How to enroll in USC benefits

Benefit choices, called “elections,” are made in Workday. Visit workdayhelp.usc.edu/gettingstarted for help logging in. If this is your first time in Workday, click on the green “Let’s get started!” button.

This will “populate” your Workday home page, which will now look similar to this every time you log in:

Now look at your Workday Inbox, which is located at the top right corner of the screen. You should see an orange circle with a number, indicating how many messages are currently in your Inbox. When you click on the Inbox, you’ll see the contents, which will look like this (except your name will appear instead of Tommy Trojan!)

Now, click on the “View Inbox” prompt, which will open the first page of your benefits enrollment.
Keep in mind that because this is a SAMPLE enrollment, the plans and benefits listed here may NOT apply to you. The plans for which you are eligible, based on your employment status (faculty, staff, union, etc.) will show up on your actual enrollment pages.

Note the “Submit Elections By” date—if you don’t select (or waive) coverage by that date, you will be defaulted into a medical plan (as “employee only”—no family coverage) and you won’t be able to change your coverage till the next open enrollment.

For each benefit offering, you will either “elect” (meaning you’re choosing it) or “waive” (meaning you’re not). If you elect coverage, additional windows open to select the appropriate coverage level (employee only, employee + spouse, etc.)...

...and if you choose a coverage level that include dependents, a window will open to enroll your dependents.

To enroll a dependent, you first have to “create” him/her. You only have to do this for the first benefit plan you enroll in—after that, the dependents you created can be added to any other plans you may choose. If you’re not sure if your dependent is eligible for enrollment, contact the HR Service Center for help at (213) 821-8100, or see benefits.usc.edu/starting-benefits.

Next, click “Add My Dependent From Enrollment”

Some other questions may pop up at this time related to beneficiaries or emergency contacts. We are not configured at this time to accept this information from the enrollment pages—simply check “No” and the orange “OK” button to continue.
On the “Add My Dependent From Enrollment” page, complete only the items marked with a red asterisk, filling in the information for your dependent.

When completing the “Personal Information” section of your dependent’s enrollment, the dropdown menu will list many different types of dependents, but you’ll only be able to enroll those defined by USC as benefits-eligible. For example, if you select “other relative” you’ll receive an error message when you attempt to submit your transaction because this dependent type is not eligible for benefit enrollment, and you’ll have to remove them in order to proceed with the transaction. Be sure to carefully check that you’ve entered the correct date of birth and gender!

Note also that your address is automatically populated. This can be changed later if necessary, but for now **leave your address as is**.

You must add your dependent’s social security number. To do so, click on the “Add” button under National IDs.

“United States of America” will automatically populate. Click on “National ID Type” and then double-click on “Social Security Number” in the dropdown.
Add the social security number to the “Identification #” box and leave the lower blanks unfilled.

When you’ve completed all asterisked sections, click the orange “OK” button at the bottom.

This takes you back to the Health Care Plan election page, where your newly-created dependent populates the “Enroll Dependents” field. You must repeat this process for each new dependent you add, but once you have each dependent created, you won’t have to repeat the process for other plan elections (like dental and vision, for example).

As you finish enrollment on each page, either “electing” or “waiving” coverage, the next screen of available benefits will appear.

For flexible spending accounts, you can select the amount you want withheld as either an annual amount or as a specific dollar amount per pay period remaining in the calendar year. Make your selection and click the green “Continue” button to move on.
For retirement plans, be sure you select the right pay period amount. Below, Tommy Trojan is a monthly employee and has elected to deduct $50 a month for his supplemental pre-tax retirement plan with Prudential. If Mr. Trojan was paid biweekly and entered $50, he’d be contributing (approximately) $100 a month to his retirement account.

Again, different employee categories will have different benefit pages to work through—but the choice is always to “elect” (choose the benefit) or “waive” (reject the benefit).

When you reach the end of the enrollment transaction, the total employee cost will populate in the upper right hand corner in red.

You must document your dependent relationships within 5 days of your online enrollment transaction. Scan your documents (see benefits.usc.edu/starting-benefits/ for which documents you’ll need) then click the “+” sign under attachments.

Briefly describe the document in the comment box, then press enter, which will bring up the “Attach” button.

Look for your scanned document in your document files, and click “Open” to add it.
When you’re done selecting benefits, enrolling dependents and attaching documents, scroll down to the bottom of the page—you must check “I Agree” to add your electronic signature. Once you check the “I Agree” box, hit the green “Submit” button.

You will then see all your benefit elections displayed—the transaction is completed and has been sent to the Benefits office for review and approval.

At the bottom, you can either print a PDF of the transaction, or simply click “Done” to finish.