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Benefit Elections
UVA Workday Training

TRANSCRIPT

Let's explore benefits and how to determine your benefit elections.

Start out on your Workday homepage. So let's say you need to look for what benefits you've elected. How would you do this?

From your home, find the applications menu and select the Benefits application. Once you are in the Benefits application, on the bottom left of the page you will see a section titled 'View'. From here you may look at current benefit elections or benefit elections as of a given date. Let's click on Benefit Elections.

You are now looking at your benefit elections. You can see the benefit plan, coverage beginning and end dates, coverage, dependents, beneficiaries, and employee costs.