



**Title:** View Dependent's Benefit Elections  
**Functional Area:** Benefits Administration  
**Role:** Employee Benefits Division, Agency Benefits Coordinators, and Agency Benefits Liaison

## View Dependent's Benefit Elections

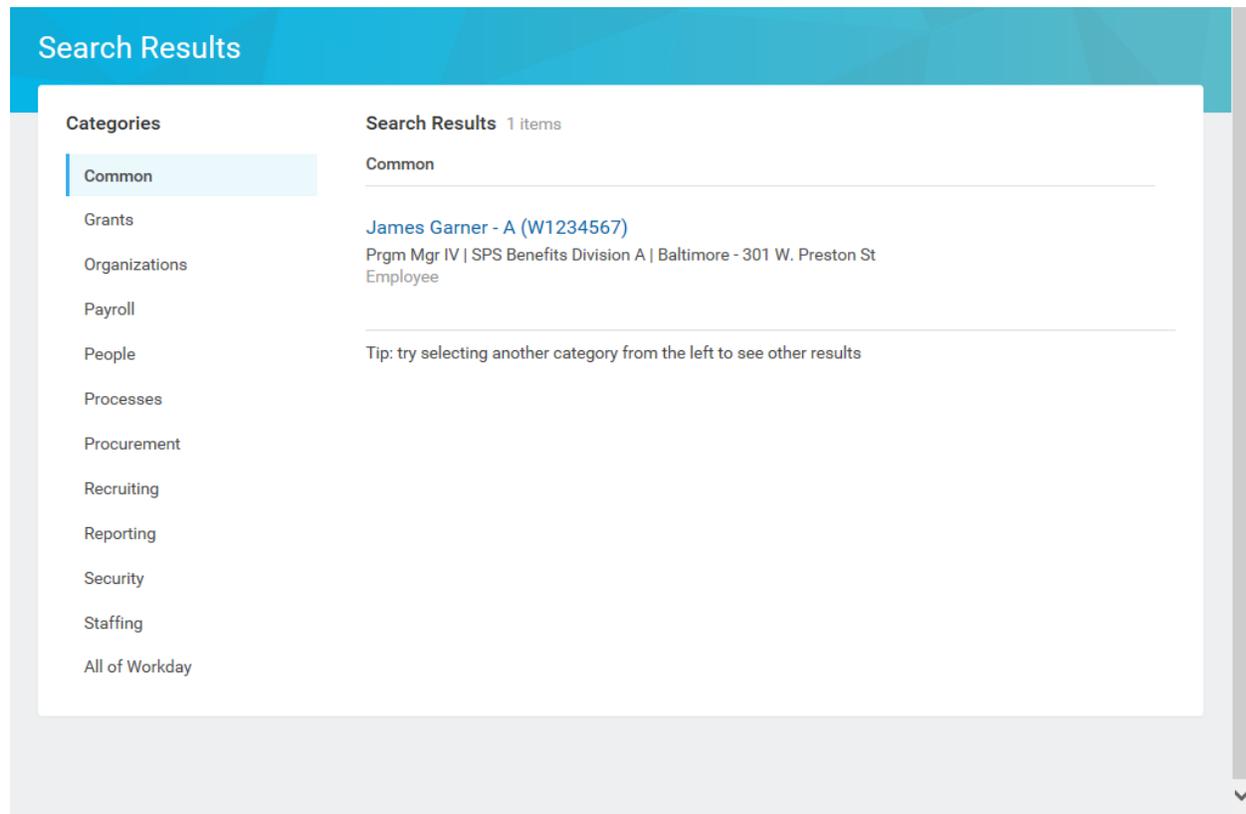
Use this procedure to view benefit elections for a dependent in Workday. Note that SPMS Agency Benefits Coordinators can only view dependent information for their employees. The Employee Benefits Division can view personal information for all employees and retirees.

### Procedure:

1. Enter the employee name or W number in the **Search** field.

2. Click the **search**  icon.

### Search Results



The screenshot displays the 'Search Results' interface in Workday. On the left, there is a vertical list of categories: Common, Grants, Organizations, Payroll, People, Processes, Procurement, Recruiting, Reporting, Security, Staffing, and All of Workday. The 'Common' category is selected and highlighted. The main content area shows 'Search Results 1 items' under the 'Common' category. A search result is listed for 'James Garner - A (W1234567)', with the job title 'Prgm Mgr IV | SPS Benefits Division A | Baltimore - 301 W. Preston St' and the role 'Employee'. A tip at the bottom of the results area reads: 'Tip: try selecting another category from the left to see other results'.

3. In the search results, click the employee name hyperlink.



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### View Worker

**James Garner - A**  
(W1234567)  
Prgm Mgr IV

Actions

Team

Summary  
Job  
Contact  
Personal  
Compensation  
Benefits  
Pay  
More (3)

Location  
Baltimore - 301 W. Preston St

Manager  
David Hayden (W1231234)

4. On the worker profile page, click the **Benefits**  **Benefits** tab.



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## View Worker

The screenshot shows the 'View Worker' interface for James Garner - A (W1234567), a Program Manager IV. The left-hand navigation menu includes options for Summary, Job, Contact, Personal, Benefits (highlighted), Pay, and Performance. The main content area is split into 'Benefits' and 'Dependents' tabs, with 'Benefits' selected. It displays a table with 3 items:

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverag
Medical - CareFirst BCBS EPO (Employee)	01/01/2017	01/01/2017	Employee + Sp
Prescription - Drug RX (Employee)	01/01/2017	01/01/2017	Employee + Sp
Dental - United Concordia DPPO (Employee)	01/01/2017	01/01/2017	Employee + Sp

5. View the benefit elections for the dependent.



Note: You may have to scroll down to view all of the benefit elections.



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The Benefits tab contains the following information:

<b>Item</b>	<b>Description</b>
<b>Benefit Plan</b>	State of Maryland benefit plan in which the employee is enrolled.
<b>Coverage Begin Date</b>	Date that coverage begins for the benefit plan.
<b>Deduction Begin Date</b>	Date that deductions begin for the benefit plan.
<b>Coverage</b>	Coverage type for the employee benefit plan (e.g., who is covered in the benefit plan: Employee + Child, Employee + Spouse, Employee Only; or coverage amount)
<b>Calculated Coverage</b>	Coverage amount for the employee benefit plan (if applicable).
<b>Dependents</b>	Dependents coverage under the employee benefit plan.
<b>Beneficiaries</b>	The State of Maryland is not capturing life insurance beneficiaries and related information in Workday.
<b>Employee Cost</b>	Employee cost per pay period (e.g. monthly).
<b>Employer Contribution</b>	Employer contribution per pay period.

6. The System Task is complete.