



**How to View the Benefits Summary**

The purpose of this Job Aid is to walk through the process on how to review the information on the **Benefits Summary** page in Employee Self-Service.

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# Employee Self-Service Job Aid





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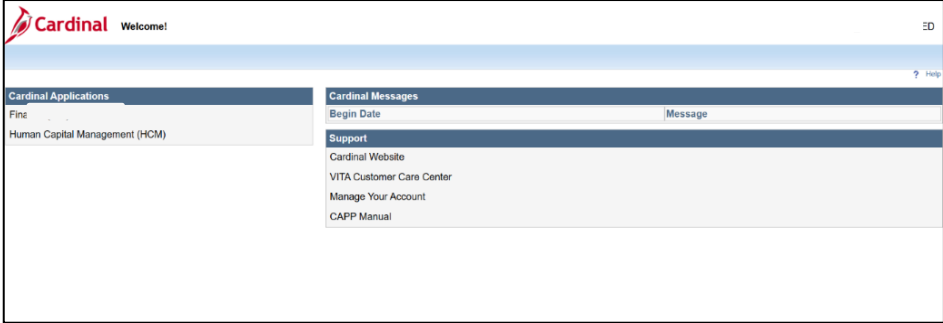
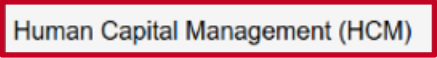
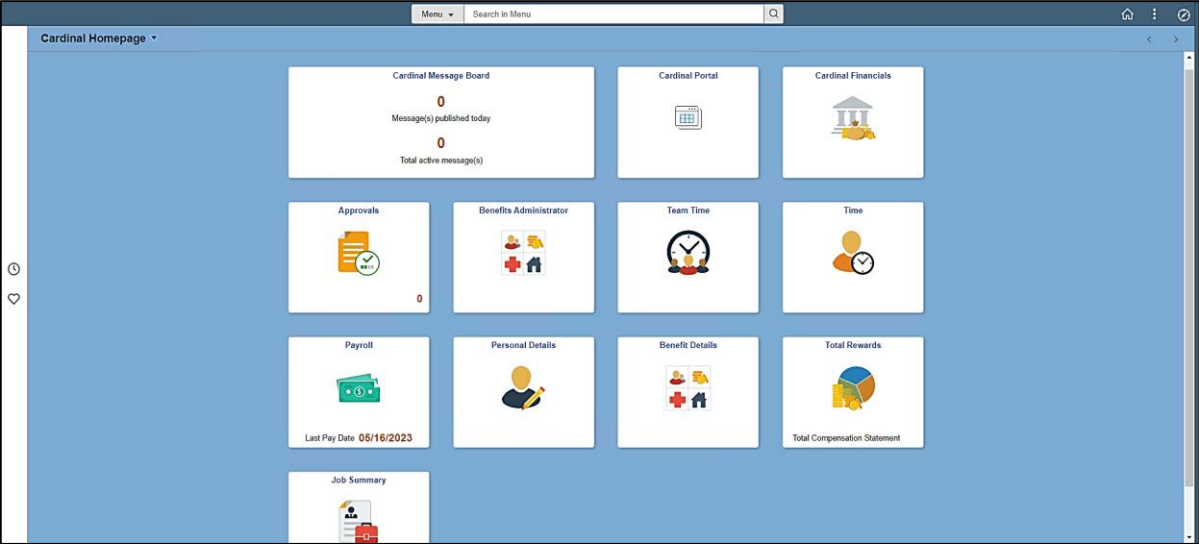


## ESS\_How to View the Benefits Summary

### Revision History

Revision Date	Summary of Changes
2/19/2025	Baseline

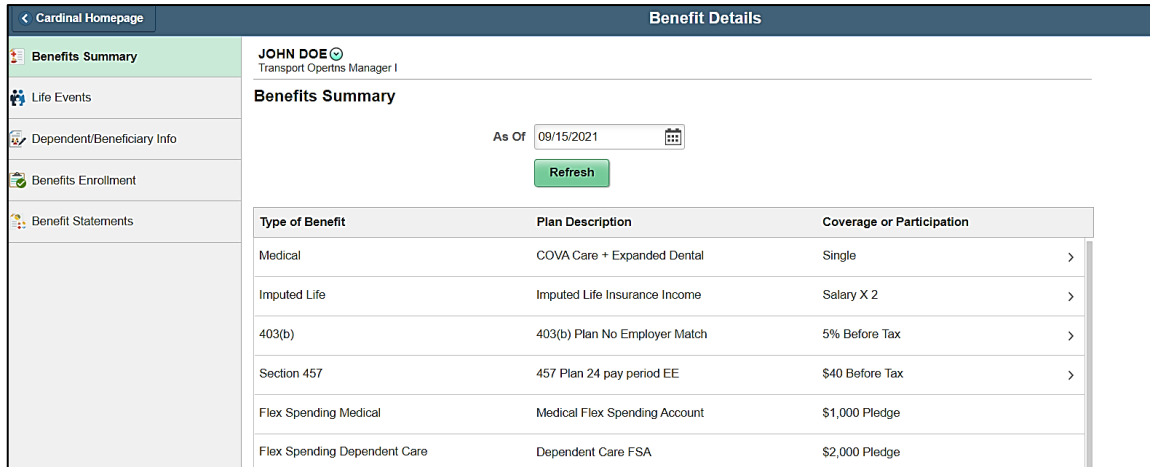
### Viewing the Benefits Summary

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled <b>Cardinal Registration Quick Start Guide</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
<p>The <b>Cardinal Homepage</b> displays.</p> <div data-bbox="375 632 1260 1100" style="border: 1px solid black; padding: 10px;">  </div>	
2.	Enter the Employee Username and Password in the <b>Cardinal Username</b> and <b>Password</b> field. <div data-bbox="264 1186 711 1346" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
3.	Click the <b>Sign In</b> button. <div data-bbox="264 1438 761 1535" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>

Step	Action
	<p>The <b>Portal Welcome</b> page displays.</p> 
4.	<p>Click the <b>Human Capital Management</b> link.</p> 
	<p>The <b>Cardinal Homepage</b> displays.</p> 
	<p>The tiles displayed on the <b>Cardinal Homepage</b> for each user will vary based upon individual preferences and security settings.</p>
5.	<p>Click the <b>Benefit Details</b> tile.</p> 

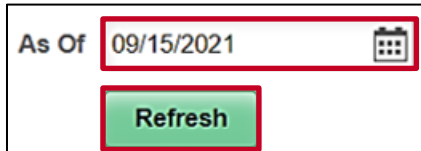
Step	Action
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The **Benefits Details** page displays with the **Benefits Summary** tab displayed by default.



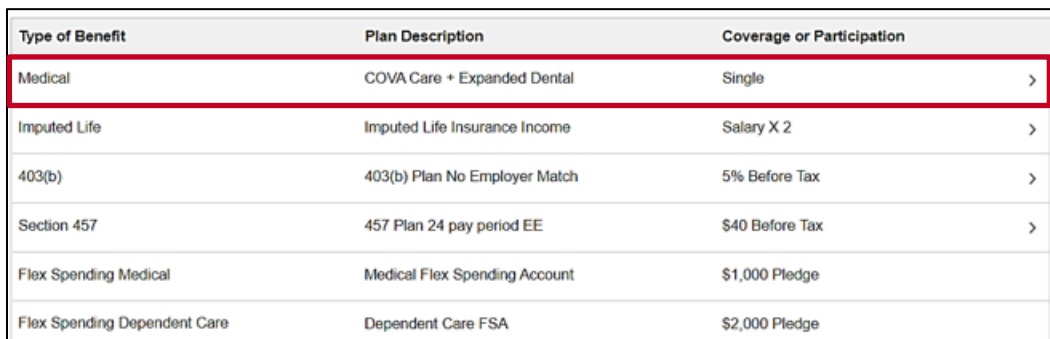
Type of Benefit	Plan Description	Coverage or Participation
Medical	COVA Care + Expanded Dental	Single
Imputed Life	Imputed Life Insurance Income	Salary X 2
403(b)	403(b) Plan No Employer Match	5% Before Tax
Section 457	457 Plan 24 pay period EE	\$40 Before Tax
Flex Spending Medical	Medical Flex Spending Account	\$1,000 Pledge
Flex Spending Dependent Care	Dependent Care FSA	\$2,000 Pledge

- The **As Of** field defaults to the current date and the page displays the current benefit enrollments. To search for historical or future benefit enrollment information, change the as of date using the **As Of Calendar** icon and then click the **Refresh** button.

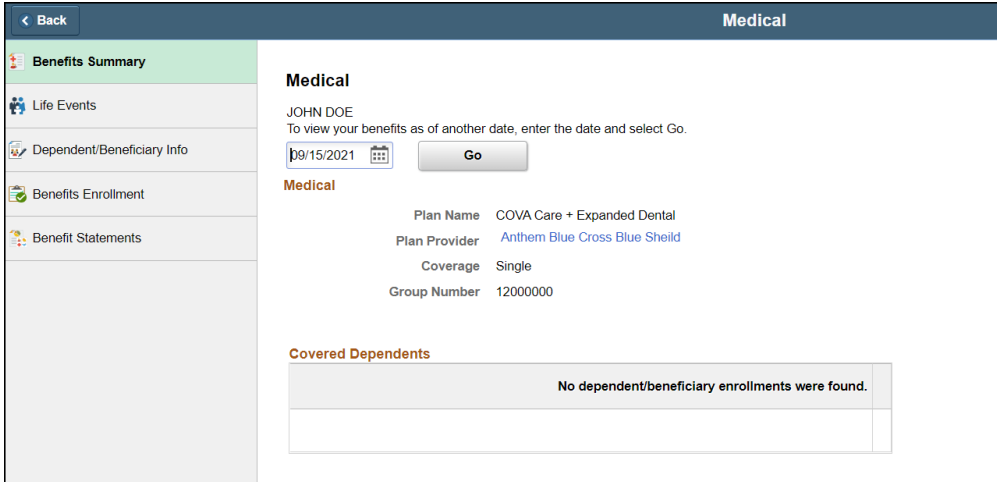

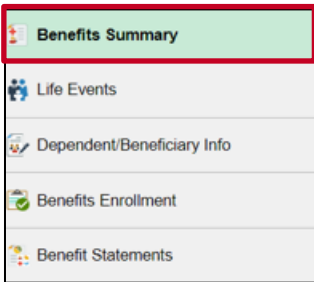


- Review the summary information as needed.

- The corresponding **Expand** icon (>) to the far right of the row provides additional detail for each of the types of benefits listed. Click the corresponding **Expand** icon (>) for the desired Benefit Plan (Medical in this example).



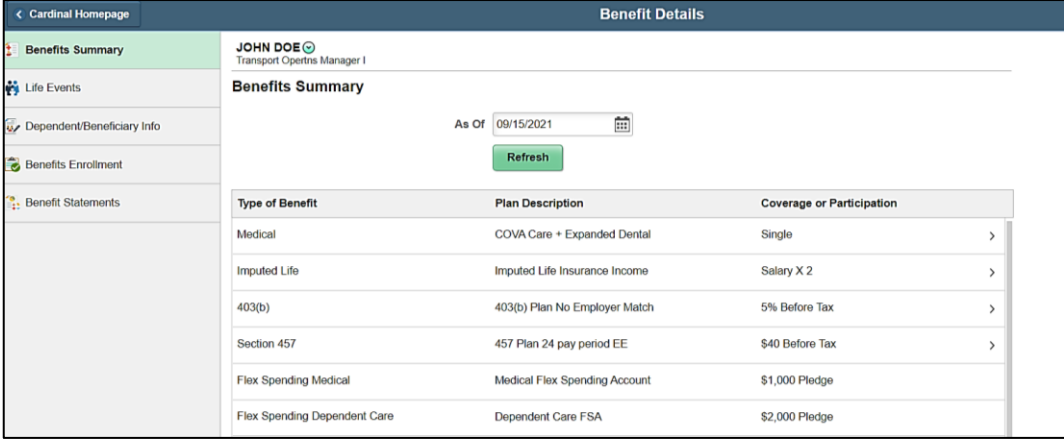
Type of Benefit	Plan Description	Coverage or Participation
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Imputed Life	Imputed Life Insurance Income	Salary X 2
403(b)	403(b) Plan No Employer Match	5% Before Tax
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Step	Action
	<p>The <b>Medical</b> page displays with details of the Medical Benefit Plan you are enrolled in.</p> 
9.	Review the enrollment information as needed.
	<p>The <b>Plan Provider</b> link will open the Vendor Webpage and additional information about the coverage can be reviewed. If the employee had dependents covered in their medical plan, they would be available for review in the <b>Covered Dependents</b> section.</p>
10.	<p>Click the <b>Benefits Summary</b> list item to return to the <b>Benefits Summary</b> page and review additional benefit information as needed.</p> 



# Employee Self-Service Job Aid

## ESS\_How to View the Benefits Summary

Step	Action																					
	<p>The <b>Benefits Summary</b> page displays.</p>  <table border="1"><thead><tr><th>Type of Benefit</th><th>Plan Description</th><th>Coverage or Participation</th></tr></thead><tbody><tr><td>Medical</td><td>COVA Care + Expanded Dental</td><td>Single &gt;</td></tr><tr><td>Imputed Life</td><td>Imputed Life Insurance Income</td><td>Salary X 2 &gt;</td></tr><tr><td>403(b)</td><td>403(b) Plan No Employer Match</td><td>5% Before Tax &gt;</td></tr><tr><td>Section 457</td><td>457 Plan 24 pay period EE</td><td>\$40 Before Tax &gt;</td></tr><tr><td>Flex Spending Medical</td><td>Medical Flex Spending Account</td><td>\$1,000 Pledge</td></tr><tr><td>Flex Spending Dependent Care</td><td>Dependent Care FSA</td><td>\$2,000 Pledge</td></tr></tbody></table>	Type of Benefit	Plan Description	Coverage or Participation	Medical	COVA Care + Expanded Dental	Single >	Imputed Life	Imputed Life Insurance Income	Salary X 2 >	403(b)	403(b) Plan No Employer Match	5% Before Tax >	Section 457	457 Plan 24 pay period EE	\$40 Before Tax >	Flex Spending Medical	Medical Flex Spending Account	\$1,000 Pledge	Flex Spending Dependent Care	Dependent Care FSA	\$2,000 Pledge
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11.	Repeat these steps to view additional information pertaining to other Benefit Plans.																					