

New hire Benefits Enrollment on Dayforce

Benefit enrollments are the guided processes that take you through the steps of checking the benefit options your organization makes available to you .

When these enrollments become accessible to you, you'll receive a notification in the message center.

Accessing Benefits



Tip! Full lesson is on Standard Mypath Employee Lessons - Your Benefits

1 Open the Menu

Click on Benefits

The screenshot shows the Dayforce web interface for benefits enrollment. At the top, there are navigation tabs: "Current Elections", "History", "Forms", and "Dependent Verification". Below these is the "Enrollments" section, which includes a "Refresh" button and a message: "Below is a listing of available Enrollments. To access an Enrollment select 'Start/Continue Enrollment'". A list of enrollment options is displayed, including "Annual Enrollment 2025" (with a "Pending" status and a "Start Enrollment" button), "2023 Open Enrollment", "401k Enrollment", and "New Hire Benefits Enrollment 2025". A dark blue callout box is overlaid on the screen, containing the text: "The Benefits screen. The benefits screen contains all information related to your health and welfare benefits. You can view your current elections and review previously submitted enrollments and benefit summaries. Click NEXT to continue." At the bottom of the page, there is a "Our Wellness Commitment" section and a "Questions?" section with contact information for the Benefits Team.

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Enroll in your benefits by selecting

Health, Life/Disability Insurance, and Reimbursement Options

To Access an enrollment, select Start / Enrollment

The screenshot displays a web interface for managing enrollments. At the top, there are navigation tabs: 'Review', 'Current Elections', 'History', 'Forms', and 'Dependent Verification'. Below this is a section titled 'Enrollments' with a 'Refresh' button. A message states: 'Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"'. The main content area contains a table of enrollment options:

Enrollment Type	Status	Action
Annual Enrollment 2025	Pending	Start Enrollment
2023 Open Enrollment	Pending	Start Enrollment
401k Enrollment	Available	Start Enrollment
New Hire Benefits Enrollment 2025	Pending	Start Enrollment

An orange box highlights the 'Start Enrollment' button for 'New Hire Benefits Enrollment 2025'. Below the table, there is a section titled 'Our Wellness Commitment' with a paragraph of text. At the bottom right, a dark blue callout box contains the text: 'Begin your enrollment Click Start Enrollment.' At the bottom left, there is a link to the 'Employee Benefits Handbook'.

Review and Submission

3 Enrollment Setup: Make your selections

- Medical Plans
- Health Savings Account
- Dental Plans
- Vision Plans
- Additional Employee Life (optional)
- Long-Term Disability (optional)
- Health FSA
- Limited Purpose FSA
- 401K
- Review all your elections before submitting

XYZ.CO Search Dayforce

New Hire Benefits Enrollment 2025
Review

Please review the summary of your elections. Y

Dependent Changes
Modified Kate Ma

Your Estimated Total Cost \$55.61
Employer Estimated Total Cost \$104.62

Your Selections

Plan Name	Cost
Medical Plans	Your Cost: \$43.85 Every Pay
Dental Plans	Every Pay: \$2.28
Vision Plans	Every Pay: \$0.64
Health Savings Account	Every Pay: \$0.96
Health FSA	No selection is made
Limited Purpose FSA	Every Pay: \$0.96
Additional Employee Life (Optional)	Additional Employee Life Up to

Benefit Elections summary
You have now completed the benefits selection.
This screen lets you review all your elections and per-pay costs before submitting.
Click **NEXT** to continue

4 Review at any time

ng of historical benefit summaries. To view a summary, select the summary description below.

Review at any time

You can view your benefit summary at any time. It is a record of your active elections, their costs and associated dependents and beneficiaries. This is similar to the summary you would have viewed in the enrollment process.