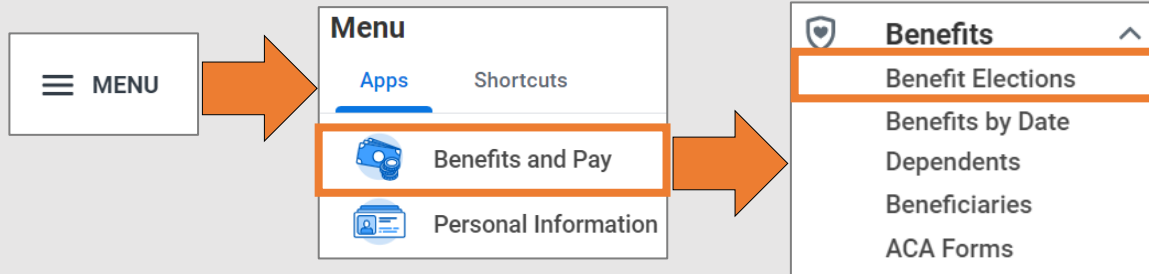# View Current Elections

1. After logging into Workday, click Menu in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay.** On the resulting page, click **Benefits** to unfold the benefits menu and select **Benefit Elections**.

2. A list of your benefits with details about each will display. Details include when the coverage began, when deductions started occurring, the level of coverage you are receiving, dependents, beneficiaries, and employee and employer costs.

Benefit Elections

(Change Benefits)   (Change Retirement Savings)

Current Benefit Elections and Costs 12 items
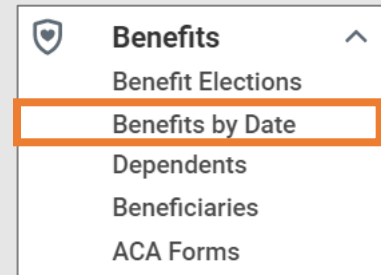
Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - Kaiser HMO	04/01/2023	04/01/2023	Employee Only					
Dental - The Standard	04/01/2023	04/01/2023	Employee Only					
Healthcare FSA - TASC	04/01/2023	04/01/2023	$300.00 Annual					
Basic Life - Guardian (Employee)	10/01/2021	10/01/2021	2 X Salary					

Note that if you wish to make changes to your benefits or retirement savings plan, you can do so from this page by clicking the corresponding buttons.
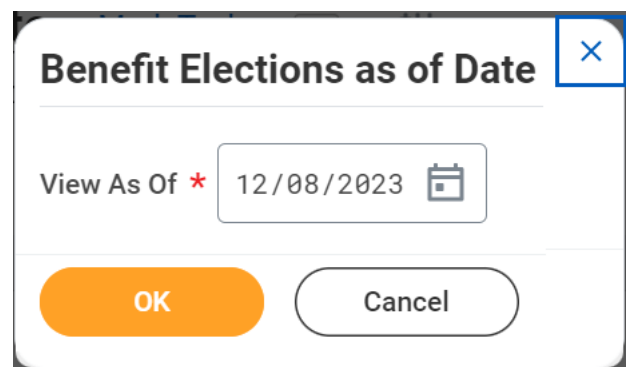
View Benefits as of a Chosen Date

You can also view benefits at a selected point in the past or future.

1.	Go back to the Benefits menu and select select **Benefits by Date**.	Benefits ^ Benefit Elections **Benefits by Date** Dependents Beneficiaries ACA Forms
2.	You are presented with a field in which you will enter either a past or future date. Note that the date defaults to today's date so it will be necessary to change it.	**Benefit Elections as of Date** × View As Of * 12/08/2023 OK Cancel
3.	You will receive a display similar to that shown in step three on the preceding page. However, the date and corresponding benefits you had associated with that date will display instead of your current benefits.	

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