



## View Your Employee and Dependent Benefits Information

Use this procedure to view your employee benefits and your dependent benefit elections, if applicable.

**Procedure:**



Benefits

1. Click the Benefits worklet.

### Home

The screenshot shows a user interface with a 'Home' header. It is divided into four main sections:

- Change:** Contains two buttons: 'Benefits' and 'Dependents'.
- External Links:** A vertical list of buttons for various providers: 'Benefits Help Center', 'Employee Health Benefits', 'CareFirst', 'Kaiser Permanente', 'United Healthcare', 'CVS Caremark', 'Delta Dental', 'United Concordia Dental', 'P&A Group', 'Securian Life Insurance Co', and 'MetLife'.
- View:** Contains two buttons: 'Benefit Elections' and 'Benefit Elections as of Date'.
- Current Cost:** Displays the value '291.92'.

2. In the View section, click the **Benefit Elections** button.



**Information:** You may need to scroll down to view all of your benefit elections.



**View Worker**

**Benefit Elections** 🔍 🖨  
 Shailene Woodley - E (W1000082) Actions

Current Benefit Elections and Costs 4 items



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Emp.
Medical - CareFirst BCBS EPO (Employee)	01/01/2018	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		
Prescription - Drug - (Employee)	01/01/2018	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		
Dental - Delta Dental DHMO (Employee)	01/01/2018	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		
AD&D - Securian (Employee + Family)	01/01/2018	01/01/2018	\$200,000	\$200,000.00	Jay Woodley - E Kyle Woodley - E		
							Total: ▼

3. View your benefit elections.



On this page, you can view your benefit elections and also any dependents that are currently enrolled. Details such as the benefit plan, date the coverage begins, date deductions begin and coverage level are listed.

On the right side of the table, the employee cost and employer contribution per month is listed for each plan.



**Title:** View Your Employee and Dependent Benefits Information  
**Functional Area:** Benefits Administration  
**Role:** Employees

### View Worker

## Benefit Elections

Shailene Woodley - E (W1000082) [Actions](#)

Current Benefit Elections and Costs 4 items

	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
18	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		\$176.98	\$1,002.92
18	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		\$90.14	\$360.58
18	01/01/2018	Employee + Family		Jay Woodley - E Kyle Woodley - E		\$19.20	\$19.22
18	01/01/2018	\$200,000	\$200,000.00	Jay Woodley - E Kyle Woodley - E		\$5.60	
Total:						\$291.92	\$1,382.72

4. Click the link for the dependent to view additional information about the dependent.



Note that there may be several dependents listed if more than one is covered.



### View Dependent

Dependent ID B1000082-209  
Related to Worker [Shailene Woodley - E \(W1000082\)](#)  
Relationship Child  
Inactive Date (empty)  
Date of Birth 11/10/1994  
Age 23 years, 11 months, 2 days  
Gender Female  
Citizenship Status (empty)  
Full-time Student  
Student Status Start Date (empty)  
Student Status End Date (empty)  
Disabled

Legal Name	Contact Information	National IDs	Additional Government IDs
Country	United States of America		
Prefix	(empty)		
First Name	Jay		
Middle Name	(empty)		
Last Name	Woodley - E		
Suffix	(empty)		

**Contact Information**

5. View the information and then click the **Contact Information** tab.



Information on this screen includes Gender, Date of Birth, and Legal Name for the dependent selected.



## View Dependent

Legal Name	Contact Information	National IDs	Additional Government IDs
Effective Date	10/09/2018		
Country	United States of America		
Enter Western Script	Yes		
Search Address	(empty)		
Address Line 1	712 Baltimore Boulevard		
Address Line 2	(empty)		
City	Baltimore City		
State	Maryland		
Postal Code	21201		
County	Baltimore		
<b>Usage</b>			
Type	Home		
Primary Work			
Primary Home	Yes		
Use For	(empty)		
Visibility	(empty)		
Comments	(empty)		

National IDs

6. View the information and then click the **National IDs** tab.



Information on this tab includes any contact information such as the dependent's address.



### View Dependent

Dependent ID B1000082-209

Related to Worker [Shailene Woodley - E \(W1000082\)](#)

Relationship Child

Inactive Date (empty)

Date of Birth 11/10/1994

Age 23 years, 11 months, 2 days

Gender Female

Citizenship Status (empty)

Full-time Student

Student Status Start Date (empty)

Student Status End Date (empty)

Disabled

Legal Name    Contact Information    **National IDs**    Additional Government IDs

National IDs 1 item



Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Veri
United States of America	Social Security Number (SSN)	888-12-1234						

7. View the information.



Information on this screen includes the **National ID Type** (social security number) or Individual Tax Identification Number for foreign nationals.

8. The System Task is complete.