

TRN_JA_NAV_BEN_FIELD

Version 1

Effective Date: 05/01/19 Approved By: Kristen Buff

Navigating to Workday from bayada.com/benefits: Field

To Be Completed By: All Field

Employees

Overview: This job aid contains the process for navigating to Workday from the bayada.com/benefits website.

Information Needed:

- To ensure you have all you need to enroll in benefits in Workday, please refer to the benefits open enrollment checklist which can be found by clicking here.
- The process to navigate to Workday may vary based on whether or not you already have an account created to access <u>field.bayada.com</u>. You will need to create an account following the steps outlined <u>here</u> before you can access Workday via this portal.

Key Terms:

Click Here

to view a glossary of keyterms.

- Field.bayada.com is a web portal that will allow youto:
 - Access your online earnings statement
 - Access Workday
 - Access Workday training materials

References:

N/A

Keep in Mind:

Please contact the Information Services Helpdesk at 215-757-9000 for any questions regarding Workday navigation
or functionality.



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How to Navigate to Workday from bayada.com/benefits: Field

To Be Completed By: All Field Employees

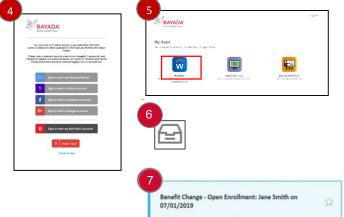
During the Open Enrollment period of May 1 – May 31, 2019, you will be able to enroll in benefits. In order to enroll online, complete the following steps:

- 1. Open your **preferred web browser** on your laptop or mobile device.
- 2. Navigate to bayada.com/benefits.
- Click Enroll Now in the top right corner of the benefits web page to be redirected to Workday.
- 4. You will then be navigated to field.bayada.com where you will be asked to enter your log in credentials.
- After entering your log in credentials, you will be navigated to the My Apps page. Click on the Workday icon to be navigated to the Workday homepage.
- 6. From the **Workday** homepage, on the top right corner, select the **Inbox icon**.
- Select the Open Enrollment task from your inbox and complete the steps to enroll in benefits.



NOTE: For a step by step process on how to complete your enrollment in Workday, please refer to the <u>Workday</u> How To's page.





END. The process is now complete.

