


Overview

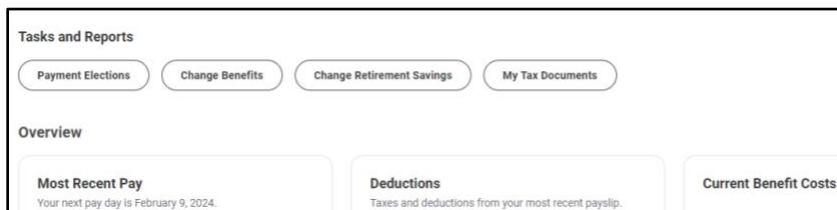
The Benefits application was updated with the new Benefits and Pay application. This job aid will show you how to review and maintain your benefits, compensation, and payroll information.

Benefits and Pay

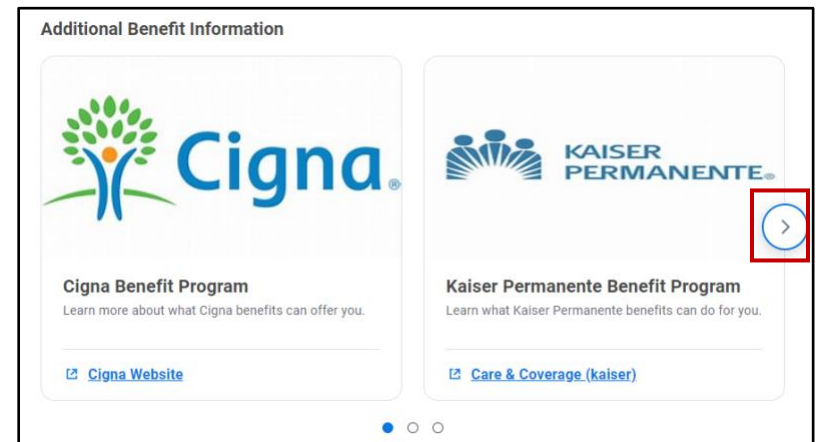
1. Log into Workday.
2. Click the menu button  to see a list of apps.

3. Click the **Benefits and Pay** app. 

4. The Benefits and Pay menu appears. The default page is Overview, which links to several **Tasks and Reports** and the **Most Recent Pay, Deductions, and Current Benefit Costs**.



5. Scroll down the Overview page to see **Additional Benefit Information** for various available benefits (e.g., Cigna Benefits, Kaiser Permanente Benefits, Eye Med Benefits, Voya Flexible Spending, Legal Resources). Click the right arrow to see additional benefits.



6. Click the appropriate links to view benefit information.

Benefits

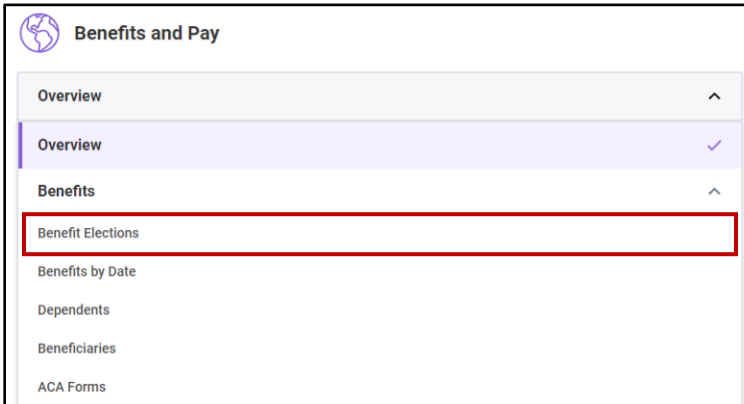
1. Click the menu button  to see a list of apps.

2. Click the **Benefits and Pay** app. 

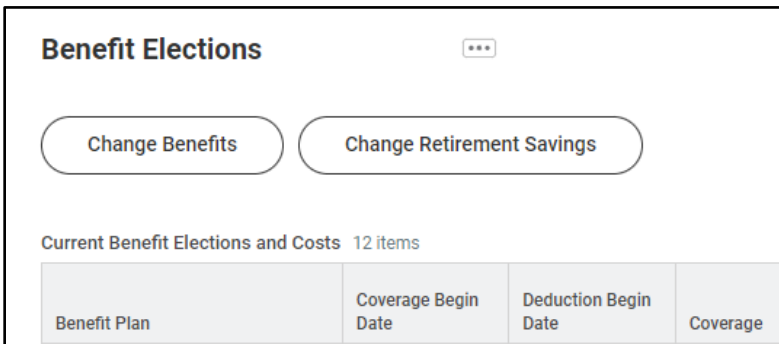
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3. On the Benefits and Pay menu, click **Benefits**, and then select **Benefit Elections**.



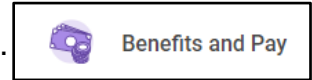
4. The **Benefit Elections** page allows you to view and change your benefit elections and retirement savings.



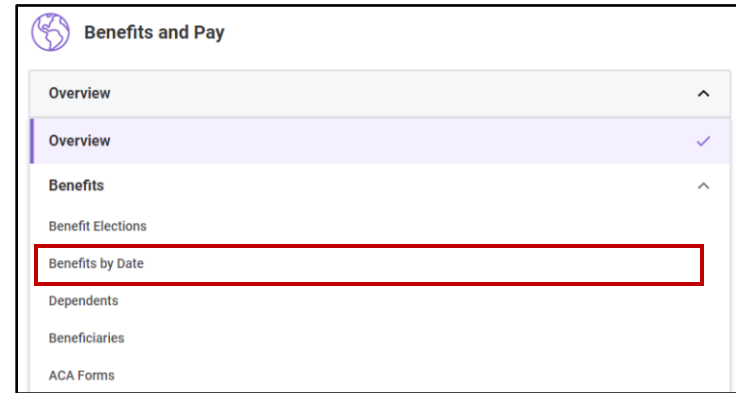
Benefits by Date

1. Click the menu button  MENU to see a list of apps.

2. Click the **Benefits and Pay** app.



3. On the Benefits and Pay menu, click **Benefits**, and then select **Benefits by Date**.



4. Click **Benefits by Date** to view your benefits as of a specific date and click **OK**.



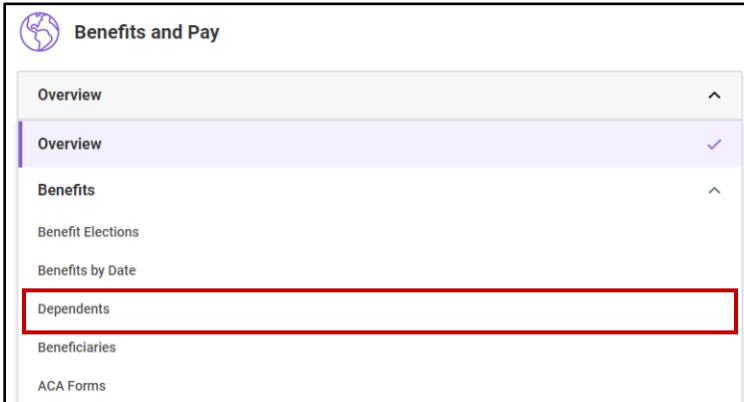
5. A table of your Current Benefit Elections and Costs appears. You may click on the dependent's name to view the dependent's information.

Dependents

1. Click the menu button  to see a list of apps.

2. Click the **Benefits and Pay** app. 

3. On the Benefits and Pay menu, click **Benefits**, and then select **Dependents**.



4. Click **Dependents** to view your dependents and the benefit elections. You can make demographic changes to your dependents.

Note: If you need to change your beneficiaries, you must go to the **Benefits Elections** menu and click **Change Benefits**.

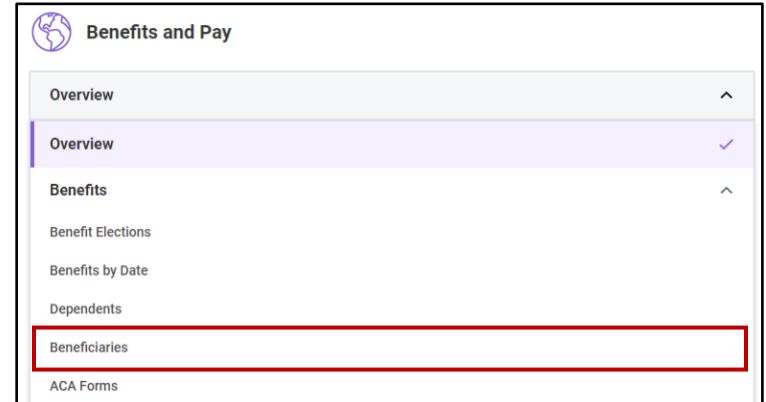
5. Click each dependent to view their information.

Beneficiaries

1. Click the menu button  to see a list of apps.

2. Click the **Benefits and Pay** app. 

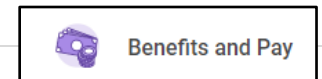
3. On the Benefits and Pay menu, click **Benefits**, and then select **Beneficiaries**.



4. Click **Beneficiaries** to view and edit your beneficiaries.

ACA Forms

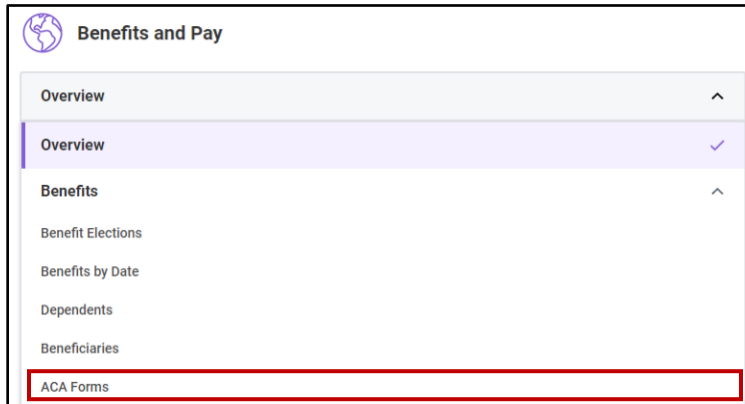
1. Click the menu button  to see a list of apps.



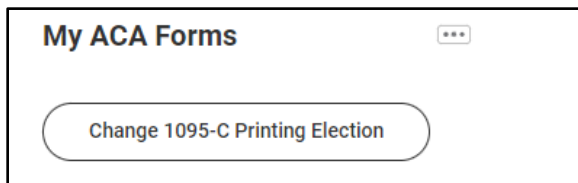
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2. Click the **Benefits and Pay** app.
3. On the Benefits and Pay menu, click **Benefits**, and then select **ACA Forms**.




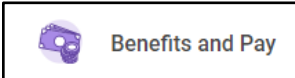
4. Click **ACA Forms** to view or print your 1095-C form.
5. If necessary, click the option to **Change 1095-C Printing Election**.

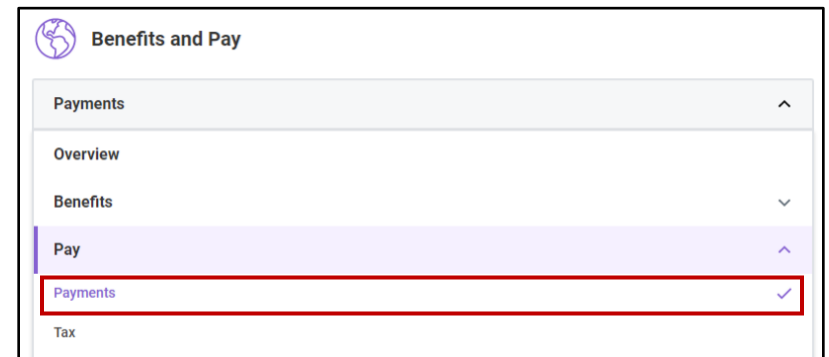


6. Select the new election (electronic and paper copies of 1095-C or only electronic copies).

7. Click **OK** and then **Done** or click **Cancel**.

Pay

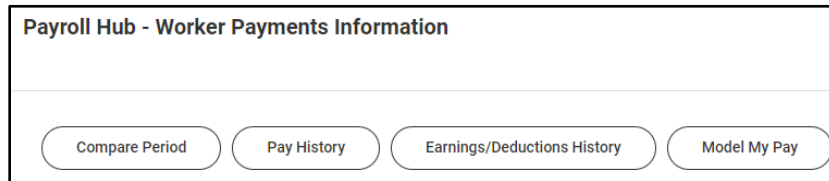
1. Click the menu button  to see a list of apps.
2. Click the **Benefits and Pay** app. 
3. On the Benefits and Pay menu, click **Pay**, and then select **Payments**.



4. The Payments page shows the **Payroll Hub - Worker Payments Information**. This includes links to **Compare Period**, **Pay History**, **Earnings/Deductions History**, and **Model My Pay**.

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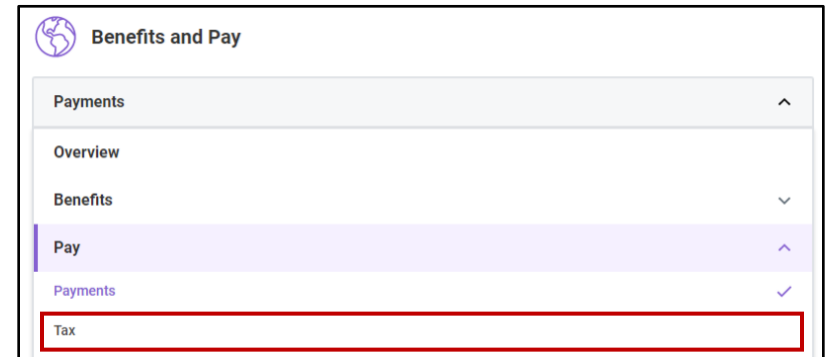
- The **Model My Pay** is a new feature that allows you to view an estimate of their pay after applying hypothetical changes to their tax earnings and/or deductions in Workday.

Note: For more information on Model My Pay, see the job aid: [Model My Pay](#).

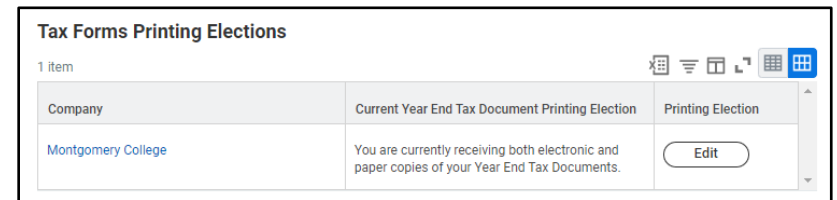
- The Payments Page also allows you to view and print your **Most Recent Pay, Deductions, All Payslips**, and to edit and add **Payment Elections**.

Tax

- Click the menu button  to see a list of apps.
- Click the **Benefits and Pay** app. 
- On the Benefits and Pay menu, click **Pay**, and then select **Tax**.


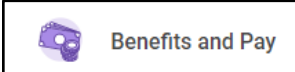


- The Tax page shows the **Payroll Hub – Worker Tax Information**. This includes the option to edit your Tax Forms Printing Elections.

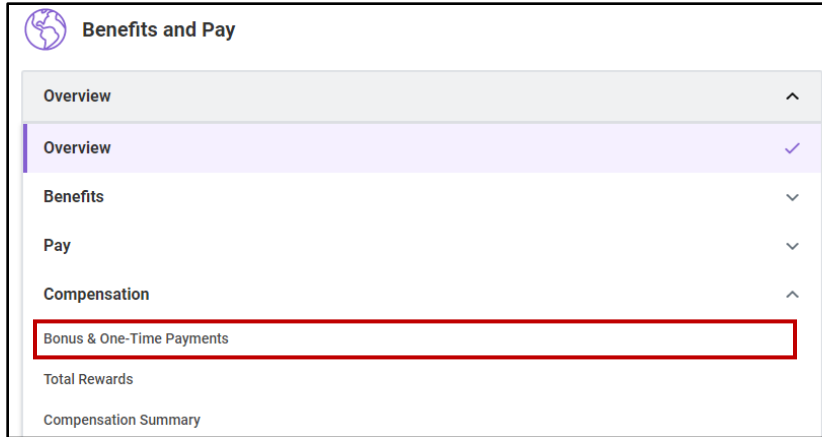


- You also have the option to view and print **All Tax Documents** and to update your **Tax Elections** for Federal, State, and local withholdings.

Compensation

- Click the menu button  to see a list of apps.
- Click the **Benefits and Pay** app. 

- On the Benefits and Pay menu, click **Compensation**, and then select **Bonus & One-Time Payments**.



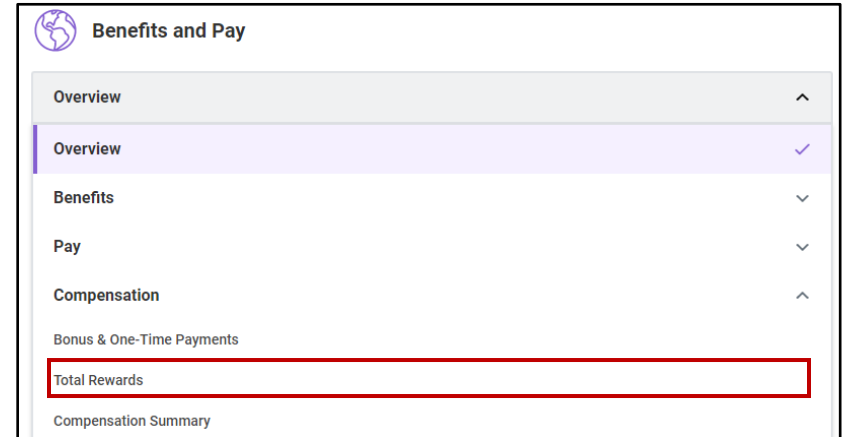
- Any bonus or one-time payments will show on this page.

Total Rewards

- Click the menu button  to see a list of apps.

- Click the **Benefits and Pay** app. 

- On the Benefits and Pay menu, click **Compensation**, and then select **Total Rewards**.



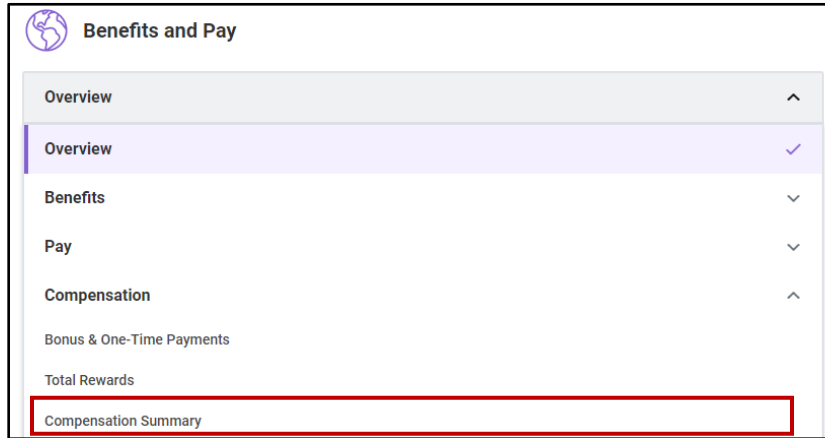
- The Total Rewards page will allow you to view your total rewards package, which includes health, disability, and survivor benefits. It also provides a graphic representation of your total rewards and total cash compensation.

Compensation Summary

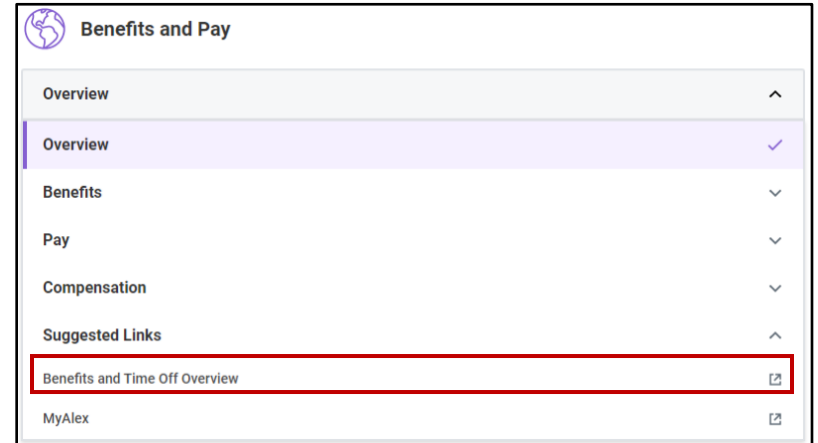
- Click the menu button  to see a list of apps.

- Click the **Benefits and Pay** app. 

- On the Benefits and Pay menu, click **Compensation**, and then select **Compensation Summary**.


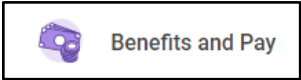


4. The Compensation Summary page allows you to view a summary of your general compensation package, which includes total base pay and grade.


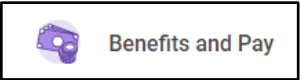


4. The **Benefits and Time Off Overview** is a pdf document that opens in a new window. This is a resource document that provides an overview of various benefits and time off offered to benefit eligible employees.

Suggested Links

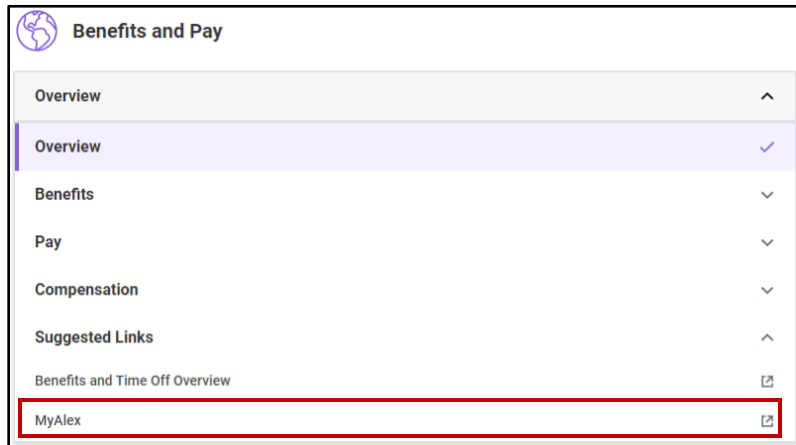
1. Click the menu button  to see a list of apps.
2. Click the **Benefits and Pay** app. 
3. On the Benefits and Pay menu, click **Suggested Links**, and then select **Benefits and Time Off Overview**.

MyAlex

1. Click the menu button  to see a list of apps.
2. Click the **Benefits and Pay** app. 
3. On the Benefits and Pay menu, click **Suggested Links**, and then select **MyAlex**.

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4. The **MyAlex** system is a virtual benefits provider. It provides you with information to help you understand your benefit options. MyAlex opens in a new window.