

Your Benefits: Getting Started

Welcome to UVA! As a part of your onboarding, you will complete a series of tasks through Workday over your first few weeks. You can expect to complete several steps before receiving your benefits enrollment. Prior to your start date, gather documents you will need to provide if adding a spouse or dependents to your health, dental, or vision plans. Please note, spouses are not eligible to be covered on the UVA health plan if they have access to health coverage through their own employer. Learn more about your [benefit options](#) on our website.

Key Tasks



**Receive Onboarding
Task in Workday**



**I-9 Employment
Eligibility Verification**



**Payment Elections
(Direct Deposit)**



Benefits Enrollment



Select benefits start date

(not applicable to transfers or first-of-the-month new hires)



Health & Retirement Plans

To add an eligible spouse and/or dependent(s) to your health, dental, or vision plans, you will need to provide documentation:

Spouse

- Marriage certificate, and
- First page of most recent federal tax return with spouse listed (mark out sensitive personal data/financial information)

Child

- Birth certificate, or
- Appropriate court documentation



DocuSign to confirm choice of retirement plan

(not applicable to all employees)



Supplemental Benefits

Participants in Optional Retirement or Medical Center Retirement plans receive an additional task in Workday related to life insurance and supplemental retirement.

Questions?

AskHR@virginia.edu