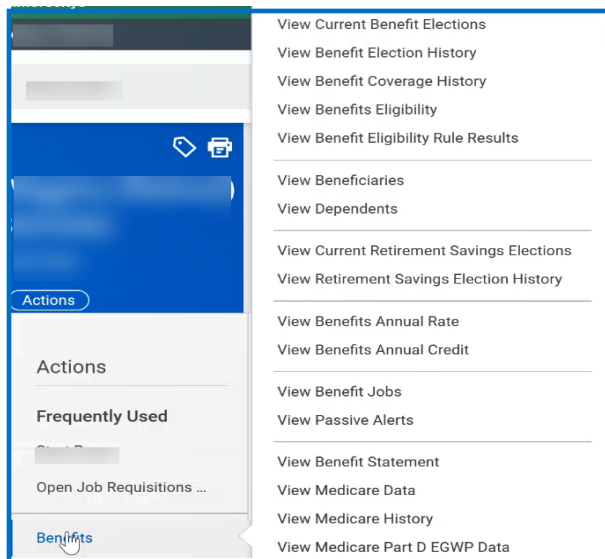


VIEW BENEFIT ELECTION HISTORY

The retiree partner can view benefit election history for all employees and retirees.

PROCEDURE TO VIEW BENEFIT ELECTIONS:

1. Enter the employee name or employee ID number in the search field
2. Click on search icon or hit enter on your keyboard.
3. Click on the name of the employee you want to view the benefit election history
4. Click on actions button below the name of the employee
5. Click Benefits.
6. Depending on the Benefits that you would like to view, you will need to select the appropriate selection.
 - View Current Benefit Elections
 - View Benefit Election History
 - View Benefit Coverage History
7. Click on the respective option to display the employee's or retiree's benefits that you would like to view.



STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please email Workday.Baltimorecity.gov.