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| HOW DO I ... View My Benefits? | ABOUT THIS TASK: Describes how to view your Benefits in Workday. |
| AUDIENCE: Any staff or faculty who uses Workday | DETAILED JOB AID: Benefits: Change Benefits – Enroll/Change/Waive Coverage (Current Employee) |

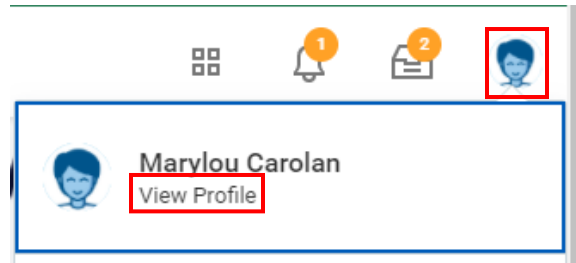
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On **Workday’s home page** top righthand corner *click* your photo.

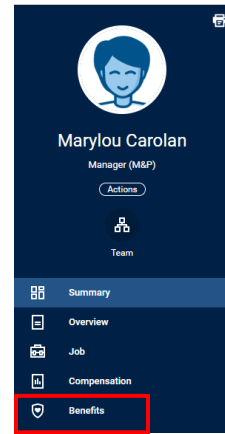
TIP: If a custom profile picture has not been set, the profile picture defaults to a cloud icon.



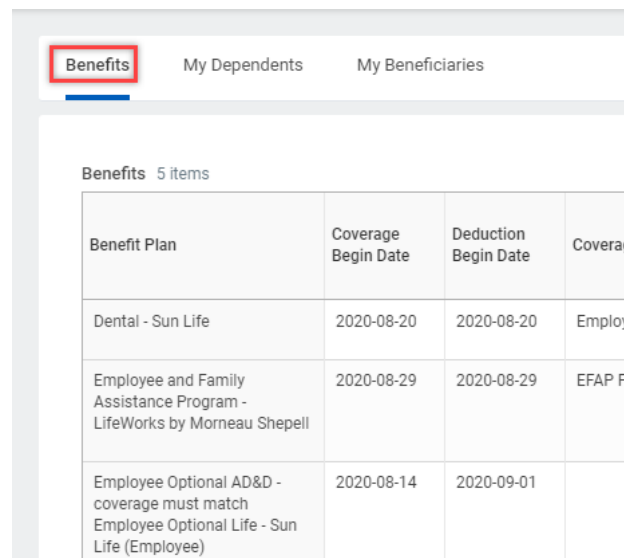
2. *Click* **View Profile**.



3. *Click* **Benefits** from the side bar on the left side of the screen.



The page displays your **Benefits** with the option to view your dependents (**My Dependents**) and your beneficiaries (**My Beneficiaries**) on the top tabs.



4. To return to the Workday home page, *click* the **UBC** icon.

