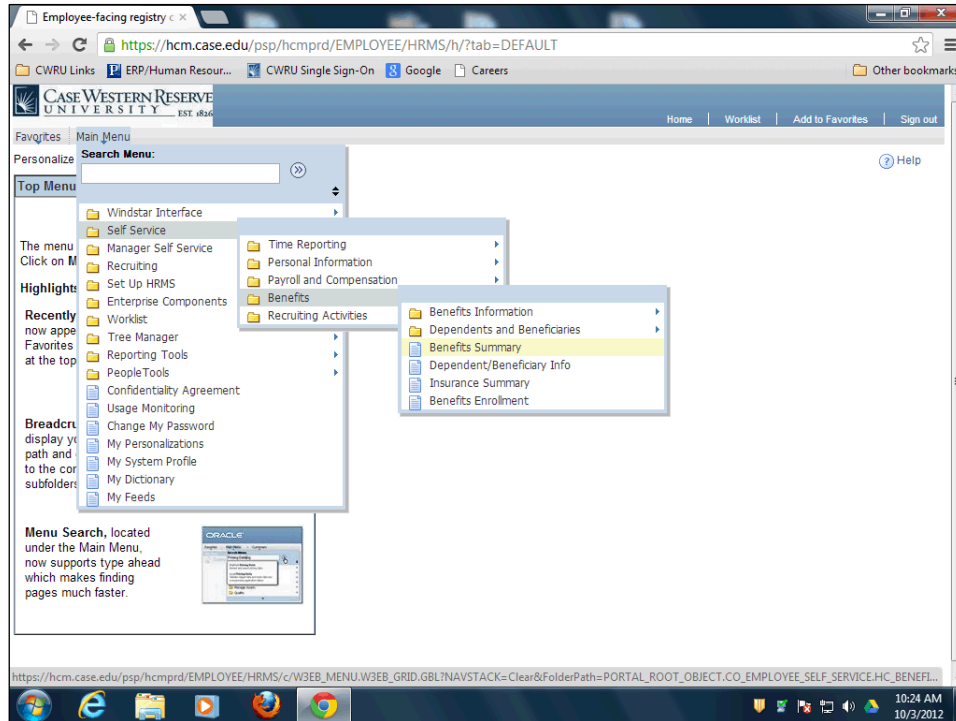
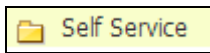




Benefits Summary

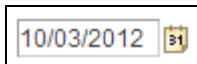
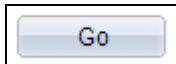
Procedure

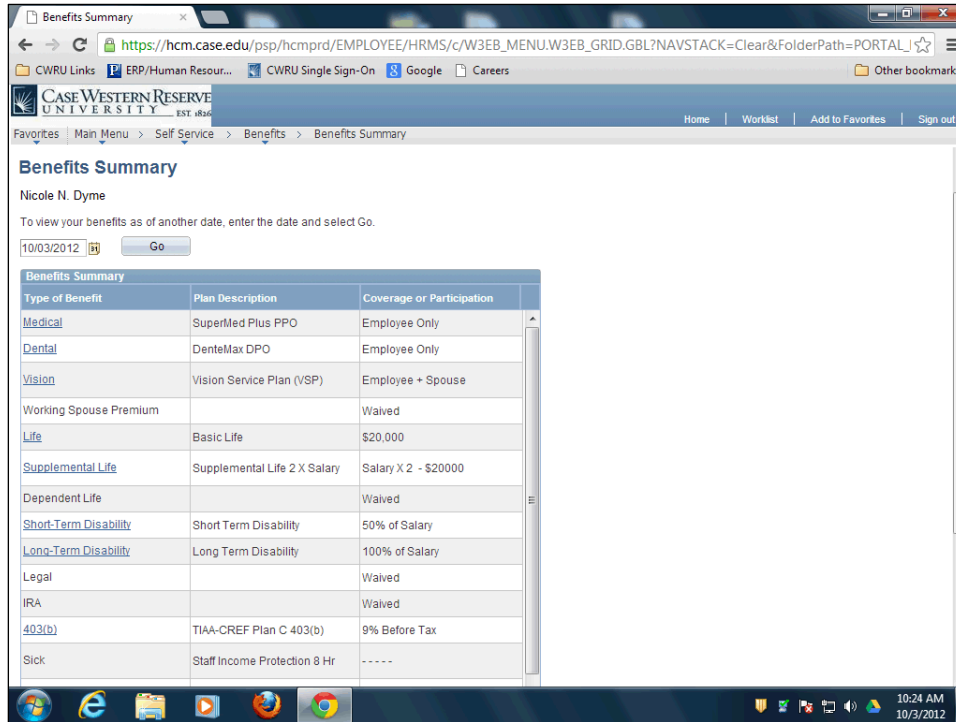
Employees can use the the HCM Benefits Summary function to view a list of their active benefit plans.



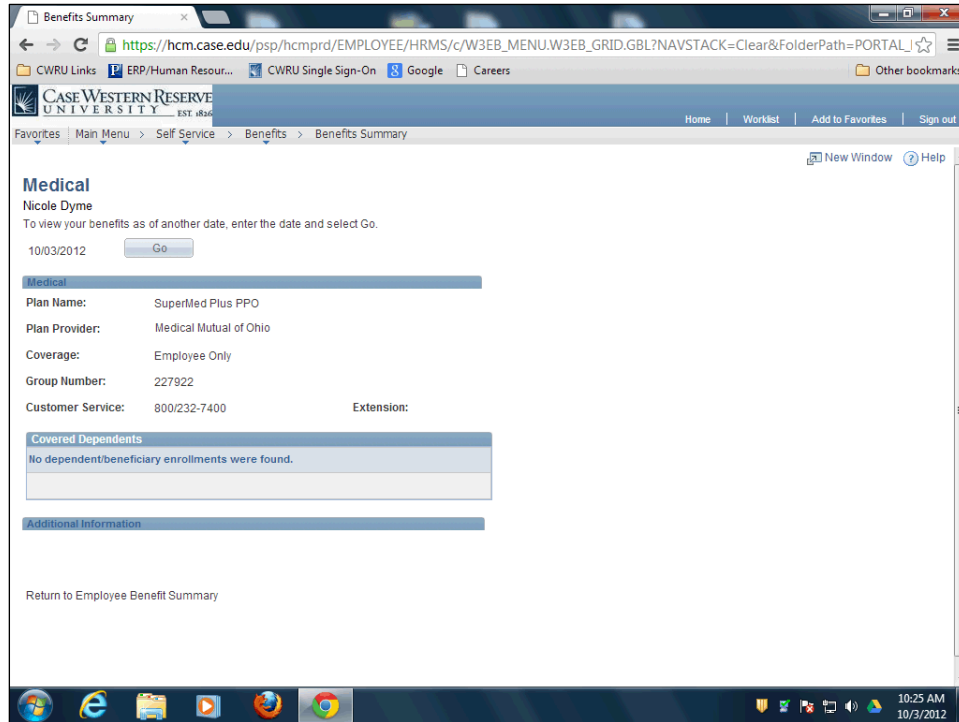
Step	Action
1.	From the HCM main menu, click the Self Service link. 
2.	Click the Benefits link. 
3.	Click the Benefits Summary link. 



Step	Action
4.	<p>From the Benefits Summary page, you can view the type of benefits you have assigned, brief descriptive information and the associated benefit status.</p> <p>By default, the summary screen will open to the current date.</p> <p>To view your benefits as of another date, you can enter the new date manually or use the calendar icon to select a date from the calendar pop-up menu.</p> 
5.	<p>Click the Go button.</p> 



Step	Action
6.	For active benefit types (benefits which have not been waived), you can click the associated link (in blue) to view the description.
	Medical



Step	Action
7.	<p>Benefit Summary screens are view only. No changes can be made to existing benefits from within this menu.</p> <p>You can use the Benefits Summary link to return to the main summary page.</p> <p style="text-align: center;">Benefits Summary</p>
8.	End of Procedure.