

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.

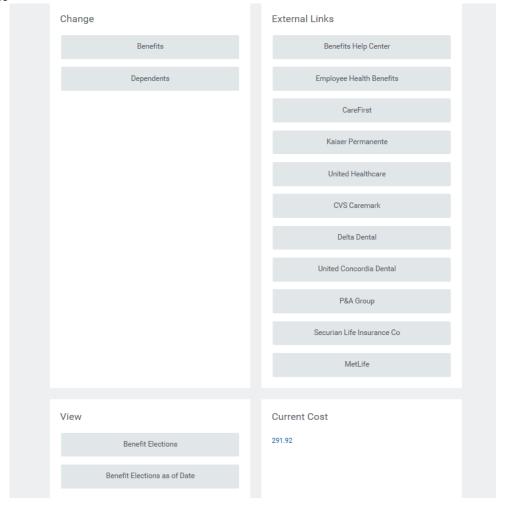
Procedure:



1. Click the Benefits

worklet.

Home



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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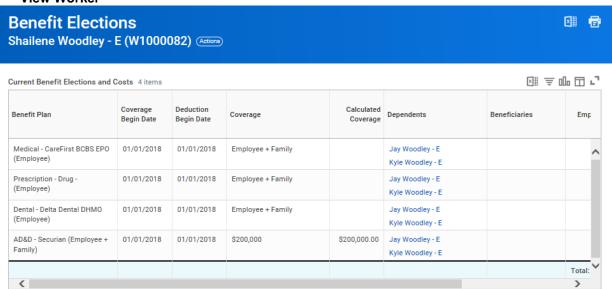


Information

Functional Area: Benefits Administration

Role: Employees

View Worker



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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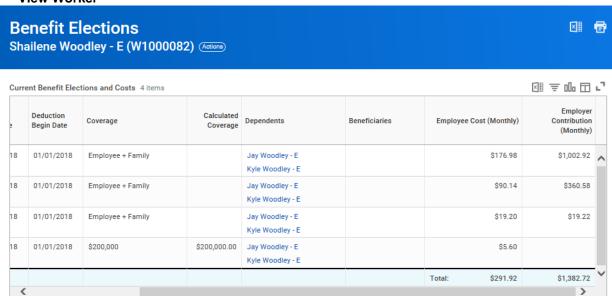


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4. Click the link for the dependent to view additional information about the dependent.



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

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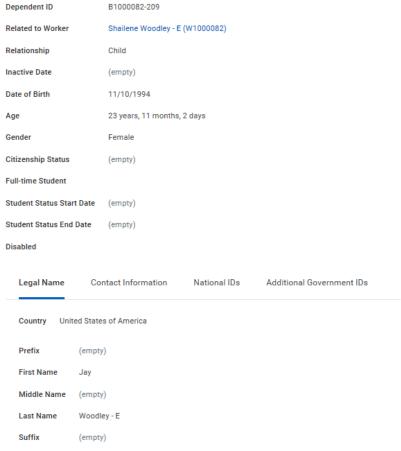


Information

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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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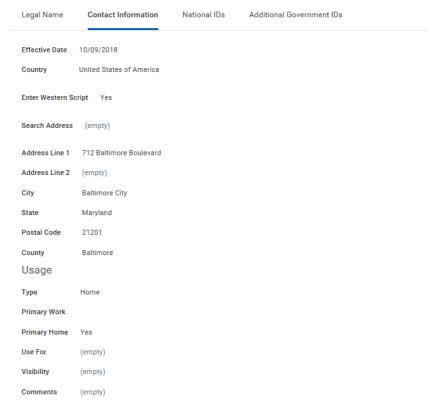


Information

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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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Information

Functional Area: Benefits Administration

Role: **Employees**

View Dependent B1000082-209 Dependent ID Related to Worker Shailene Woodley - E (W1000082) Relationship Inactive Date (empty) Date of Birth 11/10/1994 Age 23 years, 11 months, 2 days Gender Female Citizenship Status (empty) Full-time Student

(empty)

Student Status End Date (empty)

Student Status Start Date

Disabled

Legal Name	Contact Information		National IDs	s Additional Government IDs							
National IDs 1	item								M =		ני
Country		National ID Type		Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	V	lei
United States o America	f	Social Securi (SSN)	ity Number	888-12-1234						T	^
<										>	

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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