

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 23, 2023

Awaiting Your Action ...

You're all caught up on your inbox items.

Timely Suggestions

Keep Your Work Contact Information Updated
We would like you to review your Contact Information and ensure it's up to date. [Update Contact Info](#)

Keep Your Emergency Contacts Updated
We would like you to review your Emergency Contact Information and ensure it's up to date. [Update Contacts](#)

Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

[My Goals](#)

[View All Apps](#)

Announcements

How to Slow Down
CHOC University is pleased to offer a series of 1-hour, live-onlin...

Understand and Embrace Diversity

Step 2: Click “Benefits and Pay”

The screenshot displays a web application interface. On the left, a white 'Menu' sidebar is open, listing various application categories. A red arrow points to the 'Benefits and Pay' option. The main dashboard area is dimmed, showing a search bar at the top, a date 'It's Thursday, February 23, 2023', and several content cards including 'Quick Tasks' (My Payslips, Time Off Balance, My Goals), 'Announcements' (How to Slow Down, Understand and Embrace Diversity), and 'Keep Your Work Contact Information Updated'.

Menu

- Apps
- Shortcuts
- Benefits and Pay
- Learning
- Help
- Meal Period Waiver Election
- Talent and Performance
- Pay
- Associate Giving
- Benefits
- Absence
- Directory
- Favorites
- Personal Information
- Career

Quick Tasks

- My Payslips
- Time Off Balance
- My Goals

Announcements

- How to Slow Down
- Understand and Embrace Diversity

Keep Your Work Contact Information Updated

[Update Contact Info](#)

Keep Your Emergency Contacts Updated

[Update Contacts](#)

Step 3: Click the Benefits Carrot and select “Benefit Elections”

The screenshot displays the CHOC employee benefits portal. On the left is a navigation menu with the following items: **Benefits and Pay** (expanded), **Overview**, **Benefits** (with a carrot icon), **Benefit Elections**, **Benefits by Date**, **Dependents**, **Beneficiaries**, **ACA Forms**, **Pay**, **Compensation**, and **Suggested Links** (including CHOC Benefits Website and CHOC Fit Enrollment). At the top right, there is a search bar and notification icons. The main content area features a 'Needs Attention' alert for 'Benefit Elections' with a red arrow pointing to the 'Benefit Elections' menu item. The alert text reads: 'PROGRESS Benefit Event Birth/Adoption. Submit elections by March 24, 2023. Enroll'. Below this is an 'Overview' section with three cards: 'Most Recent Pay' (\$3,041.42), 'Deductions' (\$1,291.68), and 'Current Benefit Costs' (\$120.64). A 'Bonus & One-Time Payments' card shows a scheduled Shift Incentive Bonus of \$1,000.00.

Needs Attention

PROGRESS
Benefit Event
Birth/Adoption
Submit elections by March 24, 2023.
[Enroll](#)

Overview


Most Recent Pay
Your next pay day is February 23, 2023.
\$3,041.42
Take Home Pay
Gross Pay \$4,333.10
[View Most Recent Pay](#)

Deductions
Taxes and deductions from your most recent payslip.
\$1,291.68
Total
Federal Withholding (Federal) \$337.75
OASDI (Federal) \$262.73
State Tax (California) \$253.53
403(b) Employee \$216.66

Current Benefit Costs
\$120.64
Employee Cost (Biweekly)
[View Benefit Details](#)

Bonus & One-Time Payments
SCHEDULED: 01/08/2023
Shift Incentive Bonus(Non-Exempt) \$1,000.00

Step 4: View your current benefit elections

MENU  Search 🗨️ 🔔 2 📧 👤

Global Navigation **Benefits and Pay** |←

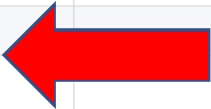
- Overview
- Benefits** ^
 - Benefit Elections** ✓
 - Benefits by Date
 - Dependents
 - Beneficiaries
 - ACA Forms
- Pay v
- Compensation v
- Suggested Links ^
 - CHOC Benefits Website 🗒️
 - CHOC Fit Enrollment 🗒️

Benefit Elections Choco Bear (112233) 🗒️ 📄

[Change Benefits](#)

Current Benefit Elections and Costs 10 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	01/01/2020	01/01/2020	Employee Only				\$67.72	\$306.78
Dental - Delta Dental PPO	11/01/2021	11/01/2021	Employee + 1		Choco Latte		\$25.38	\$13.83
Vision - VSP Standard	01/01/2020	01/01/2020	Employee Only				\$2.34	\$1.23
Surcharge - CHOC Spouse	01/01/2020	01/01/2020	Spouse/DP is not a dependent.					
Basic Life - The Hartford (Employee)	06/01/2018	05/20/2018	1 X Salary	\$50,000.00				\$0.97
Basic AD&D - The Hartford (Employee)	06/01/2018	05/20/2018	1 X Salary	\$50,000.00		Sharon Azzolini		\$0.23
403(b) - Empower	01/07/2022	01/07/2022	5%					
403(b) - Empower Roth	04/23/2018	04/23/2018						
Cafeteria - cBord	04/23/2018	04/23/2018						
Pet Insurance - Nationwide Pet Insurance	12/31/2021	12/31/2021	\$25.20				\$25.20	
Total:							\$120.64	\$323.00



How to View Your Benefits Elections in Workday as of Date



Click “Benefits by Date” and enter a date into the “View As Of “ field

The screenshot displays the 'Benefits and Pay' application interface. On the left is a navigation sidebar with the following sections:

- Benefits and Pay** |←
- Overview
- Benefits** ^
 - Benefit Elections
 - Benefits by Date** ←
 - Dependents
 - Beneficiaries
 - ACA Forms
- Pay v
- Compensation v
- Suggested Links ^
 - CHOC Benefits Website [external link icon]
 - CHOC Fit Enrollment [external link icon]

The main content area is titled 'Benefit Elections as of Date'. It features a 'View As Of *' field containing the date '02/28/2023' with a calendar icon to its right. A red arrow points to this field. Below the main content area, an 'OK' button is visible, with a red arrow pointing to it.

View Benefit elections as of selected date

MENU **CHOC** Search

Benefits and Pay

- Overview
- Benefits**
 - Benefit Elections
 - Benefits by Date ✓
 - Dependents
 - Beneficiaries
 - ACA Forms
- Pay
- Compensation
- Suggested Links
 - CHOC Benefits Website
 - CHOC Fit Enrollment

Benefit Elections as of Date Choco Bear (112233)

Change Benefits

View As Of 02/28/2023

Current Benefit Elections and Costs 10 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	01/01/2020	01/01/2020	Employee Only				\$67.72	\$306.78
Dental - Delta Dental PPO	11/01/2021	11/01/2021	Employee + 1		Choco Latte		\$25.38	\$13.83
Vision - VSP Standard	01/01/2020	01/01/2020	Employee Only				\$2.34	\$1.23
Surcharge - CHOC Spouse	01/01/2020	01/01/2020	Spouse/DP is not a dependent.					
Basic Life - The Hartford (Employee)	06/01/2018	05/20/2018	1 X Salary	\$50,000.00				\$0.97
Basic AD&D - The Hartford (Employee)	06/01/2018	05/20/2018	1 X Salary	\$50,000.00		Sharon Azzolini		\$0.23
403(b) - Empower	01/07/2022	01/07/2022	5%					
403(b) - Empower Roth	04/23/2018	04/23/2018						
Cafeteria - cBord	04/23/2018	04/23/2018						
Pet Insurance - Nationwide Pet Insurance	12/31/2021	12/31/2021	\$25.20				\$25.20	
Total:							\$120.64	\$323.04

LONG LIVE CHILDHOOD

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

