



**Title:** View Benefits Coverage History for an Employee or Retiree  
**Functional Area:** Benefits Administration  
**Role:** Employee Benefits Division, Agency Benefits Coordinators, and Agency Benefits Liaison

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## View Benefits Coverage History for an Employee or Retiree

Use this procedure to view benefit coverage history for an employee or retiree. The benefit coverage history includes:

- Benefit Plan
- Event Date
- Enrollment Event Type
- Coverage Begin Date
- Deduction Begin Date
- Coverage End Date
- Deduction End Date
- Coverage
- Dependents
- Employee Cost
- Employer Contribution

Note that SPMS Agency Benefits Coordinators can only view benefits coverage history for their employees. Employee Benefits Division personnel can view benefits coverage history for all employees and retirees.

You will only be able to see benefits coverage history starting from Go-Live date through the current date. Any benefit elections prior to Go-Live will not be shown here.

### Procedure:

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

2. Click the **Search**  icon.



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## Search Results

### Search Results

**Categories**

- Common
- Grants
- Organizations
- Payroll
- People
- Processes
- Procurement
- Recruiting
- Reporting
- Security
- Staffing
- Time Off and Leave
- All of Workday

**Search Results** 1 items

Common



**Jennifer Lopez (W1234567)**  
Corr Officer II | DPSCS - MCIJ Major 7-3 | Baltimore - 401 E. Eager St  
Employee

Tip: try selecting another category from the left to see other results

3. Click the **Related Actions and Preview**  icon next to the employee's name.



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## Search Results

The screenshot shows the 'Search Results' page for Jennifer Lopez (W1234567), a Corr Officer II at DPSCS - MCIJ. The 'Actions' menu is open, listing various options. The 'View Benefit Coverage History' option is highlighted with a red box. Other options include 'Change Benefits', 'View Current Benefit Elections', 'View Benefit Election History', 'View Benefits Eligibility', 'View Benefit Eligibility Rule Results', 'View Beneficiaries', 'View Dependents', 'View Current Retirement Savings Elections', 'View Retirement Savings Election History', 'Change Benefits Annual Rate', 'View Benefits Annual Rate', 'Change Benefits Annual Credit', 'View Benefits Annual Credit', 'Change Wellness Data', 'View Wellness Data', 'View Wellness History', 'View Benefit Jobs', 'View Passive Alerts', 'Change Medicare Data', 'Change Medicare Part D EGWP Data', 'Change My Medicare Data', and 'View Benefit Statement'.

4. In the menu, hover over Benefits and then click View Benefit Coverage History.



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## Benefit Coverage History

Benefit Coverage History Jennifer Lopez (W1234567) Actions

Benefit Group FT & PT FTE 50% Bi-Weekly

Health Care | Spending Account | Insurance

Health Care 8 items

Current	Benefit Plan	Event Date	Enrollment Event Type	Coverage Begin Date	Deduction Begin Date	Coverage End Date	Deduction End Date	Coverage
Yes	Medical - CareFirst BCBS PPO (Employee)	04/01/2017	New Hire	04/01/2017	04/01/2017			Employee + Spouse
	Medical - Kaiser IHM	03/01/2017	Manual Benefits Enrollment	03/01/2017	03/01/2017	03/31/2017	03/31/2017	Employee + Spouse
	Medical - UnitedHealthcare EPO (Employee)	02/01/2017	Manual Benefits Enrollment	02/01/2017	02/01/2017	02/28/2017	02/28/2017	Employee + Spouse
	Medical - CareFirst BCBS EPO (Employee)	01/01/2017	Manual Benefits Enrollment	01/01/2017	01/01/2017	01/31/2017	01/31/2017	Employee + Spouse
Yes	Dental - United Concordia DPPO (Employee)	04/01/2017	New Hire	01/01/2017	01/01/2017			Employee + Spouse
	Dental - United Concordia DPPO (Employee)	03/01/2017	Manual Benefits Enrollment	01/01/2017	01/01/2017			Employee + Spouse
	Dental - United Concordia DPPO (Employee)	02/01/2017	Manual Benefits Enrollment	01/01/2017	01/01/2017			Employee + Spouse
	Dental - United Concordia DPPO (Employee)	01/01/2017	Manual Benefits Enrollment	01/01/2017	01/01/2017			Employee + Spouse

- View the benefits coverage history.
- Click a tab to view the respective coverage type information, including:

Item	Description
<b>Current</b>	Indicates if coverage in row is the employee's current coverage. (Yes/No).
<b>Benefit Plan</b>	State of Maryland benefit plan in which the employee is enrolled.
<b>Event Date</b>	Benefit event date.
<b>Enrollment Event Type</b>	Enrollment type.
<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 End Date</b>	Date that coverage ends for the benefit plan.
<b>Deduction End Date</b>	Date that deductions end 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>Dependents</b>	Dependents covered under the employee benefit plan.
<b>Employee Cost</b>	Employee cost per pay period (e.g., monthly, etc.).
<b>Employer Contribution</b>	Employer contribution per pay period.

- The System Task is complete.