



# Benefits Enrollment for New Hires Quick User Guide

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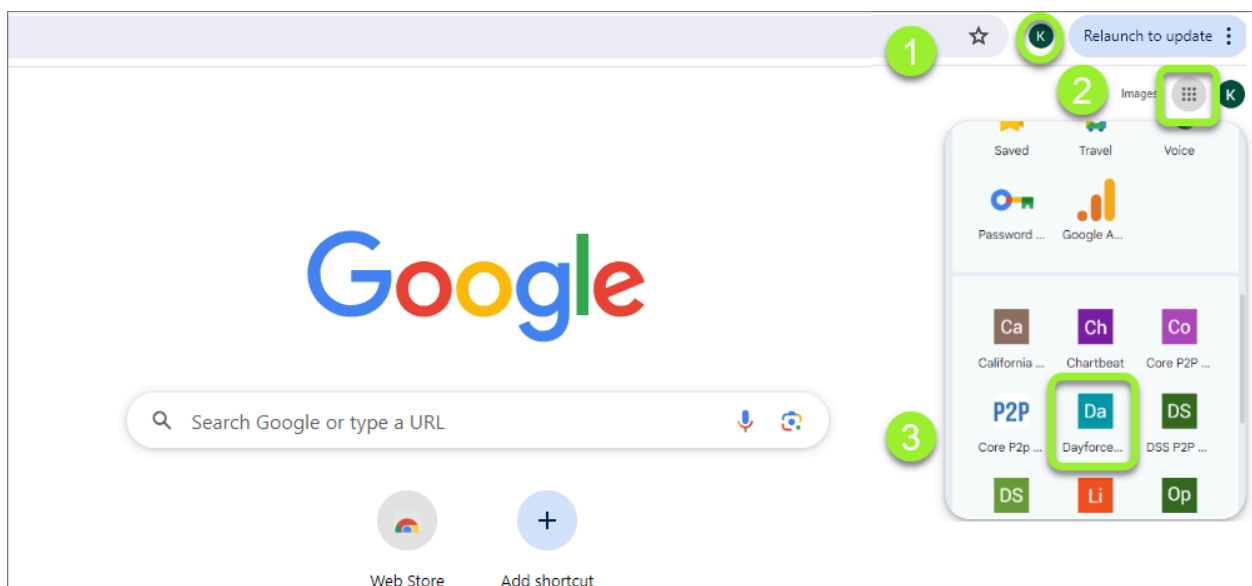
# Benefits

## Login to Dayforce using Google SSO

**Step 1:** Log into your Google account using your work email; if you need to switch accounts select the profile icon to select the LAT account associated with SSO.

**Step 2:** Select the apps and scroll down until you see the **Dayforce app**

**Step 3** Click **Dayforce**

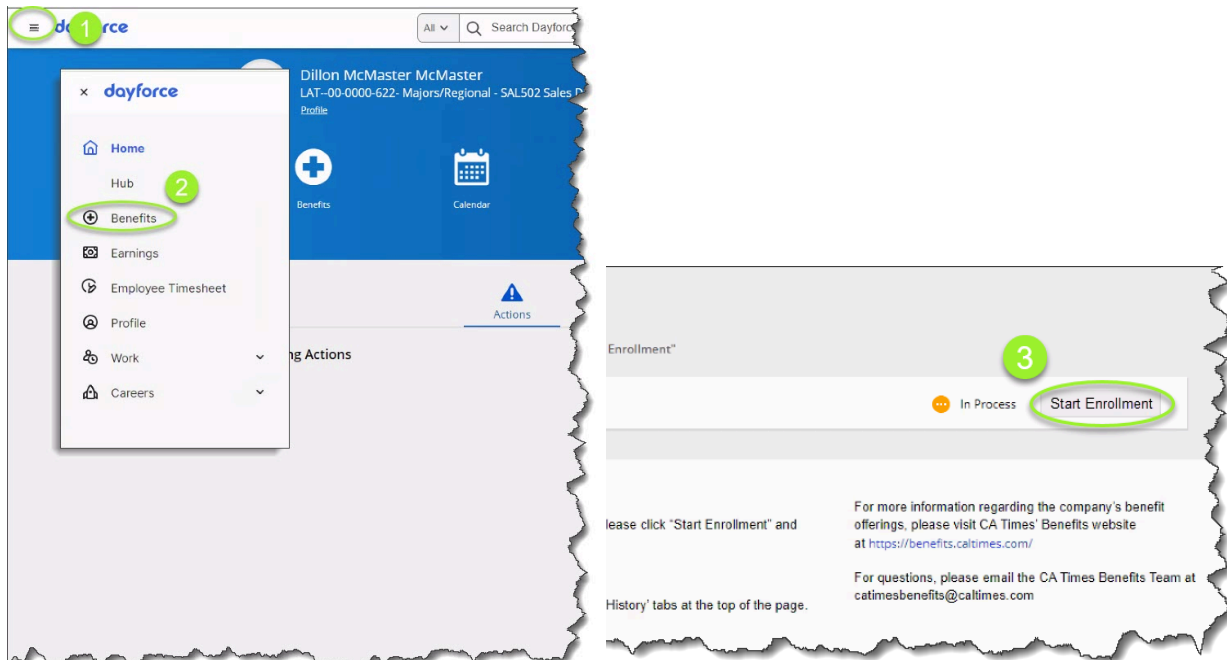


# To start New Hire Enrollment

To begin your benefits elections, please follow these steps

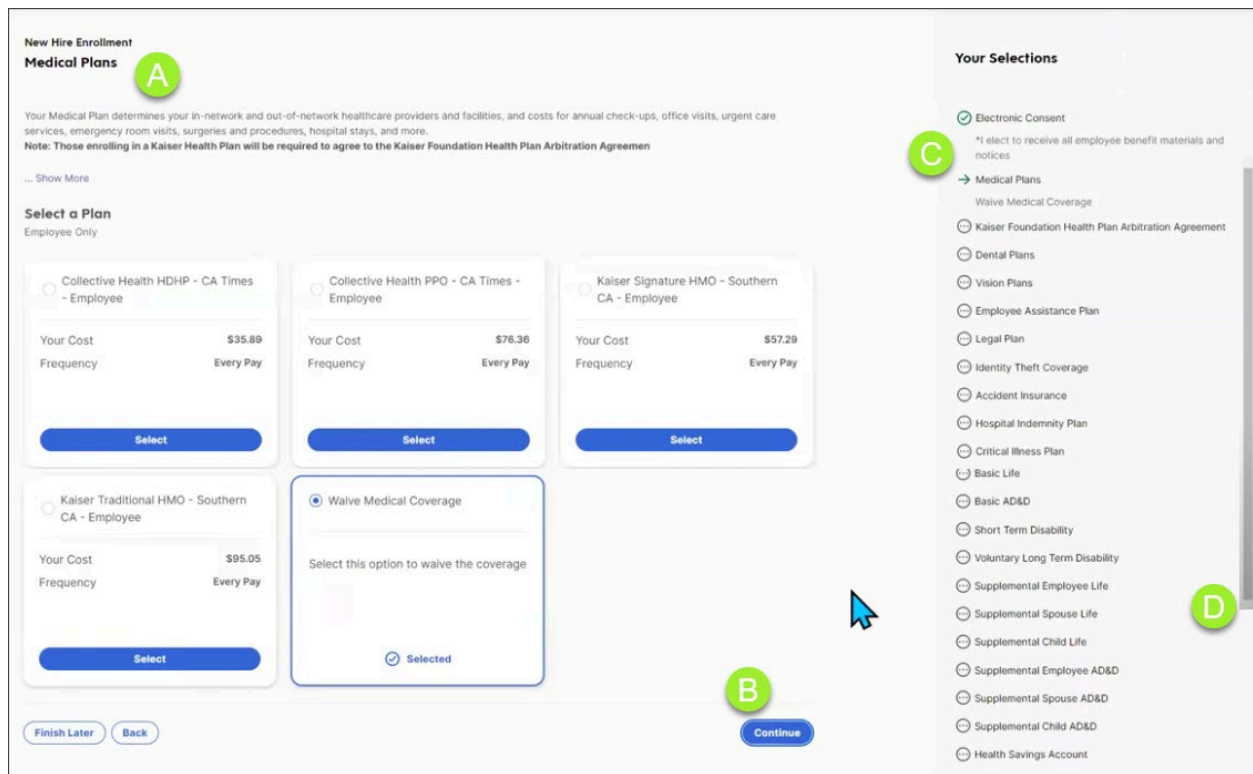
1. Click **Navigation**
2. Select **Benefits**
3. Click **Start Enrollment** to begin your **New Hire Enrollment**

To ensure a smooth enrollment process, we recommend completing your enrollment in one sitting. Dayforce does not save partial entries, so if you exit before finishing, you will need to start over.



# Navigating the benefits New Hire Enrollment page

- A. This displays which Section of the enrollment process you're currently updating
- B. Click the Continue button to move forward to the next step. Use the scroll bar to locate the Continue button if it's not displaying
- C. Your Selections displays which Selections you've accessed and completed.
  - a. → Indicates which option is currently displayed
  - b. ✓ Displays when Selections are completed
- D. Use the scroll bar to move up and down the page



# Entering Data during Enrollment

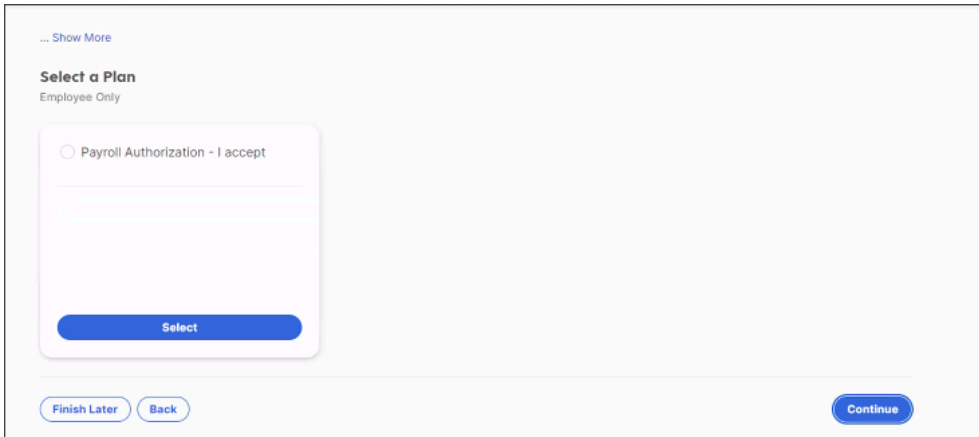
During Enrollment, there will be forms or data that need to be updated. Adding a Beneficiary is one example. Use the following steps to enter that information.

1. Click the **+Add Beneficiary** button
2. Complete all the fields
3. Click the **Continue** button

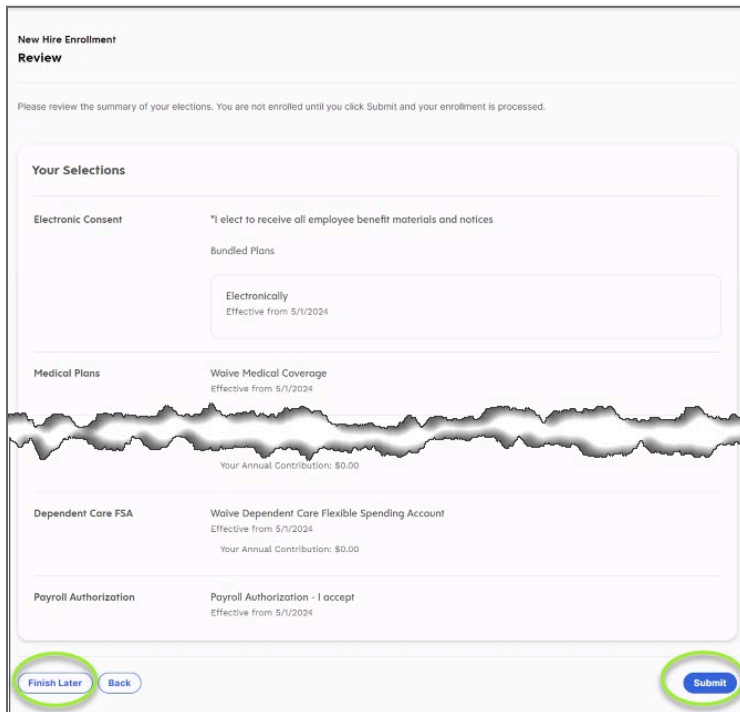
The screenshot shows the 'New Hire Enrollment' interface. The main form is titled 'Beneficiary Information' and includes a description: 'A beneficiary is a person who you designate to receive the benefits from your insurance/retirement plans. Please add any beneficiary who is not already specified as a dependent.' There are two sections: 'Dependents' (No Dependents Added) and 'Additional Beneficiaries' (No Beneficiaries Added). A green circle '1' highlights the '+ Add Beneficiary' button in the 'Additional Beneficiaries' section. Below this are 'Finish Later' and 'Back' buttons. An 'Add Beneficiary' modal is open, with a green circle '2' highlighting the 'First Name\*' field. The modal contains the following fields: 'First Name\*', 'Middle Name', 'Last Name\*', 'Gender' (dropdown), 'Relationship\*' (dropdown), 'Date of Birth' (month/day/year), and 'SSN/SIN'. On the right side of the modal, there are 'Primary Address' (with a pin icon), 'Other Address' (with an 'Add' button), and 'Phone Number' (with an 'Add' button'). A green circle '3' highlights the 'Continue' button at the bottom right of the modal, next to a 'Cancel' button.

# Completing Enrollment

When you are prompted to Accept the Payroll Authorization option, you have completed the final option in the Enrollment Selection.




You are prompted to review your enrollment Selections.  
Click either Finish Later or Submit if you're finished




Next you're prompted to print your Enrollment Selections

New Hire Enrollment  
Next Steps

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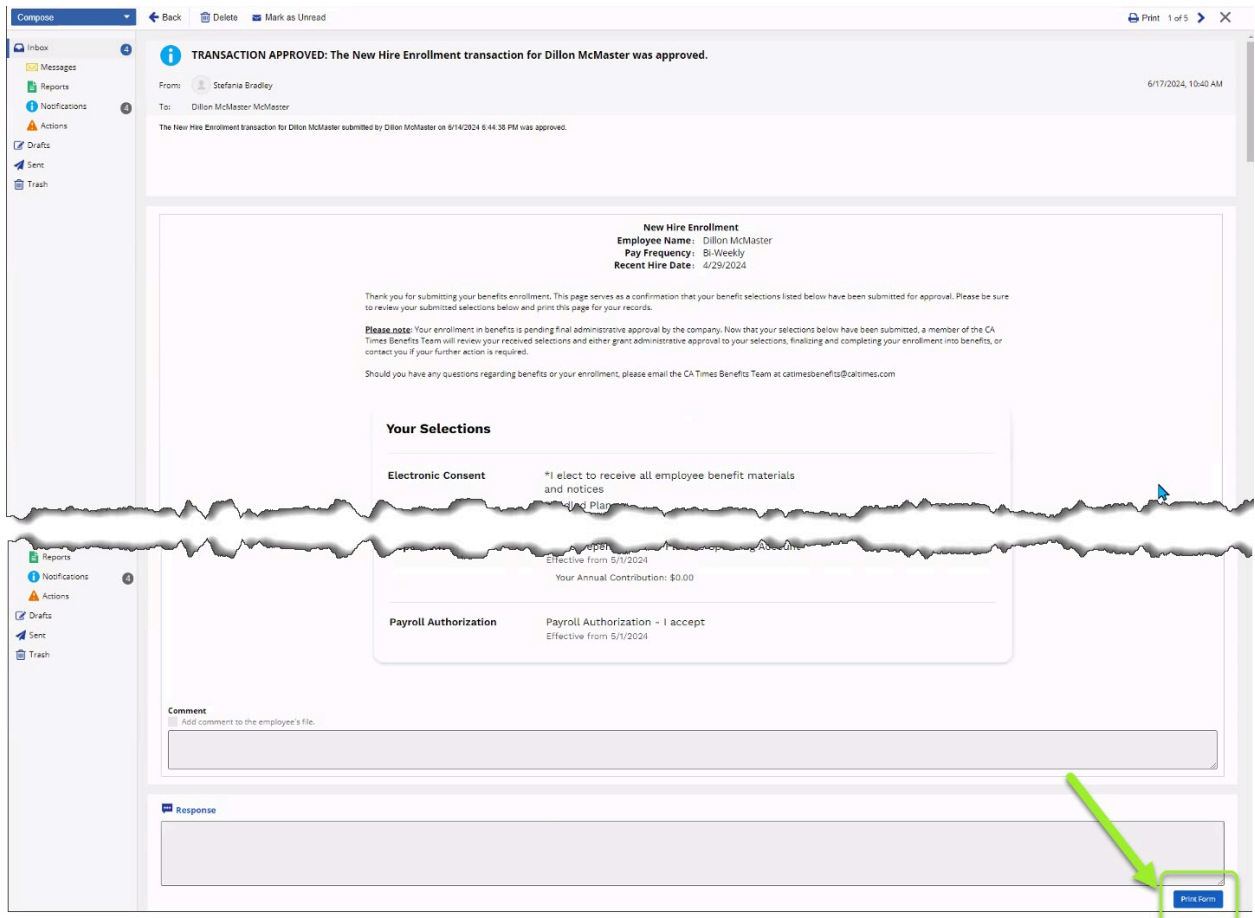
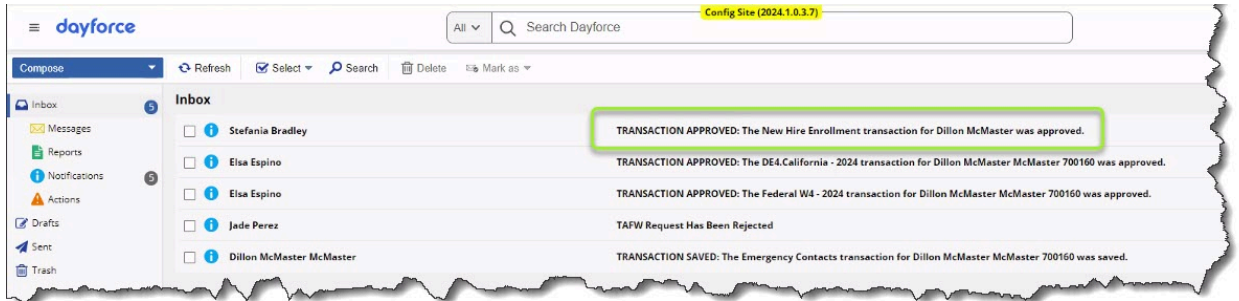
**Submitted!**  
Congratulations! Your enrollment has been submitted.

 Print

After leaving this page, you will no longer be able to see these next steps. Please print if you would like to retain a copy.

# Benefits Approval

Once the enrollment is submitted it will go through the benefits admin team to be reviewed and approved before your benefits become Active. Once approved you will receive a notification in the Message Center. You can click the Print Form button to print out the final approval with costs of benefits.



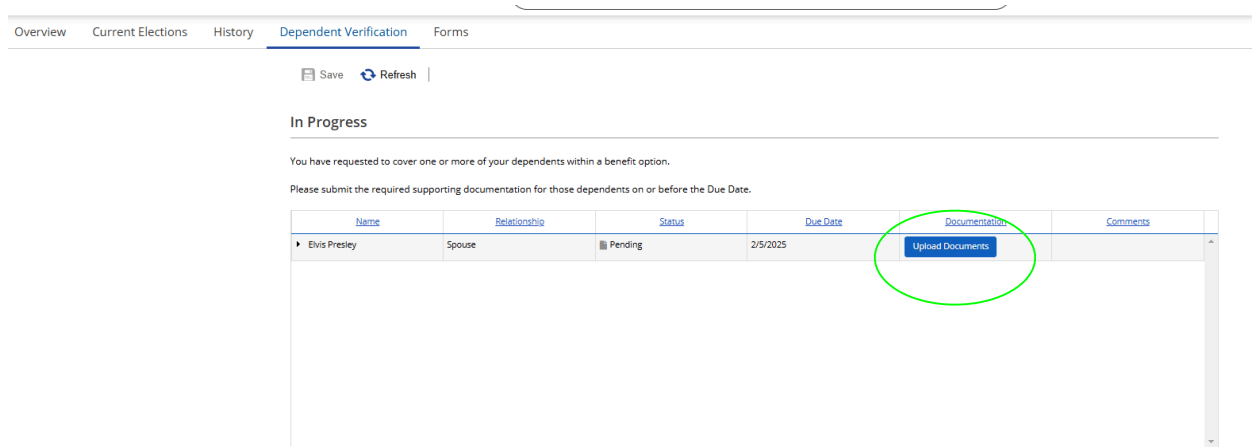
**NOTE:** If you enrolled dependents, you must submit dependent verification within the 30-day enrollment window. This submission must be approved before your benefits can be effective.



# Dependent Verification

This section can be located under **Benefits, Dependent Verification, In Progress**. If a dependent is added, you will need to provide documents for your dependents. If this step is not completed, your dependents will not be added to your coverage. Dependent verification must be uploaded within 30 days from the event date to complete your enrollment.

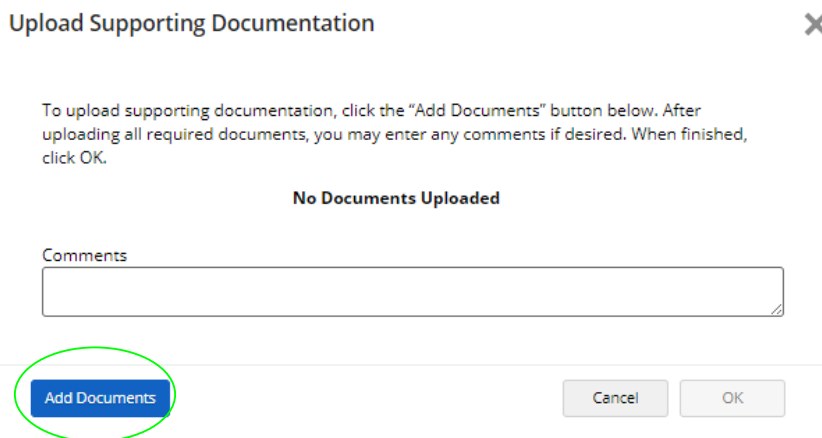
Click on **Upload Documents** and add supporting documentation. Required documentation for dependents is located in the benefits portal: <https://benefits.caltimes.com/enrollment-resources/>



The screenshot shows a web interface for 'Dependent Verification'. At the top, there are navigation tabs: Overview, Current Elections, History, **Dependent Verification**, and Forms. Below the tabs are 'Save' and 'Refresh' buttons. The main heading is 'In Progress'. A message states: 'You have requested to cover one or more of your dependents within a benefit option. Please submit the required supporting documentation for those dependents on or before the Due Date.' Below this is a table with the following data:

Name	Relationship	Status	Due Date	Documentation	Comments
Elvis Presley	Spouse	Pending	2/5/2025	<b>Upload Documents</b>	


## Click on **Add Documents**



The screenshot shows a modal dialog titled 'Upload Supporting Documentation' with a close button (X) in the top right corner. The text inside reads: 'To upload supporting documentation, click the "Add Documents" button below. After uploading all required documents, you may enter any comments if desired. When finished, click OK.' Below the text is the heading 'No Documents Uploaded' and a 'Comments' text area. At the bottom, there are three buttons: **Add Documents** (circled in green), 'Cancel', and 'OK'.

Click on **Browse for file(s)**. Locate the document on your computer to upload.

Upload Files ✕



**Drag and Drop File**

We allow only: .jpg, .png, .doc, .docx, .pdf, .html, .csv, .xls, .bmp, .gif, .jpeg

Or

**Browse for file(s)**

File Name	File Size	Document Type	Action

Click **OK**. You will then be prompted to click on **Save**.

**IMPORTANT:** If you do not click save, your document will not be sent to the Benefits team.

Upload Supporting Documentation ✕

To upload supporting documentation, click the "Add Documents" button below. After uploading all required documents, you may enter any comments if desired. When finished, click OK.

1649972742202.jpg ✕

Comments

Once documents have been uploaded and approved, you will see them in this completed section.

#### Completed

The following dependents have completed the dependent verification process.

<a href="#">Name</a>	<a href="#">Relationship</a>	<a href="#">Status</a>	
▶ Elvis Presley	Child	✔ Approved	

## Contact for help

Note: If you need assistance, contact [catimesbenefits@latimes.com](mailto:catimesbenefits@latimes.com)

**END**