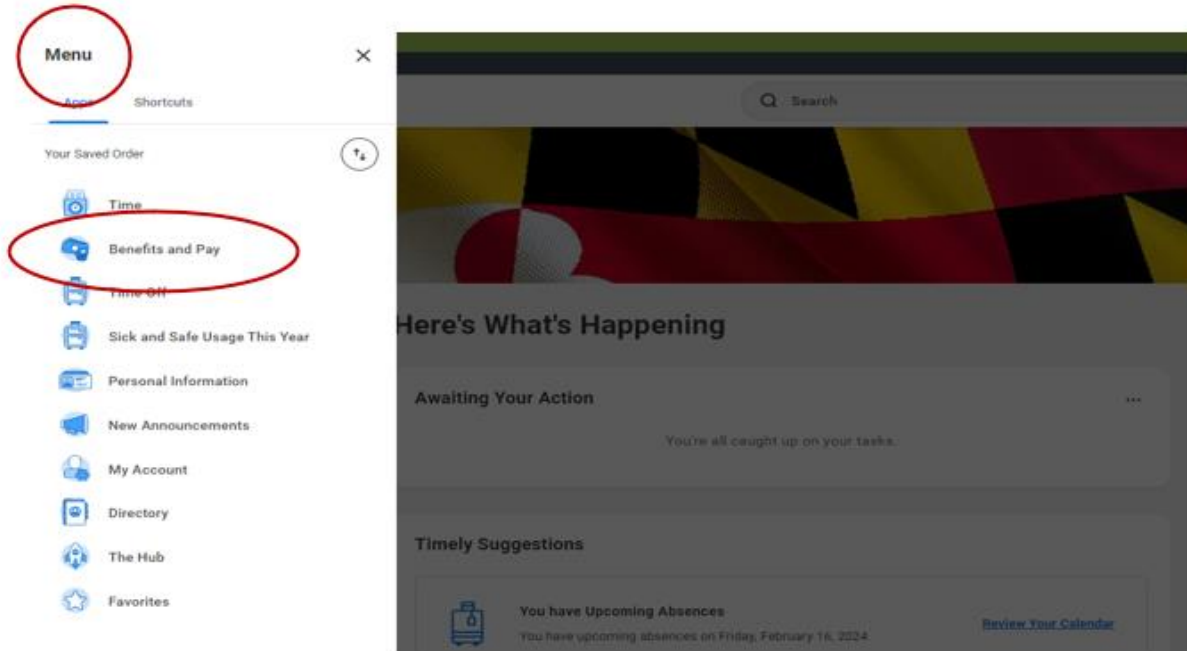




## Benefits and Pay Menu Quick Guide (for Non-SPMS Employees)

1. Login to Workday using your W# and password.
2. Click the Menu at the top left of the screen and select Benefits and Pay from the drop-down menu.



3. The Benefits and Pay Overview will display the Current Benefit Costs which is a total of the worker's monthly benefit costs.

The screenshot displays a web interface for 'Benefits and Pay'. On the left, a navigation menu includes 'Overview', 'Benefits', 'Pay', and 'Compensation'. Below these is a 'Suggested Links' section containing a list of external links: 'Employee Health Be...', 'Benefits Help Center', 'CareFirst', 'United Healthcare', 'Kaiser Permanente', 'CVS Caremark', 'United Concordia De...', 'Delta Dental', 'P&A Group', and 'Met Life'. A red circle highlights this list, with a red arrow pointing to a text box on the right. The text box contains the following text: 'Suggested Links – all benefits related websites, including links to the DBM Employee Benefits Page, The SPS Benefits Help Center, as well as links to all of the benefit plan providers for the State of Maryland'. The main content area shows 'Current Benefit Costs' as '\$630.92' (Employee Cost (Monthly)) with a 'View Benefit Details' link below it. A 'Tasks and Reports' section with a 'Change Benefits' button is also visible.

**NOTE:** Non-SPMS employees do not have access to Pay and Compensation data and will receive an error clicking on items in those menus.

4. The Benefits Menu provides access to:
- Benefit Elections – current benefits elections
  - Benefits by Date – benefits elections as of a particular date
  - Dependents – current and former dependents

5. The benefits elections screen displays all current benefit elections and details.

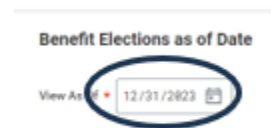
Benefit Elections Diana Prince (W2197118) ⋮

Change Benefits

Current Benefit Elections and Costs 9 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - CareFirst BCBS EPO (Employee)	01/01/2024	01/01/2024	Employee + Family (refid:pretx)		Christopher Prince David Prince Karen Prince		\$214.10	\$1,213.26
Prescription - Drug - (Employee)	01/01/2024	01/01/2024	Employee + Family (refid:pretx)		Christopher Prince David Prince Karen Prince		\$119.98	\$479.94
Dental - United Concordia DPPD (Employee)	01/01/2024	01/01/2024	Employee + Family (refid:pretx)		Christopher Prince David Prince Karen Prince		\$53.44	\$53.46
Healthcare FSA - P&A Group	01/01/2024	01/01/2024	\$1,320.00 Annual				\$110.00	
Life Ins - Guaranteed - MetLife (Employee)	01/01/2019	01/01/2019	\$50,000	\$50,000.00			\$10.00	
Life Ins - Supplemental - MetLife (Employee)	01/01/2019	01/01/2019	\$250,000	\$250,000.00			\$50.00	
Spouse Life - MetLife (Spouse)	01/01/2019	01/01/2019	\$150,000	\$150,000.00	David Prince		\$63.00	
Child Life - MetLife (Dependent)	01/01/2019	01/01/2019	\$25,000	\$25,000.00	Christopher Prince Karen Prince		\$3.50	
AD&D - MetLife (Employee + Family)	01/01/2019	01/01/2019	\$300,000	\$300,000.00	Christopher Prince David Prince		\$6.90	

6. The Benefits by Date screen displays benefits elections and details for a specific (selected) date.



Benefit Elections as of Date Diana Prince (W2197118) ⋮ 🔍

Change Benefits

View As Of 12/31/2023

Current Benefit Elections and Costs 9 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - CareFirst BCBS EPO (Employee)	11/01/2018	11/01/2018	Employee + Family		Christopher Prince David Prince Karen Prince		\$203.90	\$1,155.48
Prescription - Drug - (Employee)	11/01/2018	11/01/2018	Employee + Family		Christopher Prince David Prince Karen Prince		\$109.08	\$436.30
Dental - United Concordia DPPD (Employee)	11/01/2018	11/01/2018	Employee + Family		Christopher Prince David Prince Karen Prince		\$50.90	\$50.90
Healthcare FSA - P&A Group	01/01/2023	01/01/2023	\$720.00 Annual				\$60.00	
Life Ins - Guaranteed - MetLife (Employee)	01/01/2019	01/01/2019	\$50,000	\$50,000.00			\$10.00	
Life Ins - Supplemental - MetLife (Employee)	01/01/2019	01/01/2019	\$250,000	\$250,000.00			\$50.00	
Spouse Life - MetLife (Spouse)	01/01/2019	01/01/2019	\$150,000	\$150,000.00	David Prince		\$63.00	
Child Life - MetLife (Dependent)	01/01/2019	01/01/2019	\$25,000	\$25,000.00	Christopher Prince Karen Prince		\$3.50	
AD&D - MetLife (Employee + Family)	01/01/2019	01/01/2019	\$300,000	\$300,000.00	Christopher Prince David Prince		\$6.90	

7. The Dependents screen displays all current and former dependents, their relationship, age and elections

**Dependents** Diana Prince (W2197118) ☰

Dependents 3 items

Dependent	Relationship	Age	Benefit Elections
<a href="#">Christopher Prince</a>	Child	18 years, 8 months, 21 days	<p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (AD&amp;D - MetLife (Employee + Family)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Child Life - MetLife (Dependent)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Dental - United Concordia DPPPO (Employee)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Medical - CareFirst BCBS EPO (Employee)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Prescription - Drug - (Employee)) (Elect)</p>
<a href="#">David Prince</a>	Spouse	54 years, 1 months, 17 days	<p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (AD&amp;D - MetLife (Employee + Family)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Dental - United Concordia DPPPO (Employee)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Medical - CareFirst BCBS EPO (Employee)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Prescription - Drug - (Employee)) (Elect)</p> <p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (Spouse Life - MetLife (Spouse)) (Elect)</p>
<a href="#">Karen Prince</a>	Child	21 years, 10 months, 0 days	<p>Diana Prince (W2197118) Benefit Elections Active on 01/01/2024 (AD&amp;D - MetLife (Employee + Family)) (Elect)</p>