
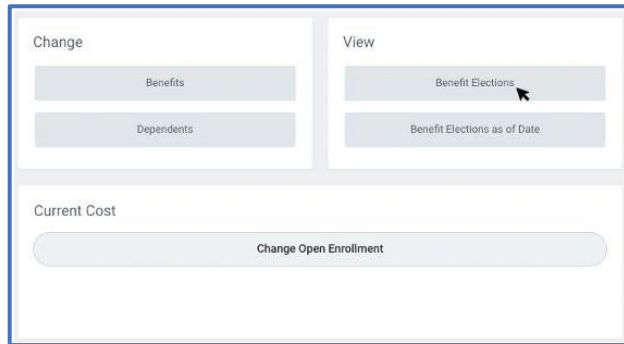


Within Workday you can easily view your benefits details as a City of Baltimore Retiree. There are multiple ways to view your current benefits information in Workday. This job aid covers the basic process of viewing your benefits information, to include current elections, coverage cost and dependents.

## VIEWING YOUR CURRENT BENEFITS

1. Log into Workday, click the **Menu** icon located at the top left corner of your homepage and then click on the **Benefits** icon .
2. The **Benefits** page is organized in two “**Change**” and “**View**” sections. Click on the **Benefit Elections** option located in the “**View**” section to view your current benefits elections, dependents, and cost details.



3. Another way to view your benefits details is by accessing the benefits page through your Workday profile. Click the **Profile** icon located on the top right corner of your homepage and select **View Profile**.
4. On left side of your profile page, you will see a menu with a list of options to choose from. Click on the “**Benefits**” option.



- 5. Details regarding your benefits, such as benefits elections, coverage cost and dependents, will appear the right side of your profile page.

The screenshot shows the Workday interface for viewing benefits. On the left is a blue navigation sidebar with options: Summary, Job, Benefits (selected), Pay, Contact, and Personal. The main content area is titled 'Benefits 2 items' and includes a toggle for 'Turn on the new tables view'. Below this is a table with the following data:

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Aetna MAPD - Medicare Advantage - Medicare A & B (15+ Years of Service)	01/01/2021	01/01/2021	Retiree with Medicare A & B
Basic Life - MetLife - Local 44 & 2202 (Retiree)	01/01/2020	01/01/2020	\$5,000

### STILL HAVE QUESTIONS ABOUT YOUR BENEFITS OR WORKDAY?

- For additional support or log in and/or password reset issues:
- If your email address ends with **@baltimorecity.gov** or **@baltimorepolice.org**, reference the guide posted at <https://bcitguide.baltimorecity.gov/Default.aspx?p=9>
  - For all other email addresses, please call the BCIT service desk at 410-396-6648 for assistance.
- For questions related to your benefits plans:
- Please contact the Employee Benefits team at (410) 396-5830 or (410) 396-5831.