

View and Manage Your Benefits Documentation

Use this procedure to view and manage your benefits documentation.
Procedure:

| Home - Wor | kday | | | | | |
|------------|------------|----------------------|-------------------------|-------------------------|--|--|
| Q search | | work | cday. | James Garner | | |
| ome | | | | James G View Profile | | |
| | | | | Home | | |
| | | | 1 = | Inbox | | |
| | | | | Notifications | | |
| | Benefits | New Announcements | Personal Information | Favorites | | |
| | | | | My Account > | | |
| | 2 | () | | Sign Out | | |
| | My Account | Time | Time Off | The Hub | | |
| | | | | | | |
| | | | | | | |
| | Directory | Favorites | | | | |

2. Click the View Profile View Profile hyperlink.



View Worker - Workday

| James Garner - A (W1234567) (Actions) Team | | Location Baltimore - 301 W. Preston St | Manager John Johnson (W1234321) |
|---|----------|---|------------------------------------|
| | | | |
| 🔒 Job | | | |
| L Contact | | | |
| 2 Personal | | | |
| 💙 Benefits | | | |
| d Performance | | | |
| 🎯 Career | | | |
| ।🗐 Time Off | | | |
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| | | workdoy | |
| 3. Click the Personal | Personal | tab. | |



| Vi | ew Worker - Workday | | | | | |
|----------|--------------------------------|--------------------------------------|-----------------------------|--|--|--|
| | James Garner - A (W1234567) | Personal Informa | tion IDs Documents Names | | | |
| | Actions | Edit | | | | |
| | A | Personal | | | | |
| | | Gender | Male | | | |
| | Team | Date of Birth | 11/25/1968 | | | |
| 88 | Summary | Age | 48 years, 9 months, 27 days | | | |
| • | Job | Marital Status Hispanic or Latino | (empty) No | | | |
| | Contact | Race/Ethnicity | (empty) | | | |
| £ | Personal | Citizenship Status | (empty) | | | |
| • | Benefits | | | | | |
| i | Performance | | | | | |
| Ċ | Career | | | | | |
| ाल्च। | Time Off | | | | | |
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Documents

4. Click the Documents

sub-tab to access your Benefits documents.



| | ew Worker - Workday James Garner - A (W1234567) | Personal Information IDs Documents Names | | | | | |
|-----------|---|--|--------------------------|-------------------|---|-----------------------------|--|
| | Actions | A 2 item: | dd | | | ▧♀╽▞ | |
| | Team | | Worker Document | Document Category | Business Process | Atta File Name | |
| 88 | Summary | | Marriage Certificate.jpg | Benefits | | Marriage Certificate.jpg | |
| . | Job | PDF | BirthCertificate.PDF | Benefits | Open Enrollment Change: James Garner - | BirthCertificate.PDF | |
| 1 1 | Contact Personal | < | | | A (W1234567) on 01/01/2018 | > | |
| 0 | Benefits | | | | | | |
| <u>16</u> | Performance | | | | | | |
| ¢ | Career | | | | | | |
| ्रि | Time Off | | | | | | |
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5. Add, update, or delete a document using the applicable procedure below.



Information: All worker documents display on the Documents tab, including supporting documents for employee benefits. Benefits worker documents display in the following document categories:

- Benefits
- Dependent disability
- HIPAA Authorization/Power of Attorney



| Task | Proced | lure | | | |
|------------------------------|----------|-----------------------------------|---|---------|--|
| To add a document | 1) | Click the | Add | button. | |
| | 2) | Click the | Select file | s | |
| | 3) | | Browse for and select the | | |
| | 4) 5) | Enter a c | Select Document Category. Enter a comment if | | |
| | 6) | applicable. Click the | ок | button. | |
| To edit document information | 1) 2) | Click the Update a | Edit s needed. | button. | |
| | 3) | Click the | ок | button. | |
| To delete a document | 1) | Click the | Delete | | |
| | 2) | button. Verify the deleted. | erify the document to be | | |
| | 3) | Click the | ок | button. | |

6. The System Task is complete.