



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

View an Employee's Current Benefit Elections

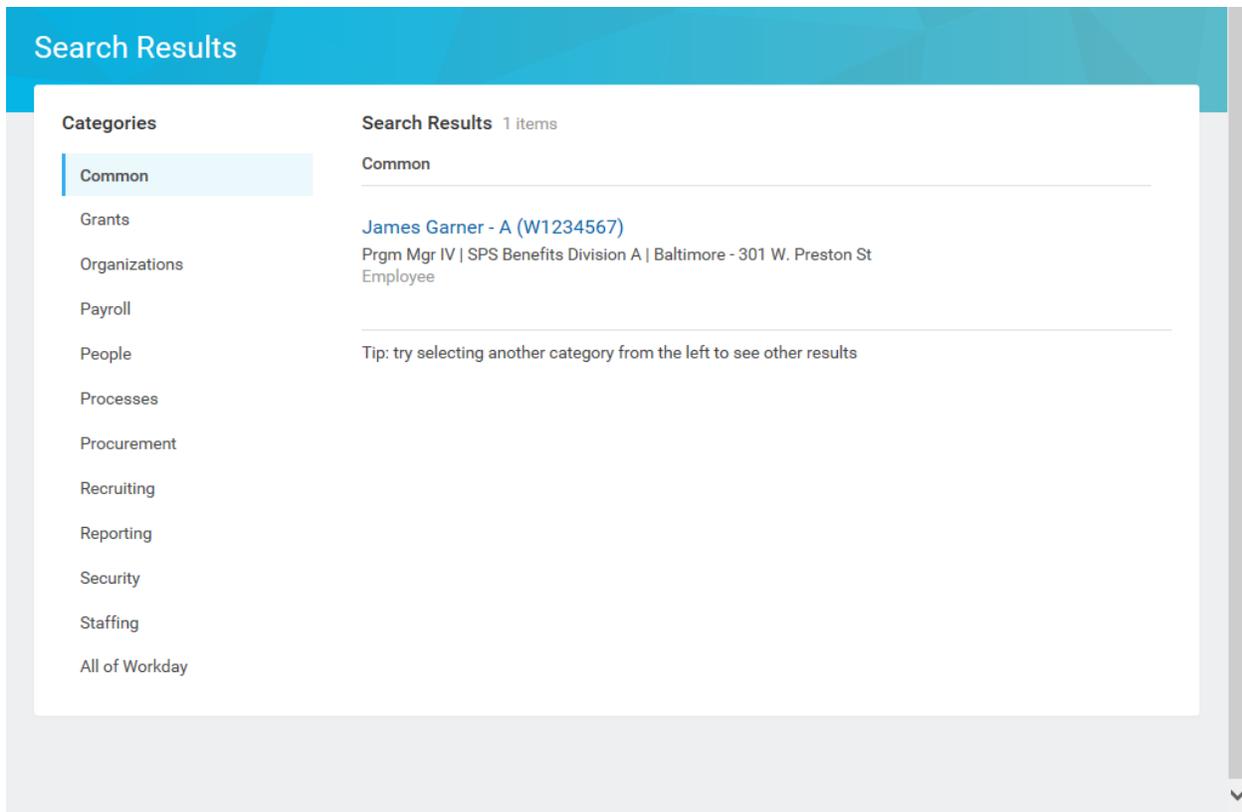
Use this procedure to view the current benefit elections for an employee (or retiree) in Workday.

Note: Elections that are “in progress” display on the employee’s Worker History. Use the “View Benefit Event Change” user guide to view status of “in progress” benefit events. Note that SPMS Agency Benefits Coordinators can only view current benefit elections for their employees. The Employee Benefits Division can view current benefit elections 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 shows the 'Search Results' interface in Workday. On the left 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. The main area shows 'Search Results 1 items' under the 'Common' filter. A single result is displayed: 'James Garner - A (W1234567)' with a blue hyperlink. Below the name, it lists 'Prgm Mgr IV | SPS Benefits Division A | Baltimore - 301 W. Preston St Employee'. A tip at the bottom reads: 'Tip: try selecting another category from the left to see other results'. A scroll bar is visible on the right side of the results area.

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)

Benefits

4. On the Worker Profile page, click the **Benefits** tab to view the employee's current benefit elections.



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View Worker

The screenshot shows the 'View Worker' interface for James Garner - A (W1234567), a Program Manager IV. The left sidebar contains navigation options: Summary, Job, Contact, Personal, Benefits (highlighted), Pay, and Performance. The main content area has tabs for 'Benefits' and 'Dependents'. Under the 'Benefits' tab, there are 3 items listed in a table:

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 employee's current benefit elections.



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:

Item	Description
Benefit Plan	State of Maryland benefit plan in which the employee is enrolled.
Coverage Begin Date	Date that coverage begins for the benefit plan.
Deduction Begin Date	Date that deductions begin for the benefit plan.
Coverage	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)
Calculated Coverage	Coverage amount for the employee benefit plan (if applicable).
Dependents	Dependents coverage under the employee benefit plan.
Beneficiaries	The State of Maryland is not capturing life insurance beneficiaries and related information in Workday.
Employee Cost	Employee cost per pay period (e.g. monthly).
Employer Contribution	Employer contribution per pay period.

6. The System Task is complete.