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Approved By: Kristen Buff

Navigating to Workday from bayada.com/benefits: Office

To Be Completed By: **All Office 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](#).

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

References:

- N/A

Keep in Mind:

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

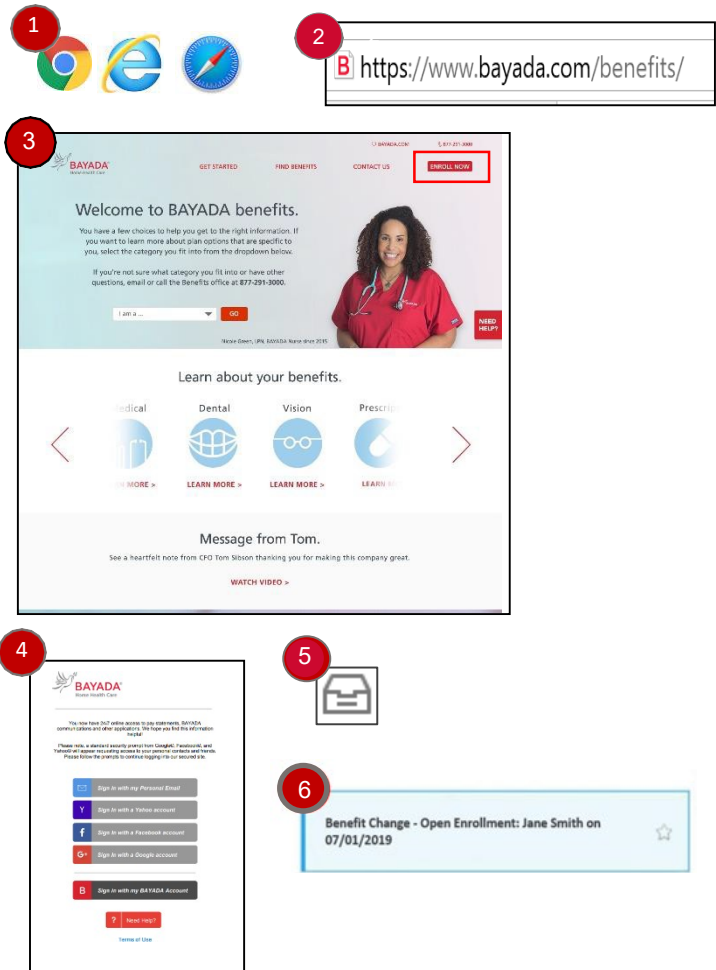
How to Navigate to Workday from bayada.com/benefits: Office

To Be Completed By: **All Office 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**.
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 the **single sign on (SSO) page** where you will be asked to enter your log in credentials.
5. After entering your log in credentials, you will be navigated to the **Workday homepage**. From the **Workday homepage**, on the top right corner, select the **Inbox icon**.
6. 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.



The sequence of screenshots is as follows:

1. A browser address bar showing the URL <https://www.bayada.com/benefits/>.
2. The Bayada Benefits website homepage. The "ENROLL NOW" button in the top right corner is highlighted with a red box.
3. The Workday Single Sign-On (SSO) page. The "Sign In with my BAYADA Account" option is highlighted with a red box.
4. A notification icon in the top right corner of the Workday interface, representing the inbox.
5. A notification card in the inbox titled "Benefit Change - Open Enrollment: Jane Smith on 07/01/2019".
6. A red octagonal "STOP" sign, indicating the end of the process.

END. The process is now complete.

