

Functional Area: Benefits Administration

Role: Agency Benefits Coordinators and Agency

Benefits Liaisons

Check the Status of a Benefit Event

Use this procedure to check the status of a benefit event for an employee. The worker history will show all of the information for each benefit event.

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view benefit event changes for their employees. The Employee Benefits Division can view benefit event changes 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 - Workday **Search Results** Search Results 9 items Categories Common Common Organizations People Shailene Woodley - E (W1000082) Benefits Employee | SPS Benefits Division E | Baltimore - 301 W. Preston St Processes Employee Procurement Revenue Security Staffing All of Workday

3. Click the employee name hyperlink.

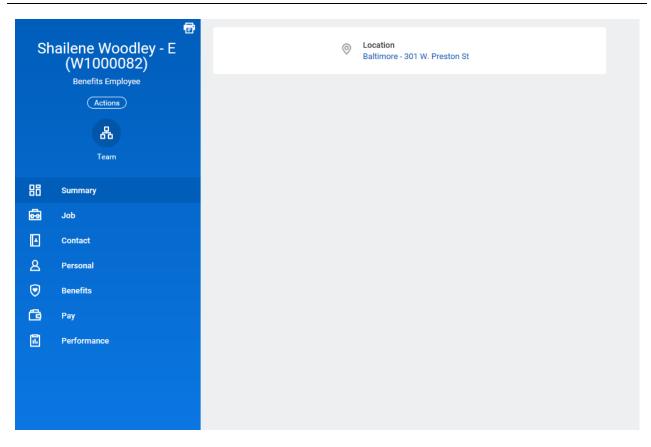
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4. On the Worker Profile, click the **Job** tab.

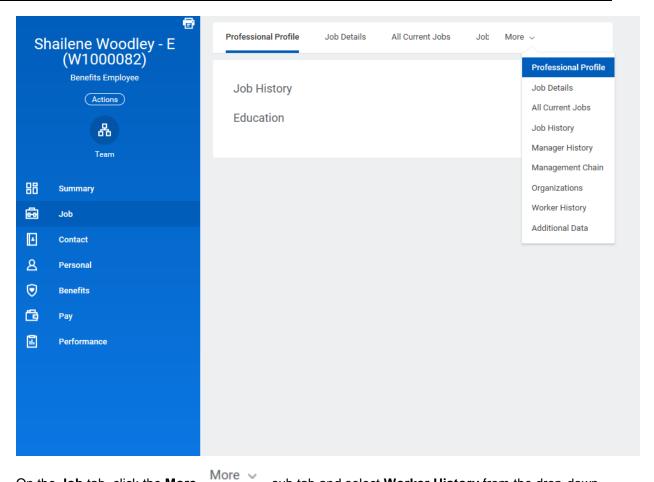
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5. On the Job tab, click the More menu.

sub tab and select Worker History from the drop-down

Note: You may have to click the **More** options.

drop down arrow to find a complete list of

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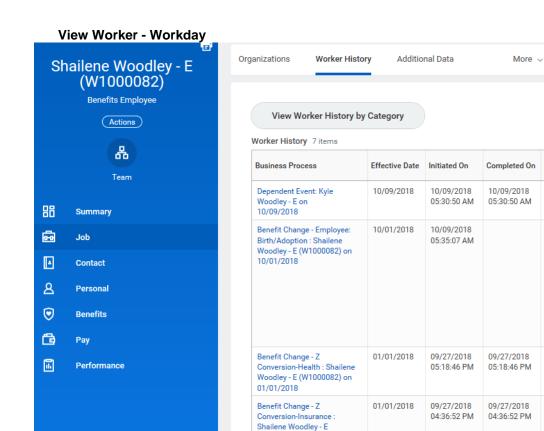
More ~



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(W1000082) on 01/01/2018

Dependent Event: Shailene

Woodley - E (W1000082) -

6. Click the View Worker History by Category

View Worker History by Category

09/26/2018

09:56:35 PM

01/01/2017

button.

09/26/2018

09:56:35 PM

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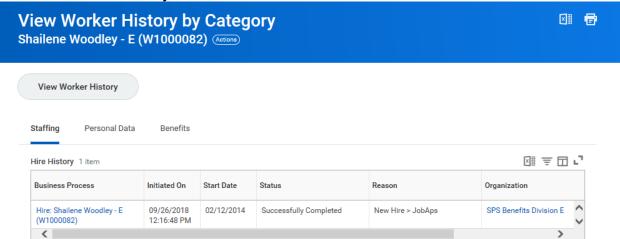


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View Worker - Workday



Benefits

7. Click the Benefits

tab to view benefits related events.

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Dependents 3 items
Business Process

on 01/01/2017

Dependent Event: Shailene Woodley

- E (W1000082) - Benefits Employee

Dependent

Kyle Woodley - E

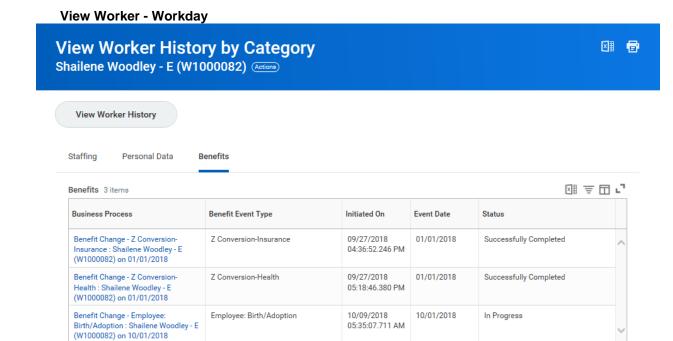
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8. A list of benefits related events for the employee will display. Click the hyperlink in the Business Process column for the event for which you want to see details.

Relationship

Spouse

Initiated On

09/26/2018

Status

Successfully Completed

Note that you can see the status of the event in the Status column. In this example, the event is still in progress and has not yet been completed.

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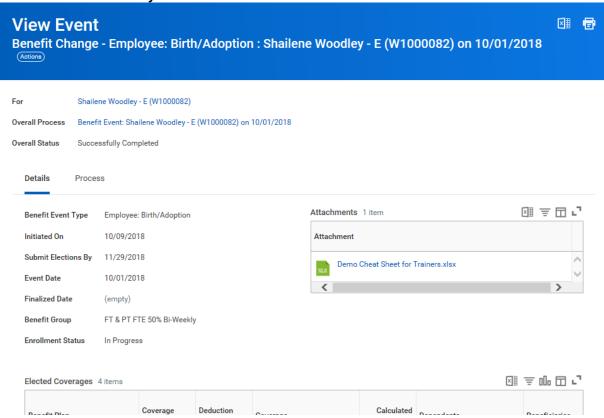


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View Event - Workday



- 9. View the details of the event.
- 10. Click the **Overall Process** at the top of the page to view all of the steps involved in the process for the benefit event.

Note: In this example, we click the Benefit Event: Shailene Woodley - E (W1000082) on 10/01/2018 link.

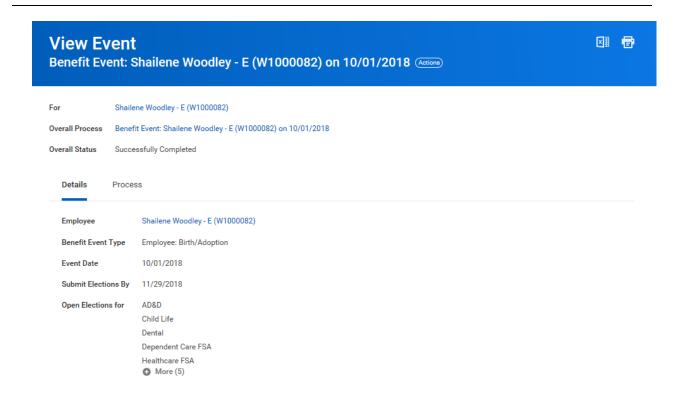
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11. Click the Process tab.

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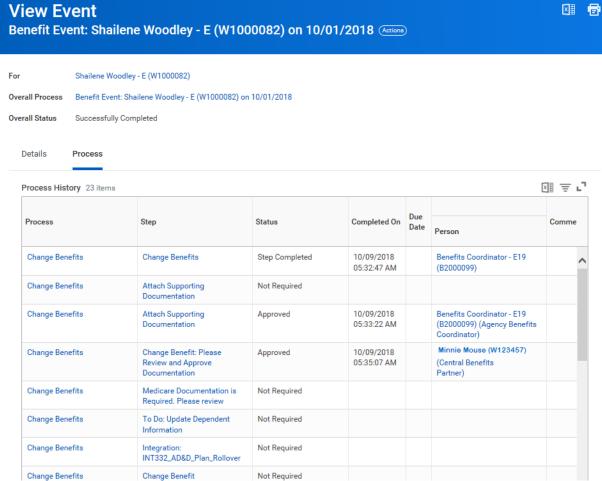


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12. View the information.

On this screen, you can view status of individual tasks in the event, which steps have/have not been completed, which tasks are awaiting action, and who needs to complete the action.

Note: You may have to scroll down to see all of the steps.

13. The System Task is complete.

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