



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

View an Employee's Current Benefit Elections

Use this procedure to view the current benefit elections for an employee.

Note: Elections that are “in progress” display on the employee’s Worker History. Use the **Check the Status of a Business Process** user guide to view status of “in progress” benefit events.

Agency Benefits Coordinators and Agency Benefits Liaisons 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

Search Results

Categories	Search Results 9 items
Common	Common
Organizations	Shailene Woodley - E (W1000082) Benefits Employee SPS Benefits Division E Baltimore - 301 W. Preston St Employee
People	
Processes	
Procurement	
Revenue	
Security	
Staffing	
All of Workday	

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

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



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

View Worker

Shailene Woodley - E
(W1000082)
Benefits Employee

Actions

Team

Summary

Job

Contact

Personal

Benefits

Pay

Performance

Location
Baltimore - 301 W. Preston St

Benefits

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



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

View Worker

The screenshot displays the 'View Worker' interface for Shailene Woodley - E (W1000082), a Benefits Employee. The left sidebar contains navigation options: Summary, Job, Contact, Personal, Benefits (selected), Pay, and Performance. The main content area shows tabs for 'Benefits' and 'Dependents'. Under the 'Benefits' tab, there is a table titled 'Benefits 4 items' with the following data:

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - CareFirst BCBS EPO (Employee)	01/01/2018	01/01/2018	Employee + Family
Prescription - Drug - (Employee)	01/01/2018	01/01/2018	Employee + Family
Dental - Delta Dental DHMO (Employee)	01/01/2018	01/01/2018	Employee + Family
AD&D - Securian (Employee + Family)	01/01/2018	01/01/2018	\$200,000

5. View the employee's current benefit elections.



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



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

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.