HOW DO I View My Benefits?	ABOUT THIS TASK: Describes how to view your Benefits		
	in Workday.		
AUDIENCE: Any staff or faculty who uses Workday	DETAILED JOB AID: Benefits: Change Benefits –		
	Enroll/Change/Waive Coverage (Current Employee)		

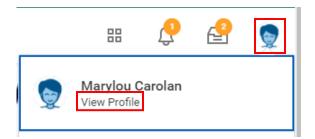
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

- 1. On **Workday's home page** top righthand corner *click* your photo.
 - **TIP:** If a custom profile picture has not been set, the profile picture defaults to a cloud icon.



- 2. Click View Profile.
- 3. *Click* **Benefits** from the side bar on the left side of the screen.

The page displays your **Benefits** with the option to view your dependents (**My Dependents**) and your beneficiaries (**My Beneficiaries**) on the top tabs.





enefits	My Dependents	My Beneficiaries		
Benefits 5	items			
Benefit Plai	n	Coverage Begin Date	Deduction Begin Date	Covera
Dental - Su	n Life	2020-08-20	2020-08-20	Emplo
Employee a Assistance LifeWorks		2020-08-29	2020-08-29	EFAP
coverage n	Optional AD&D - nust match Optional Life - Sun oyee)	2020-08-14	2020-09-01	

4. To return to the Workday home page, *click* the **UBC** icon.

