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.

Search Results

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

Search Results

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

Benefit Coverage History

5. View the benefits coverage history.

6. Click a tab to view the respective coverage type information, including:

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

7. The System Task is complete.