
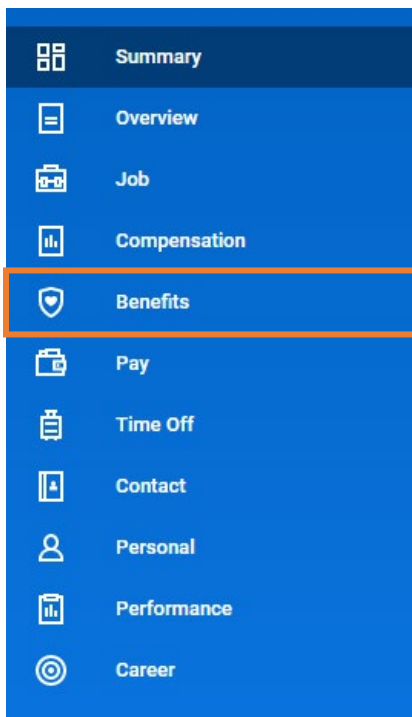


Reviewing Your Benefits

In this visual guide, we will explain the process for reviewing your benefits elections in Workday.

1. Log in to Workday with your username and password.
2.  In the upper right corner of your Workday home page, click on the **Profile** icon (a generic icon will appear if you have not uploaded a profile photo) and then click **View Profile** (under your name). Your employee profile menu will appear in the left sidebar.
3. Click the **Benefits** button in the sidebar. This will display the list of benefits in which you are enrolled. Use the scroll bars along the side and bottom to view all rows and columns.



Turn on the new tables view

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	E
Medical - Anthem HDHP - Platinum	04/01/2021	04/01/2021	Employee Only				
Dental - Anthem DPO	04/01/2021	04/01/2021	Employee Only				
Vision - Anthem VIS	04/01/2021	04/01/2021	Employee Only				
Basic Life & ADD - Employee - UNUM Employer Paid (Employee)	04/04/2021	04/04/2021	1 X Salary	\$			
Voluntary Life - Employee - UNUM (Employee)	04/04/2021	04/04/2021	\$70,000	\$70,000.00			
LTD - UNUM (Employee)	04/04/2021	04/04/2021	50% of Salary	\$			

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Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Biweekly)
Medical - Anthem HDHP - Platinum	04/01/2021	04/01/2021	Employee Only				
Dental - Anthem DPO	04/01/2021	04/01/2021	Employee Only				\$10.38
Vision - Anthem VIS	04/01/2021	04/01/2021	Employee Only				\$2.08
Basic Life & ADD - Employee - UNUM Employer Paid (Employee)	04/04/2021	04/04/2021	1 X Salary	\$			
Voluntary Life - Employee - UNUM (Employee)	04/04/2021	04/04/2021	\$70,000	\$70,000.00			\$4.23

- In the **Benefit Plan** column, you can review your benefit plan enrollments. Examples include: Medical - Anthem HDHP - Platinum (*H S A Eligible), Medical - Anthem EPO - Gold, Dental - Anthem DPO, Vision - Anthem VIS, Hospital Indemnity - UNUM, Accident Coverage - UNUM, Health Savings Account (HSA), Flexible Spending Account (FSA), Dependent Care - Anthem Act Wise, Limited Purpose - Anthem Act Wise, Basic Life & ADD - Employee - UNUM, Voluntary Life - Employee - UNUM, Voluntary Life - Spouse - UNUM, Voluntary Life - Child - UNUM, Long Term Disability
- In the **Coverage** column, you can review the type of coverage you have for each benefit plan (Examples: Employee Only, Employee Child (ren), Employee Spouse, Employee Family).
- In the **Dependents** column, you should see the name(s) of all dependents enrolled on your benefits plan.
- In the **Employee Cost (Biweekly)** column, you will see the amount that you will pay for each benefit you are enrolled in during each two-week pay period (effective April 1, 2021).
- If you notice any discrepancies with your enrollments, coverage types, or other issues, or if you have any questions about your benefits, please contact the **RHA Benefits Service Center at 1-855-742-2367 or RHAbenefits@rhanet.org**.

REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email solutions@rhanet.org with the subject line Workday.