



Viewing Your Benefit Elections

This document contains instructions in the following areas for viewing your benefit elections:

- Overview
- Viewing Your Benefit Elections as of Today's Date
- Viewing Your Benefit Elections as of a Certain Date





Overview

Sometimes you may find that you wish to view your benefit elections. Whatever the reason it is very easy to do within Workday.

There are two different views: viewing as of today's date or viewing as of a certain date. These instructions cover both methods.

As with most actions in Workday there are many ways to get to the areas where you can view your benefits. These instructions will show the following methods: using the related actions on the Workday Profile screen and using the Workday Landing page.

Workday Profile Screen

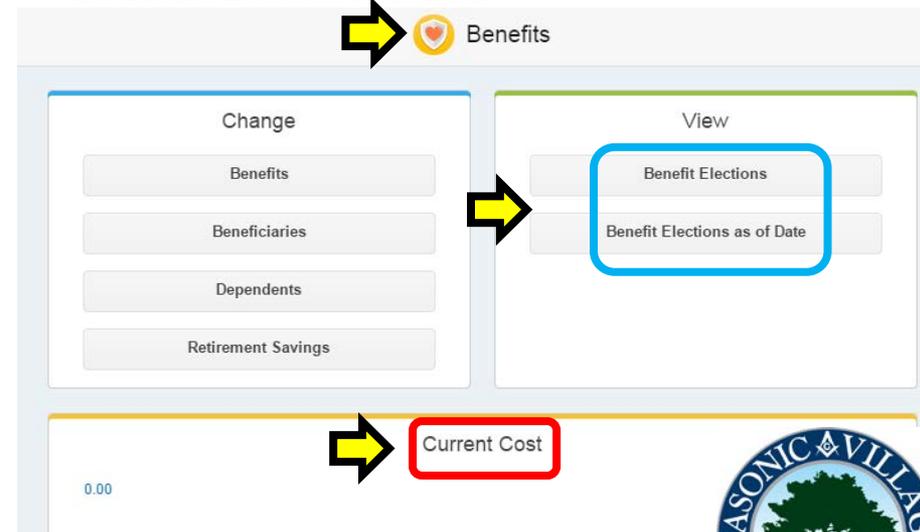
Select the **related actions icon** -> **Benefits** -> **View My Current Benefit Elections**



*At a quick glance within the **Current Cost section** you can see, in dollars, how much your current employer-sponsored benefits cost per pay.*

Workday Landing Page

Click the Benefits Worklet -> View -> **Benefit Elections**
OR Benefit Elections as of Date





Viewing Your Benefit Elections as of Today's Date

1. The Benefit Elections screen will appear.

Benefit Elections [John Worker](#)



Current Benefit Elections and Costs 3 items



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - Highmark PPO Plan B	08/21/2014	08/21/2014	Family		Annie Worker Jake Worker Jessica Doe		\$130.00	\$678.79	
Dental - Delta Dental DEN Plan B	08/21/2014	08/21/2014	Family		Annie Worker Jake Worker Jessica Doe		\$48.93		
Basic Life - UNUM (Employee)	08/19/2014	08/19/2014	1 X Salary	\$50,000.00				\$2.08	
Total:							\$178.93	\$680.87	

Future Benefit Elections and Costs



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - Highmark PPO Plan B	08/22/2014	08/22/2014	Employee + Children	Jake Worker Jessica Doe		\$84.00	\$650.29	
Total:						\$84.00	\$650.29	



Viewing Your Benefit Elections as of a Certain Date

1. The Benefit Elections as of Date screen will appear. Use the **View As Of field** to enter a date. Click **OK**.

Benefit Elections as of Date

A text input field with a red border containing the text "View As Of * 08/22/2014" and a calendar icon on the right. Two buttons are shown: an orange "OK" button with a blue border and a grey "Cancel" button.



Viewing Your Benefit Elections as of a Certain Date

2. The Benefit Elections screen will appear.

Benefit Elections as of Date [John Worker](#)



View As Of 08/22/2014

Current Benefit Elections and Costs 3 items



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)
Medical - Highmark PPO Plan B	08/22/2014	08/22/2014	Employee + Children		Jake Worker Jessica Doe		\$84.00	\$650.29	
Dental - Delta Dental DEN Plan B	08/21/2014	08/21/2014	Family		Annie Worker Jake Worker Jessica Doe		\$48.93		
Basic Life - UNUM (Employee)	08/19/2014	08/19/2014	1 X Salary	\$50,000.00				\$2.08	
Total:							\$132.93	\$652.37	

