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Version 1

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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 field.bayada.com. You will need to create an account following the steps outlined [here](#) before you can access Workday via this portal.

Key Terms: [Click Here](#) to view a **glossary of key terms**.

- [Field.bayada.com](https://field.bayada.com) is a web portal that will allow you to:
 - 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.

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](https://www.bayada.com/benefits).
3. 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.
5. 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.
7. 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 [Workday How To's](#) page.

END. The process is now complete.

