

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			
	~		
	Ť		
		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					

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						

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.