View Benefits Coverage History for an Employee

Use this procedure to view benefit coverage history for an employee or retiree. The benefit coverage history includes:

- Benefit Plan
- Event Date
- Enrollment Event Type
- Coverage Begin Date
- Deduction Begin Date
- Coverage End Date
- Deduction End Date
- Coverage
- Dependents
- Employee Cost
- Employer Contribution

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view benefits coverage history for their employees. Employee Benefits Division personnel can view benefits coverage history for all employees and retirees.

You will only be able to see benefits coverage history starting from Go-Live date through the current date. Any benefit elections prior to Go-Live will not be shown here. Any data prior to the Go-Live date is parallel test data and may not be 100% accurate.

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	
People	**Margot Robie - E (B1000083)**
Processes	Benefits Employee | SPS Benefits Division E | Baltimore - 301 W. Preston St
Procurement	Employee
Revenue	
Security	
Staffing	
All of Workday	

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

3. Click the **Related Actions and Preview** [•••] icon next to the employee's name.

Search Results

4. In the menu, hover over **Benefits** and then click **View Benefit Coverage History**.

Benefit Coverage History

Benefit Coverage History
Margot Robie - E (B1000083) (Actions)

Benefit Group FT & PT FTE 50% Bi-Weekly

Health Care   Insurance

Health Care 5 items

Current	Benefit Plan	Event Date	Enrollment Event Type	Coverage Begin Date	Deduction Begin Date	Coverage End Date	Deduction En Date
	Medical - CareFirst BCBS EPO (Employee)	01/01/2018	Z Conversion-Health	01/01/2018	01/01/2018	07/31/2018	07/31/2018
Yes	Prescription - Drug - (Employee)	08/01/2018	Employee: Gains Coverage Elsewhere	01/01/2018	01/01/2018		
	Prescription - Drug - (Employee)	01/01/2018	Z Conversion-Health	01/01/2018	01/01/2018		
Yes	Dental - Delta Dental DHMO (Employee)	08/01/2018	Employee: Gains Coverage Elsewhere	01/01/2018	01/01/2018		
	Dental - Delta Dental DHMO (Employee)	01/01/2018	Z Conversion-Health	01/01/2018	01/01/2018		

5. View the benefits coverage history.

Note that current coverage will be designated with the word **Yes** in the **Current** column.

Any coverages that have ended will have an end date in the **Coverage End Date** field.

6. View the respective coverage type information, including:

Item	Description
Current	Indicates if coverage in row is the employee's current coverage. (Yes/No).
Benefit Plan	State of Maryland benefit plan in which the employee is enrolled.
Event Date	Benefit event date.
Enrollment Event Type	Enrollment type.
Coverage Begin Date	Date that coverage begins for the benefit plan.
Deduction Begin Date	Date that deductions begin for the benefit plan.
Coverage End Date	Date that coverage ends for the benefit plan.
Deduction End Date	Date that deductions end 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)
Dependents	Dependents covered under the employee benefit plan.
Employee Cost	Employee cost per pay period (e.g., monthly, etc.).
Employer Contribution	Employer contribution per pay period.

7. The System Task is complete.