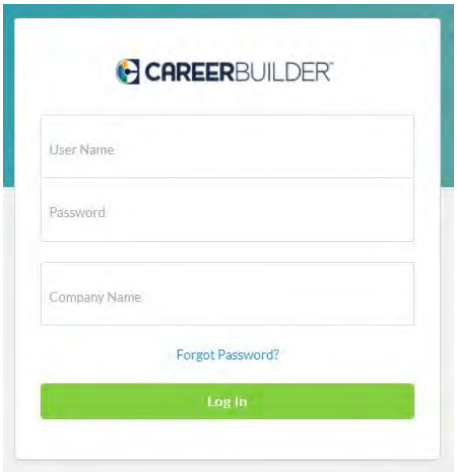
Employee Self-Service
Tehama County

- New Hire and Open Enrollment – pages 2-6
- Year-round Access and Qualifying Events – page 7

Workterra is a tool, which allows you to directly access and update your employee information via the Internet. Using Workterra employee self service, you can review and/or update your demographic, dependents, and benefit elections.

- You can access Workterra from any computer with an internet connection
- Our secure (https) site uses the latest technology to ensure that the information entered is secure and adheres to industry security standards.

Logging In



1. Launch an Internet browser such as Internet Explorer.
2. Navigate to https://workterra.net
3. Enter the information below and click **Login**

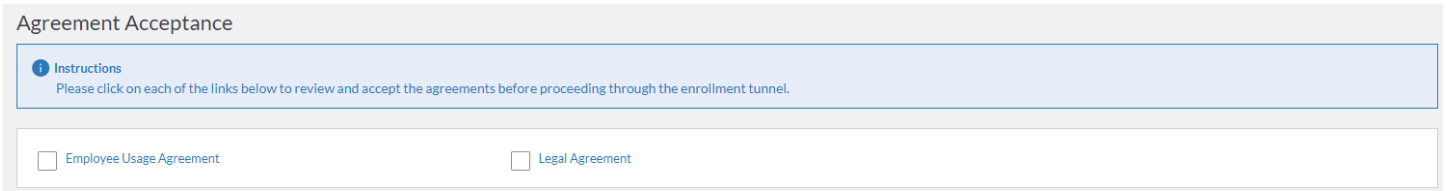
   User name: [first name, last name]
   (Example: [janedoner]

   Password: [first 4 letters of last name, last 4 of SSN]
   (Example: [done4545]

*if your last name is only 2 or 3 characters example: last name Blu – your login is: blu3434

Company: [Tehama County]

Employee Usage Agreement and Legal Agreement



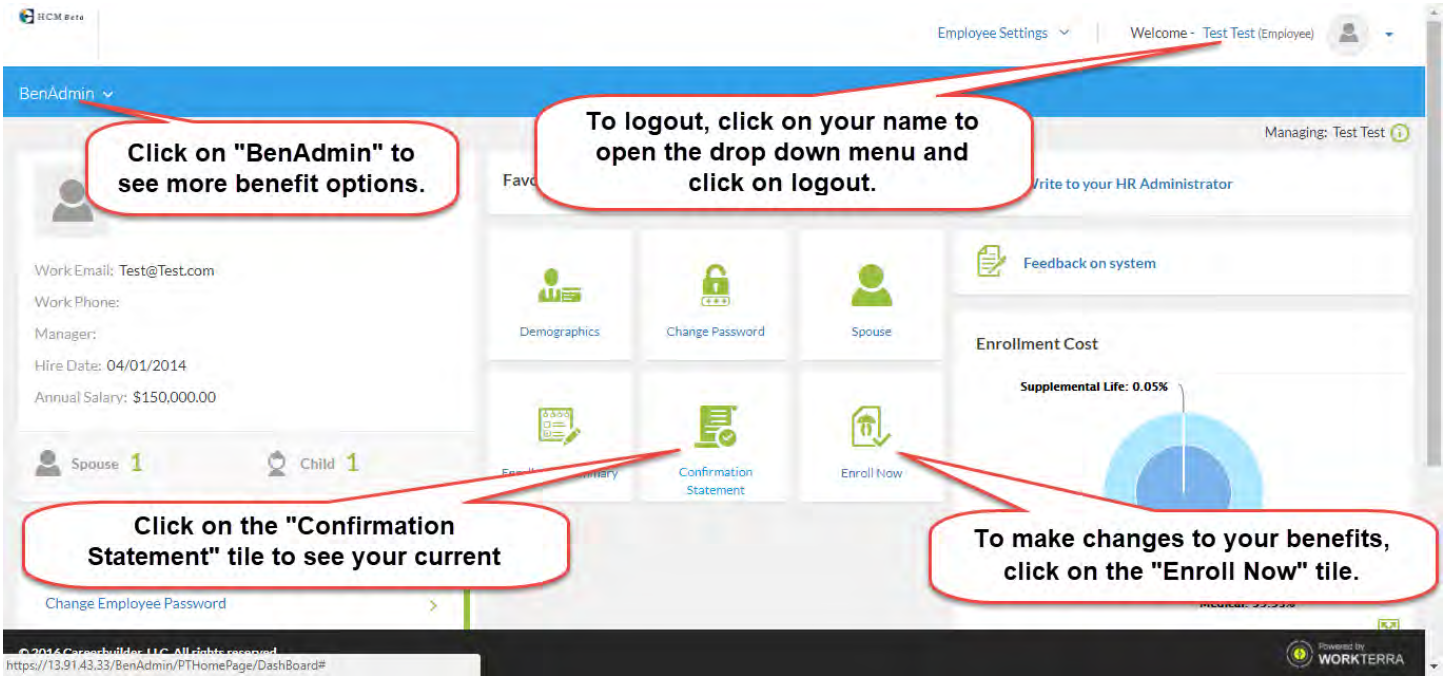
Please read and accept the Employee Usage Agreement and Legal Agreement

Year-round Access & Qualifying Events

(Home Page Navigation & Making Qualifying Event Changes)

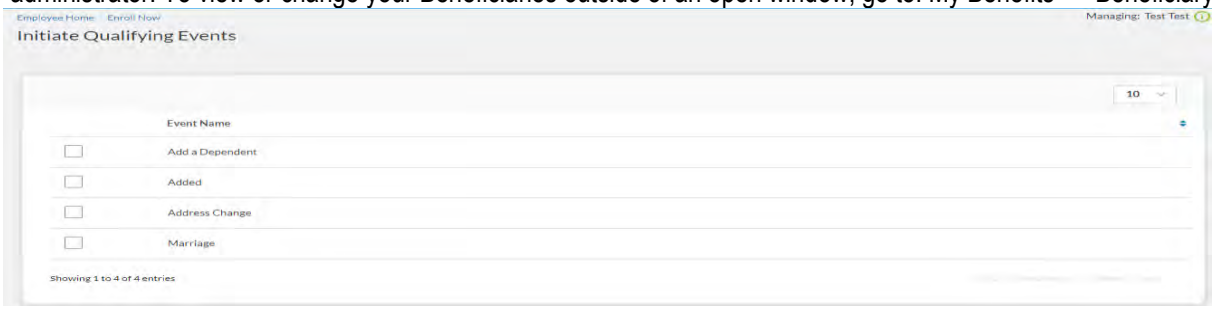
Below is an example of your Employee Home Page.

If this is your first time logging into the site and you have not already updated your password, please update your password by clicking on "**Change Password**" tile.



To begin a Qualifying Event (i.e. Marriage, Newborn, Divorce, etc.) click on the "Enroll Now" button found on the Home Page. If an event is not open you will see an option to open a Qualifying Event by clicking "OK."

Then select the Qualifying Event that applies to you, enter the date of the event, and click "Save". The system will now walk you through your personalized experience.

Please note the following in regards to Qualifying Events:

- To initiate a Qualifying Event, while still within your Open Enrollment period, go to: BenAdmin > Initiate Qualifying Events
- Please ensure the dependent relationship type is updated when processing a Qualifying Event, as this determines eligibility e.g. If processing a Divorce QE you must change your spouse relationship type from spouse to ex-spouse. This will ensure that the system will terminate the spouse's benefits and generate the notification for COBRA.
- During a Qualifying Event, Beneficiary designation will be available after your plan change is approved by the administrator. To view or change your Beneficiaries outside of an open window, go to: My Benefits > Beneficiary