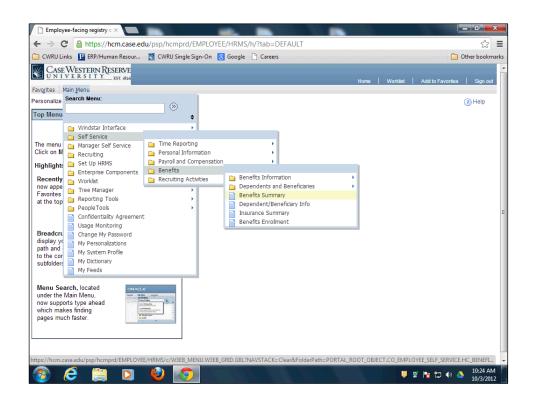


Benefits Summary

Procedure

Employees can use 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.
	Self Service
2.	Click the Benefits link.
	E Benefits
3.	Click the Benefits Summary link.
	Benefits Summary



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•	Service > Benefits > Benefits Su	immary						
10/03/2012 🖬 Go								
Benefits Summary								
Type of Benefit	Plan Description	Coverage or Participation						
Medical	SuperMed Plus PPO	Employee Only	_					
Dental	DenteMax DPO	Employee Only						
Vision	Vision Service Plan (VSP)	Employee + Spouse						
Working Spouse Premium		Waived						
Life	Basic Life	\$20,000						
Supplemental Life	Supplemental Life 2 X Salary	Salary X 2 - \$20000						
Dependent Life		Waived	Ξ	=				
Short-Term Disability	Short Term Disability	50% of Salary						
Long-Term Disability	Long Term Disability	100% of Salary						
Legal		Waived						
IRA		Waived						
<u>403(b)</u>	TIAA-CREF Plan C 403(b)	9% Before Tax						
Sick	Staff Income Protection 8 Hr							
Vacation	Category 2 <5 Yrs							
Flex Spending Health - U.S.		Waived						

Step	Action
4.	From the Benefits Summary page, you can view the type of benefits you have assigned, brief descriptive information and the associated benefit status.
	By default, the summary screen will open to the current date.
	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.
	10/03/2012
5.	Click the Go button.
	Go



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Benefits Summary							
Type of Benefit	Plan Description	Coverage or Participation					
Medical	SuperMed Plus PPO	Employee Only	^				
<u>Dental</u>	DenteMax DPO	Employee Only					
Vision	Vision Service Plan (VSP)	Employee + Spouse					
Working Spouse Premium		Waived					
Life	Basic Life	\$20,000					
Supplemental Life	Supplemental Life 2 X Salary	Salary X 2 - \$20000					
Dependent Life		Waived	E				
Short-Term Disability	Short Term Disability	50% of Salary					
Long-Term Disability	Long Term Disability	100% of Salary					
Legal		Waived					
IRA		Waived					
<u>403(b)</u>	TIAA-CREF Plan C 403(b)	9% Before Tax					
Sick	Staff Income Protection 8 Hr						

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.



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an Name:	SuperMed Plus Pl	°0							
an Provider:	Medical Mutual of	Ohio							
overage:	Employee Only								
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Step	Action
7.	Benefit Summary screens are view only. No changes can be made to existing benefits from within this menu. You can use the Benefits Summary link to return to the main summary page.
8.	End of Procedure.
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