

## PeopleSoft 8.8 Quick Reference Guide: Benefits Information

## **Viewing Benefits Information**

URL: www.case.edu/erp/hcm

- 1. From the left-hand navigation menu, select **Employee Self Service**.
- 2. Select Benefits.
- 3. Select Benefits Home.

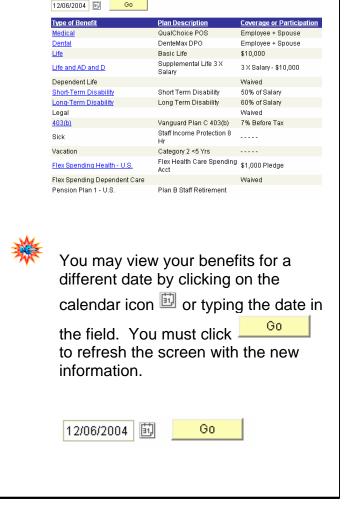
**Benefits Summary** 

Susan Alexander

4. Select Benefits Summary.

The Benefits Summary page appears. On this screen, you are able view your health care benefits, savings summary, and flexible savings accounts.

To view your benefits as of another date, enter the date and click Go:





To view detailed information about a specific benefit, click on the blue underlined hyperlink in the "Type of Benefit" column.





To view or edit information about a covered dependent, click on the name of the person.



To edit the dependent's personal information, status information, phone

number or address click — bottom of the screen.