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Enrolling in Benefits as a New Hire

Welcome to UVA! As a new employee you'll make your benefit elections in Workday. Once you've completed your I9 and your payment election steps, you'll receive a task in Workday asking when you want your health, dental, and vision benefits to start.

If your hire date is anything other than the first day of the month, you can choose to have your coverage start on your hire date, or you can start it on the first of the following month. If your hire date is the first of the month these benefits will be effective as of your hire date.

Once you submit the questionnaire, you'll receive a new higher benefit enrollment task in Workday, and this is where you're going to go in to elect your health, dental, vision, and primary retirement plan.

If you're faculty or exempt University staff--exempt means you're salary--you will receive a follow-up task in Workday to confirm your choice of retirement plan .

If your spouse has health coverage through their own employer, they're not eligible to be a dependent on your UVA health plan, but you can choose to cover them for dental and vision. Children up to the age of 26 can be covered on health, dental, and vision.

When you cover dependence, you'll need to attach eligibility documentation like birth certificates or a marriage license. When you're making your benefit elections in Workday.

Depending on your retirement plan, you may receive an additional task to elect optional life insurance and supplemental retirement savings--both are voluntary. When you elect optional life insurance as a new employee, you're guaranteed a greater amount of coverage than you are if you elect at some point later. So, if this is something you're interested in, you definitely are going to want to elect optional Life as a new employee.

If you're a new employee who will be in the Virginia Retirement System (VRS), you're going to enroll in optional life if you decide to do it directly with VRS. All other new employees who want optional life are going to enroll through that benefit task in Workday.

It's important to be aware that your health, dental, and vision coverage won't actually be active until you've submitted your elections in Workday. The effective date will be retroactive to your date of hire or the first of the month following your date of hire, whichever you selected. And your premiums will be retroactive too. To avoid delays in enrollment and minimize catch-up premiums, you'll want to submit your benefit elections as soon as you can.

If you have further questions, you can give us a call or email us at askhr@virginia.edu