an action waiting for you in Workday. Visit Workday (workday.psu.edu) and log in.

This will take you to the WorkLion portal. Once logged in, you will see the landing page below. Click on the Workday graphic (circled in orange) in the center of the page.

Next, you will see that you have messages in your Workday Inbox.

Click on the Inbox icon in the top right-hand corner or on the Inbox card below the announcements to view your messages.

Enrolling in Individual Coverage
If you wish to enroll in individual coverage (e.g. if you only need medical, vision and dental insurance for yourself and you have no dependents), you do not need to take any further action. You will be automatically enrolled in the Student Health Insurance Plan.
Changing Your Benefit Elections

In your inbox, select the message titled, **Benefit Change – Hire Change Benefit Elections**. You will then see the screen below where you can elect/waive coverage and add dependents.

**Note:** The screen below displays the inbox item if you were being reappointed, not for hire.

To waive coverage, continue to the next page. To enroll dependents, skip to page 5.

**How to Waive SHIP Coverage**

If you wish to waive enrollment in the Student Health Insurance Plan, please follow the steps below. Please be aware that there are certain health insurance requirements for international students.

To waive coverage, select **Waive** in the **Elect/Waive** column on the table below for the medical, dental and vision benefit plans, and click **Continue**.

**Note:** **Elect** is selected as a default on the page.
You will then see a confirmation page that will include a summary of the benefit plans that you elected to waive.

Scroll to the bottom of the confirmation page, where you will see a check box. Click I Agree and then click Submit.

This serves as your electronic signature for your benefit elections.
Next is a screen that provides a summary of your benefit elections and will include orange text that says, “You have successfully submitted your benefit enrollment.” This is the default text. It will say this even when you waive coverage.

You will not receive a confirmation email when you complete your benefit elections, but you do have the option to print this screen out and can access the information in Workday anytime.

### How to Enroll Dependents

In the Health Care Elections table, click on the box in the Enroll Dependents column for the Medical Benefits Plan. A menu will pop-up where you can add a new dependent. Click Add My Dependent from Enrollment.
Please note: When you select **Add My Dependent from Enrollment**, you will then be prompted to add a beneficiary on the next screen (pictured below). This question is unnecessary, but the function cannot be turned off.

You must select an answer, either **Yes** or **No** and then click **OK**. Please understand it does not matter which answer you select, as the information is not being collected.

On the next screen, you will be asked to provide information about your dependent.

The **red asterisk** denotes required information. When you are finished entering the information, click the **OK** button to continue.
On the next page, you will be asked to provide a social security number (SSN) for your dependent. **YOU DO NOT NEED TO ENTER A SSN.**

However, you **ARE REQUIRED** to enter a reason in the text box next to **Reason ID is not available**.

If you are an international student or if you do not wish to enter a SSN for your dependent, please enter **Not applicable** in the **Reason ID is not available** field and then click the **Continue** button.

After you’ve added your dependent to your medical coverage plan, you will need to click on the **Enroll Dependents** box on the **Vision** and **Dental** rows to add your dependents to both of those benefit plans. Your dependent will be listed under the **Existing Dependents** section, highlighted below. When you are finished, click **Continue**.
Then, you will see a confirmation page that provides an overview of you and your dependents’ benefits.

Scroll to the bottom of the page, where you will see a check box. Click I agree and then click Submit. This serves as your electronic signature for your benefit elections. You can ignore the Attachments’ section, as you do not need to upload any documents or files.
You will then see a screen that provides a summary of your benefit elections and will include orange text that says, “You have successfully submitted your benefits enrollment.” You will not receive a confirmation email when your benefit elections are completed, but you do have the option to print this screen out and can access the information in Workday anytime.

There is a final summary page where you can view your current elections and future benefit elections.

Questions?

- If you have questions about the Student Health Insurance Plan or about how to complete your benefit elections, please contact University Health Services - Student Health Insurance Office at 814-865-7467 or uhs-insurance@psu.edu.
- Questions about the terms and conditions of your graduate assistantship, graduate fellowship or graduate traineeship appointment should be directed to your graduate program staff.