

Information

Functional Area: Benefits Administration

Role: Employees

View Your Employee and Dependent Benefits Information

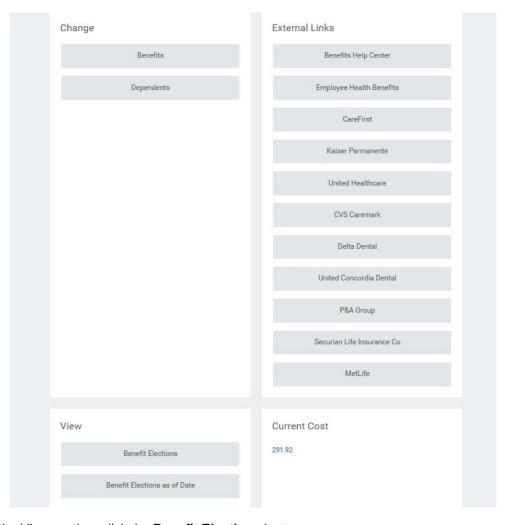
Use this procedure to view your employee benefits and your dependent benefit elections, if applicable.

Procedure:



1. Click the Benefits

application.



2. In the View section, click the **Benefit Elections** button.



Information: You may need to scroll down to view all of your benefit elections.

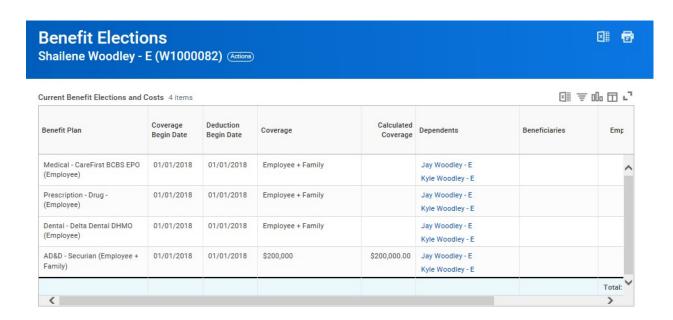
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3. View your benefit elections.

On this page, you can view your benefit elections and also any dependents that are currently enrolled. Details such as the benefit plan, date the coverage begins, date deductions begin and coverage level are listed.

On the right side of the table, the employee cost and employer contribution per month is listed for each plan.

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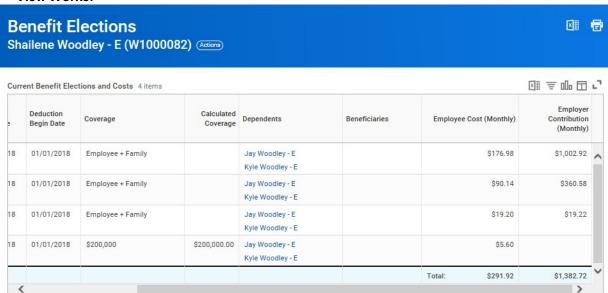


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View Worker



4. Click the link for the dependent to view additional information about the dependent.



Note that there may be several dependents listed if more than one is covered.

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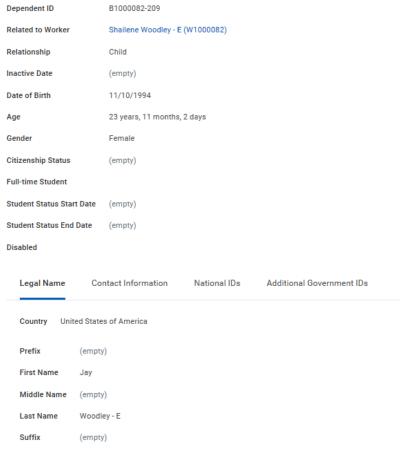


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View Dependent



Contact Information

5. View the information and then click the **Contact Information**

tab.

Information on this screen includes Gender, Date of Birth, and Legal Name for the dependent selected.

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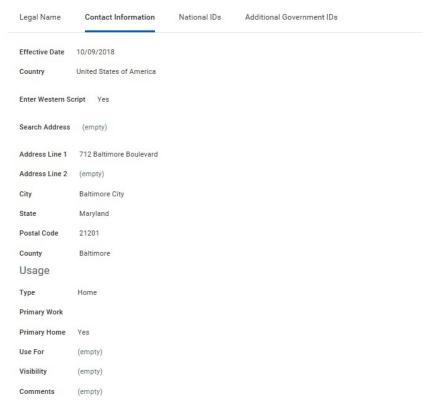


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View Dependent



National IDs

6. View the information and then click the National IDs

tab.



Information on this tab includes any contact information such as the dependent's address.

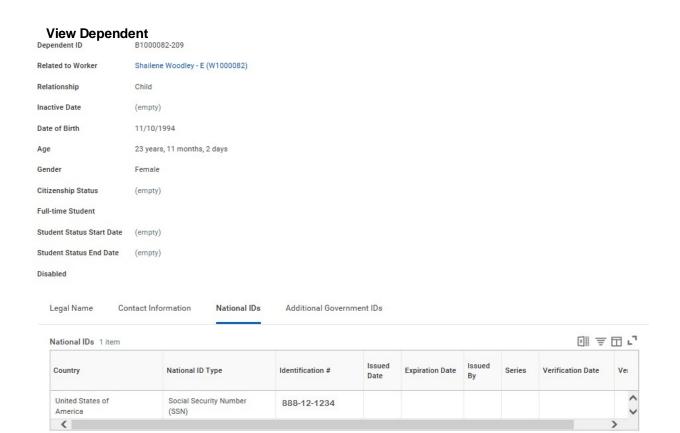
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7. View the information.

Information on this screen includes the **National ID Type** (social security number) or Individual Tax Identification Number for foreign nationals.

8. The System Task is complete.

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