
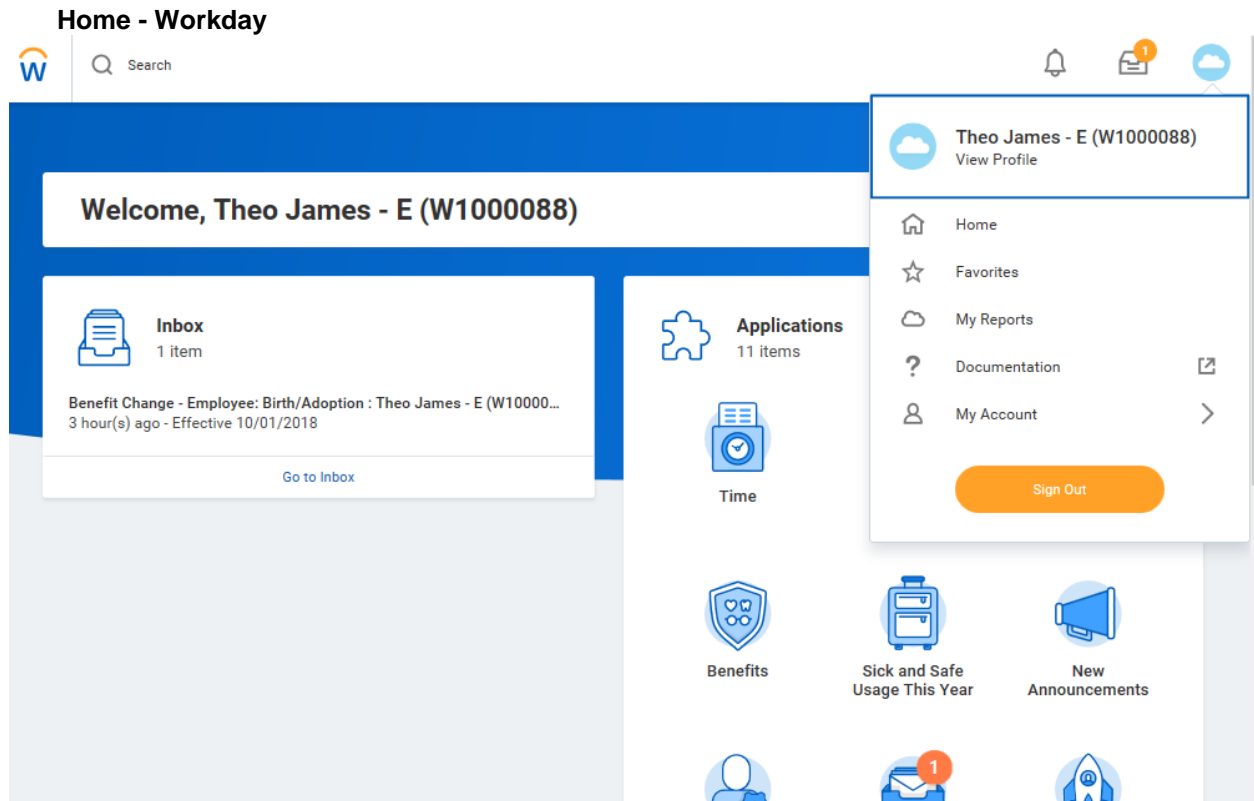


View and Manage Your Benefits Documentation

Use this procedure to view and manage your benefits documentation.

Procedure:

1. From the Home page, click the **My Account**  icon.



2. Click the **View Profile** [View Profile](#) hyperlink.

View Worker - Workday

W Search [Notification Icon] [Help Icon]

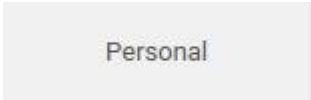
Theo James - E (W1000088)

Actions

Team

- Summary
- Job
- Contact
- Personal
- Benefits
- Performance
- Career
- Time Off

Location
Baltimore - 301 W. Preston St



3. Click the **Personal** tab.



Title: View and Manage Your Benefits Documentation
Functional Area: Benefits Administration
Role: Employees

View Worker - Workday

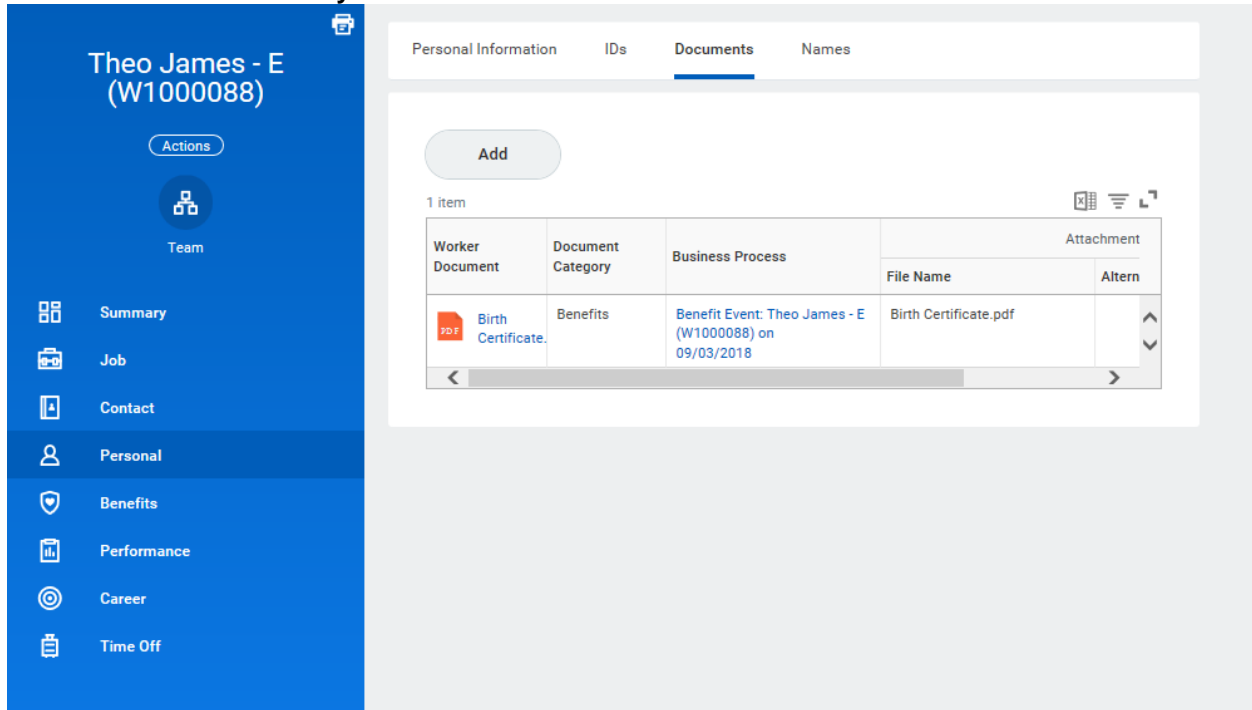
The screenshot displays the 'View Worker' interface in Workday. On the left is a blue navigation sidebar for 'Theo James - E (W1000088)' with an 'Actions' button and a 'Team' icon. Below these are menu items: Summary, Job, Contact, Personal (highlighted), Benefits, Performance, Career, and Time Off. The main content area has tabs for 'Personal Information', 'IDs', 'Documents', and 'Names'. The 'Personal Information' tab is selected, showing an 'Edit' button and a 'Personal' section with the following details:

Gender	Female
Date of Birth	09/19/1959
Age	59 years, 0 months, 23 days
Marital Status	(empty)
Hispanic or Latino	No
Race/Ethnicity	(empty)
Citizenship Status	(empty)

Documents

4. Click the **Documents** sub-tab to access your Benefits documents.

View Worker - Workday



The screenshot displays the 'View Worker - Workday' interface. On the left is a blue navigation sidebar with the worker's name 'Theo James - E (W1000088)' and an 'Actions' button. Below the name are icons for 'Team', 'Summary', 'Job', 'Contact', 'Personal' (highlighted), 'Benefits', 'Performance', 'Career', and 'Time Off'. The main content area has tabs for 'Personal Information', 'IDs', 'Documents' (selected), and 'Names'. An 'Add' button is visible above a table containing one document item.

Worker Document	Document Category	Business Process	Attachment	
			File Name	Altern
Birth Certificate	Benefits	Benefit Event: Theo James - E (W1000088) on 09/03/2018	Birth Certificate.pdf	


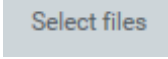





5. Add, update, or delete a document using the applicable procedure below.



Information: All worker documents display on the Documents tab, including supporting documents for employee benefits. Benefits worker documents display in the following document categories:

- Benefits
- Certification
- Dependent disability
- Employment Eligibility
- HIPAA Authorization/Power of Attorney
- Offer Letter
- Worker Licenses



Task	Procedure
To add a document...	1) Click the  button. 2) Click the  button. 3) Browse for and select the document. 4) Select Document Category. 5) Enter a comment if applicable. 6) Click the  button.
To edit document information...	1) Click the  button. 2) Update as needed. 3) Click the  button.
To delete a document...	1) Click the  button. 2) Verify the document to be deleted. 3) Click the  button.

6. The System Task is complete.