View an Employee's Current Benefit Elections

Use this procedure to view the current benefit elections for an employee.
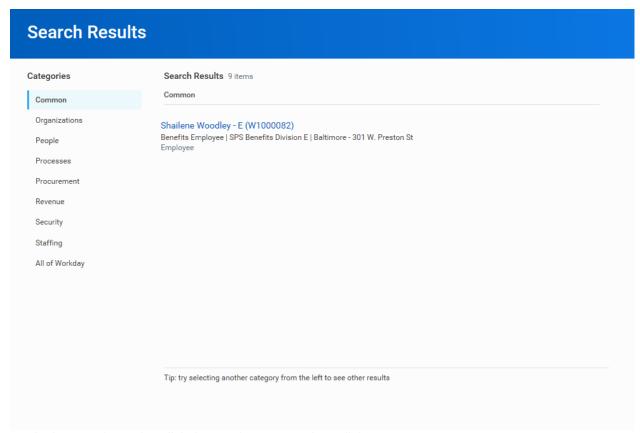
Note: Elections that are "in progress" display on the employee's Worker History. Use the **Check the Status of a Business Process** user guide to view status of "in progress" benefit events.

Agency Benefits Coordinators and Agency Benefits Liaisons can only view current benefit elections for their employees. The Employee Benefits Division can view current benefit elections for all employees and retirees.

Procedure:

1. Enter the employee name or W number in the **Search** field.

2. Click the **search** [icon] icon.

   Search Results

3. In the search results, click the employee name hyperlink.

View Worker

4. On the Worker Profile page, click the **Benefits** [Benefits] tab to view the employee's current benefit elections.

View Worker

5. View the employee's current benefit elections.

Note: You may have to scroll down to view all of the benefit elections.

The **Benefits** tab contains the following information:

Item	Description
Benefit Plan	State of Maryland benefit plan in which the employee is enrolled.
Coverage Begin Date	Date that coverage begins for the benefit plan.
Deduction Begin Date	Date that deductions begin 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)
Calculated Coverage	Coverage amount for the employee benefit plan (if applicable).
Dependents	Dependents coverage under the employee benefit plan.
Beneficiaries	The State of Maryland is not capturing life insurance beneficiaries and related information in Workday.
Employee Cost	Employee cost per pay period (e.g. monthly).
Employer Contribution	Employer contribution per pay period.

6. The System Task is complete.