

Overview

This reference guide is provided for current MC employees who are undergoing an internal job change and includes instructions to complete onboarding tasks for the new job.

When a current MC employee undergoing a job change logs into Workday, the following task may appear in their inbox based on job details.

Change Benefit Elections

If the internal employment change affects Benefits, you will receive this task in your Workday inbox.

1. Click **Let's Get Started**.
2. The page displays with the following sections and related options:
 - Health Care and Accounts
 - Insurance
 - Additional Benefits
3. Select one of the following actions for each option, if applicable:
 - To enroll in a plan, click **Enroll**.
 - To edit an existing plan, click **Manage**.
4. Read the **Important Information** and **General Instructions**.
5. Under the Plans Available section, view the plan details.
6. Select one of the following actions:
 - To enroll in a plan, click **Select**.
 - To waive a plan, click **Waive**.
7. Click **Confirm and Continue** and make any other modifications to your benefits as necessary.
8. Click **Review and Sign** once finalized.

9. Review your benefit elections and click the **I Accept** checkbox.
10. Click **Submit**.

Note: Changes to your benefits route to the Benefits Partner or Retiree Partner for review, then to relevant benefits providers to update coverage.