

NEW HIRE BENEFITS CHECKLIST

This checklist is meant to be a guide to help New Hires successfully enroll in their benefits by identifying helpful action items.

- Visit the [New Hire Benefits website](#) to view all available benefits programs and resources in detail.
- Review the [New Hire Benefits FAQ's](#).
- Visit the [WorkspaceONE Benefits Apps \(VMware access required\)](#) for more information on our vendors' websites. After you enroll in your benefits, you may revisit these applications to access your member accounts with our vendors.
- Refer to [ALEX](#) to learn more about which of VMware's comprehensive benefits is the best fit for you in a more personalized way
- Go to your inbox in [Workday](#) to enroll in all eligible benefits within the first 30 days of your date of hire. Refer to the [Enroll in Benefits – Quick Reference Guide](#) for a step-by-step guide on how to do so.

Need additional help?

Ask HR by submitting a [HelpNow ticket](#).