

Workday: How to View Your Benefits Elections

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How to View Your Benefits Elections in Workday



Step 1: Navigate to your Workday Home Page and click “View All Apps”

MENU CHOC Search

Good Afternoon, On Behalf of: Choco Bear It's Thursday, February 22, 2024

Awaiting Your Action

- Benefit Change - Hire/Re-Hire : Choco Bear (999999) on 02/15/2024
Inbox - 5 hour(s) ago
- New Job Description Summary: Choco Bear (999999)
Inbox - 1 day(s) ago

[Go to All Inbox Items \(2\)](#)

Quick Tasks

- My Payslips
- Time Off Balance
- My Goals

[View All Apps](#)

Timely Suggestions

Here's where you'll get updates on your active items.

Announcements

2023 W-2 Tax Documents

Step 2: Click on the “Benefits and Pay” app

The image shows a web application interface. On the left, there is a 'Menu' sidebar with a close button (X) and two tabs: 'Apps' (selected) and 'Shortcuts'. Under 'Your Saved Order', there is a list of apps with icons and labels: Jobs Hub, Benefits and Pay (highlighted with a red arrow), Learning, Help, Talent and Performance, Pay, Associate Giving, Absence, Directory, Favorites, Benefits, and Personal Information. At the bottom of the menu are 'Add Apps' and 'Edit' buttons. The main dashboard on the right has a search bar at the top, a header with the name 'Choco Bear' and the date 'Thursday, February 22, 2024'. Below the header, there are sections for 'Inbox Your Action' (containing 'Benefit Change - Hire/Re-Hire : Choco Bear (999999) on 02/15/2024' and 'New Job Description Summary: Choco Bear (999999)'), 'Quick Tasks' (with buttons for 'My Payslips', 'Time Off Balance', and 'My Goals'), and 'Announcements' (with a '2023 W-2 Tax Documents' item). A 'View All Apps' link is also visible.

Step 3: Click “Benefits” and then click “Benefit Elections”

The screenshot shows the CHOC employee portal interface. On the left is a navigation sidebar with the following items: Overview (highlighted), Benefits, Benefit Elections, Benefits by Date, Dependents, Beneficiaries, ACA Forms, Pay, Compensation, Suggested Links, CHOC Benefits Web..., and CHOC Fit Enrollment. Two red arrows point from the 'Benefits' menu item to the 'Benefit Elections' sub-item. The main content area is titled 'Tasks and Reports' and includes links for 'Payment Elections', 'Change Benefits', and 'My Tax Documents'. Below this is an 'Overview' section with four cards: 'Most Recent Pay' (Take Home Pay: \$0.00), 'Deductions' (Total: \$0.00), 'Current Benefit Costs' (Employee Cost: \$352.44), and 'Compensation History' (listing three events: Market Adjustment, Merit, and Conversion). A 'Bonus & One-Time Payments' table is also visible on the right. The CHOC logo is in the top left and bottom left, and a chat icon is in the bottom right.

Navigation Path: Overview → Benefits → Benefit Elections

Tasks and Reports: [Payment Elections](#) | [Change Benefits](#) | [My Tax Documents](#)

Overview

Most Recent Pay
Your next pay day is March 7, 2024.
\$0.00
Take Home Pay
Gross Pay: \$0.00
[View Most Recent Pay](#)

Deductions
Taxes and deductions from your most recent payslip.
\$0.00
Total

Current Benefit Costs
\$352.44
Employee Cost (Biweekly)
[View Benefit Details](#)

Compensation History
Summary of your compensation changes over time.

Event	Effective Date	Amount
Market Adjustment	04/18/2021	0.36 USD Hourly
Merit	07/01/2018	0.66 USD Hourly
Conversion	06/18/2017	22.06 USD Hourly

Bonus & One-Time Payments

Event	Effective Date	Amount
Non Cash Taxable Gift/Bonus	07/27/2023	\$20.00
Service Award	03/10/2022	\$175.00
Remote Worker Stipend	11/05/2020	\$800.00

Step 4: View your current benefit elections

Benefits and Pay |←

Overview

Benefits ^

Benefit Elections ✓

Benefits by Date

Dependents

Beneficiaries

ACA Forms

Pay v

Compensation v

Suggested Links ^

CHOC Benefits Web... 📄

CHOC Fit Enrollment 📄

Benefit Elections Choco Bear (99999) ⋮

Change Benefits

Current Benefit Elections and Costs 9 items

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Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Biweekly)	Employer Contribution (Biweekly)
Medical - Cigna HMO Full Network	03/01/2024	03/01/2024	Employee + Family		Donald Duck Ev E Wall E		\$303.45	\$892.29
Dental - Delta Dental PPO	03/01/2024	03/01/2024	Employee + 2 or more		Donald Duck Ev E Wall E		\$41.99	\$22.60
Vision - VSP Standard	03/01/2024	03/01/2024	Employee + 2 or more		Donald Duck Ev E Wall E		\$7.00	\$3.71
Surcharge - CHOC Spouse	01/01/2022	01/01/2022	Spouse/DP is not a dependent.					
Basic Life - The Hartford (Employee)	01/01/2018	01/01/2018	1 X Salary	\$50,000.00				\$0.37
Basic AD&D - The Hartford (Employee)	01/01/2018	01/01/2018	1 X Salary	\$50,000.00				\$0.18
403(b) - Empower	01/01/2018	01/01/2018						
403(b) - Empower Roth	01/01/2018	01/01/2018						
Cafeteria - cBord	01/01/2018	01/01/2018						
Total:							\$352.44	\$9...

How to View Your Benefits Elections as of Date in Workday



Step 1: Navigate to your Workday Home Page and click “View All Apps”

The screenshot displays the Workday Home Page for a user named Choco Bear. At the top, there is a navigation bar with the CHOC logo on the left, a search bar in the center, and notification icons on the right. Below the navigation bar is a large banner image showing two hands reaching towards each other. The main content area is divided into several sections:

- Good Afternoon, On Behalf of: Choco Bear** (Greeting)
- It's Thursday, February 22, 2024** (Date)
- Awaiting Your Action** (Section with two items: "Benefit Change - Hire/Re-Hire : Choco Bear (999999) on 02/15/2024" and "New Job Description Summary: Choco Bear (999999)"), a "Go to All Inbox Items (2)" link, and a three-dot menu icon).
- Quick Tasks** (Section with buttons for "My Payslips", "Time Off Balance", and "My Goals", and a "View All Apps" link with a red arrow pointing to it).
- Timely Suggestions** (Section with the text "Here's where you'll get updates on your active items.")
- Announcements** (Section with a "2023 W-2 Tax Documents" announcement and a Workday chat icon).

Step 2: Click on the “Benefits and Pay” app

The image shows a web application interface. On the left, there is a 'Menu' sidebar with a close button (X) and two tabs: 'Apps' (selected) and 'Shortcuts'. Under 'Your Saved Order', there is a list of apps with icons: Jobs Hub, Benefits and Pay (highlighted with a red arrow), Learning, Help, Talent and Performance, Pay, Associate Giving, Absence, Directory, Favorites, Benefits, and Personal Information. At the bottom of the menu are 'Add Apps' and 'Edit' buttons. The main dashboard on the right has a search bar at the top, a header with the name 'Choco Bear' and the date 'Thursday, February 22, 2024'. Below the header, there are sections for 'Inbox Your Action' (with items like 'Benefit Change - Hire/Re-Hire : Choco Bear (999999) on 02/15/2024'), 'Quick Tasks' (with buttons for 'My Payslips', 'Time Off Balance', 'My Goals'), and 'Announcements' (with a '2023 W-2 Tax Documents' item).

Step 3: Click “Benefits” then click “Benefits by Date”

The screenshot displays the CHOC Benefits and Pay portal interface. On the left, a navigation menu is visible with the following items: Overview, Benefits (highlighted with a blue bar and an upward arrow), Benefit Elections, Benefits by Date (checked with a blue checkmark and a red arrow), Dependents, Beneficiaries, ACA Forms, Pay, and Compensation. Below the menu are Suggested Links for CHOC Benefits Web... and CHOC Fit Enrollment. The main content area is titled "Benefit Elections as of Date" and features a "View As Of" field with a calendar icon, containing the date "03/01/2024" and a red arrow pointing to it. A red text instruction reads "Enter a date into the 'View As Of' field". At the bottom of the main area, there are "OK" and "Cancel" buttons, with a red arrow pointing to the "OK" button. A red text instruction below the buttons reads "Then, click 'OK'". The top of the page includes a search bar, a notification bell with a red "9", and a user profile icon. The CHOC logo is in the top left corner.

Then, click “OK”

Step 4: View Benefit Elections as of the selected date

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Benefits and Pay |←

Overview

Benefits ^

- Benefit Elections
- Benefits by Date ✓
- Dependents
- Beneficiaries
- ACA Forms
- Pay v
- Compensation v
- Suggested Links ^
- CHOC Benefits Web... 🗒
- CHOC Fit Enrollment 🗒

Benefit Elections as of Date Choco Bear (99999)

Change Benefits

View As Of 03/01/2024

Current Benefit Elections and Costs 9 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Biweekly)	Employer Contribution (Biweekly)
Medical - Cigna HMO Full Network	03/01/2024	03/01/2024	Employee + Family		Donald Duck Ev E Wall E		\$303.45	\$892.29
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403(b) - Empower	01/01/2018	01/01/2018						

LONG LIVE CHILDHOOD

Have Questions or Need Help?
Submit a Workday- Benefit
Elections Help Case

