

Viewing Employee/Retiree Benefits

This Job Aid walks users with the Benefits Read-Only Role through the processes used to view an employee or retiree's Health Benefits and Health Premium Reward information and provides overview information pertaining to the information available for review.

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Viewing the Current Benefits Summary Page

Use this process to view an employee or retiree's Health Benefits and Health Premium Reward information on a single page. Please note that only the current (enrollments effective dated with today's date or earlier) summary information is available for review on the **Current Benefits Summary** page. Refer to the following sections in this Job Aid to view detailed Health Benefits or Health Premium Reward information or to view any future effective dated enrollments:

- Detailed Health Benefits information: <u>Viewing the Health Benefits Page</u>
- Detailed Health Premium Reward information: <u>Viewing the Simple Benefits Page</u>
- 1. Navigate to the **Current Benefits Summary** page using the following path:

Navigator > Benefits > Review Employee Benefits > Current Benefits Summary

The Current Benefits Summary Search page displays.

Current Benefits Su	mmary				
Enter any information you ha	ve and click Search. Leave fields blank for a list of all values.				
Find an Existing Value	3				
▼ Search Criteria	▼ Search Criteria				
Empl I	D begins with 🗸				
Benefit Record Numbe	er = •				
Nam	e begins with 🗸				
Last Nam	e begins with 🗸				
Business Un	it begins with 🗸				
Department Set I	D begins with V				
Departmen	nt begins with 🗸 🔍				
Organizational Relationshi	p = •				
Alternate Character Name begins with 🗸					
□ Case Sensitive					
Limit the number of results to (up to 300): 300					
Search Clear Basic Search 🖾 Save Search Criteria					

2. Enter the employee's Employee ID in the **Empl ID** field.

Note: If the Employee ID is not known, alternatively use any of the search criteria fields to search for the applicable employee/retiree.

3. Click the **Search** button.



The search results display at the bottom of the page.

Current Benefits Sum	marv						
Enter any information you have	and click Search. Leave	e fields blank fo	or a list of all valu	ues.			
		Heree 11	u				
Find an Existing Value							
▼ Search Criteria							
Empl ID	begins with 🖌						
Benefit Record Number	= •						
Name	begins with 🖌						
Last Name	begins with 🖌						
Business Unit	begins with 🖌						
Department Set ID	begins with 🗸		Q				
Department	begins with 🖌		Q				
Organizational Relationship	Organizational Relationship = v						
Alternate Character Name begins with 🗸							
□ Case Sensitive							
Limit the number of results to (u	up to 300): 300						
Search Clear Basi	ic Search 📴 Save Sea	arch Criteria					
Search Results							
View All						M	 ✓ 1-2 of 2 ∨
Empl ID Benefit Recor	d Number Name	Last Name F	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name
0	JOHN DOE	DOE f	50100	10015	Emp	0	(blank)
2	JOHN DOE	DOE	VRSRT	99999	Emp	2	(blank)

Note: For VRS Retirees, two rows will display in the search results. To view the retiree's historical (pre-retirement) Health Benefits and Premium Rewards information, view the row with Benefit Record Number "0". To view the retiree's current Health Benefits and Health Premium Reward information, view the row with the Benefit Record Number greater than "0" ("VRSRT" will display in the **Business Unit** column).

4. Click the link in the **Empl ID** field for the row you want to view.



The **Current Benefits Summary** page displays for the applicable employee/retiree with the **Benefit Enrollment Summary** tab displayed by default.

Cardinal Homepage				Cu	rrent Benefits Summary
Benefit Enrollment Sun	mary <u>B</u> enefit Deductio	n Summary			
JOHN DOE Employee			ID	Benefi Primarv Er	it Record Number 2 npl Record 2
Benefits System Benefits Administration Benefit Program RET Retiree Benefits Status Active					
Current Enrollments					
Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018
Health Premium Reward	th Premium Elect PRWDBT Par&Spouse 07/01/2022			07/01/2022	
Return to Search Previous in List Senefit Enrollment Summary Benefit Deduction Summary					

5. Review the **Header** section. The following table provides an overview of the information available for review in the **Header** section:

Field	Description			
Name	Displays the employee or retiree's name.			
ID	Displays the employee or retiree's Employee ID.			
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of "0". Retirees will have a Benefit Record Number of greater than "0" when viewing their current Health Benefits and Health Premium Reward information.			
Primary Empl Record	Displays the employee or retiree's Primary Employee Record Number.			
	Note : This number may not always match the Benefit Record Number.			
Benefits System	Will always display "Benefits Administration".			
Benefit Program	Displays the current Benefit Program.			
Benefits Status	Displays the current Benefits Status for the employee/retiree. "Active" or "Inactive".			



Cardinal Homepage				Cu	rrent Benefits Summary	
Benefit Enrollment Summary						
JOHN DOE Employee			ID	Benef	it Record Number 2	
Benefits System Benefits Administration Benefit Program RET Retiree Benefits Status Active						
Current Enrollments	1			1		
Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin	
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018	
Health Premium Reward Elect PRWDBT Par&Spouse 07/01/2022						
Return to Search Previous in List Next in List Benefit Enrollment Summary Benefit Deduction Summary						

6. Review the Health Benefits information within the **Current Enrollments** section. The following table provides an overview of the Health Benefits information available for review in the **Current Enrollments** section:

Field	Description
Plan Type	Displays the Plan Type of "Medical".
Coverage Election	Displays a value of "Elect" if the employee/retiree is currently enrolled in a Health Benefits plan. Displays a value of "Waive" if the employee or retiree has waived their enrollment in a Health Benefits plan.
Benefit Plan	Displays the elected Health Benefits plan as applicable.
Description	Displays a description of the Health Benefits plan as applicable.
Coverage or Participation	Displays the coverage elected as applicable (Family, Single, Self + Spouse, or Self + Child).
Coverage Begin	Displays the coverage begin date for the elected Health Benefits plan.



Cardinal Homepage				Cui	rrent Benefits Summary	
Benefit Enrollment Summary						
JOHN DOE Employee			ID	Benefit Primary Err	Record Number 2	
Benefits System Benefits Administration Benefit Program RET Retiree Benefits Status Active						
Current Enrollments	1					
Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin	
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018	
Health Premium Reward Elect PRWDBT Par&Spouse 07/01/2022						
Return to Search Previous in List Next in List Benefit Enrollment Summary Benefit Deduction Summary						

7. Review the Health Premium Reward information within the **Current Enrollments** section. The following table provides an overview of the Health Premium Reward information available for review in the **Current Enrollments** section:

Field	Description
Plan Type	Displays the Plan Type of "Health Premium Reward".
Coverage Election	Displays a value of "Elect" if the employee/retiree is currently enrolled in a Health Premium Reward plan.
	Displays a value of "Waive" if the employee/retiree is not yet eligible for a Health Premium Reward plan.
Benefit Plan	Displays the Health Premium Reward plan as applicable.
Description	Displays a description of the Health Premium Reward plan as applicable.
	PRWDBT: Par&Spouse
	PRWDEE: ParOnly
	PRWDSP: SpouseOnly
	(Par is Participant)
	Note for VRS : In order to validate that the Health Premium Reward amount is correct, review this description and then verify in VNAV that the amount is correct.
Coverage or Participation	This field is not utilized for Health Premium Reward plans.
Coverage Begin	Displays the coverage begin date for the Health Premium Reward plan.



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Cardinal Homepage				Cur	rent Benefits Summary
Benefit Enrollment Summary					
JOHN DOE Employee			ID	Benefit	Record Number 2
Benefits System Benefits Administration Benefit Program RET Retiree Benefits Status Active					-
Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Elect	ACC4	COVA EVH	Family	01/01/2018
Health Premium Reward Elect PRWDBT Par&Spouse 07/01/2022			07/01/2022		
Return to Search Previous in List Next in List Benefit Enrollment Summary Benefit Deduction Summary					

8. Click the **Benefit Deduction Summary** tab.



The Benefit Deduction Summary tab displays.

Cardinal Homepage	Current Benefits Summary
Benefit Enrollment Summary Benefit Deduction Summary	
JOHN DOE Employee	ID Benefit Record Number 2
	Primary Empl Record 2
Payroll System Payroll for North America	
Pay Group MNP Non-Payroll	
Payroll Status Active	
Return to Search Previous in List Next in List	
Benefit Enrollment Summary Benefit Deduction Summary	

9. Review the Benefit Deduction Summary information as needed. The following table provides an overview of the information available for review:

Field	Description
Name	Displays the employee or retiree's name.
ID	Displays the employee or retiree's Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of "0". Retirees will have a Benefit Record Number of greater than "0" when viewing their current Health Benefits and Health Premium Reward information.
Primary Empl Record	Displays the employee or retiree's Primary Employee Record Number.
	Note : This number may not always match the Benefit Record Number.
Payroll System	Will always display "Payroll for North America".
Pay Group	Displays the applicable Pay Group.
	Note : For VRS retirees, a value of "MNP Non-Payroll" will display as they are paid out of VNAV vice Cardinal Payroll.
Payroll Status	Displays the current Payroll Status for the employee/retiree. "Active" or "Inactive".



Viewing the Health Benefits Page

Use this process to view an employee or retiree's detailed Health Benefits information (current, historical, or future).

10. Navigate to the Current Benefits Summary page using the following path:

Navigator > Benefits > Enroll In Benefits > Health Benefits

The Health Benefits Search page displays.

	and click Search. Leave lields	blank for a list of all values.
Find an Existing Value		
Search Criteria		
Empl ID	begins with 🗸	
Benefit Record Number	= 🖌	
Name	begins with 🗸	
Last Name	begins with 🗸	
Business Unit	begins with 🗸	
Department Set ID	begins with 🗸	Q
Department	begins with 🗸	٩
Organizational Relationship	= •	~
Alternate Character Name	begins with 🖌	
Include History 🛛 Case S	ensitive	
imit the number of results to (u	o to 300): 300	

11. Enter the employee's Employee ID in the **Empl ID** field.

Note: If the Employee ID is not known, alternatively use any of the search criteria fields to search for the applicable employee/retiree.

12. Click the **Search** button.



The search results display at the bottom of the page.

Health Ber	nefits							
Enter any inforr	mation you have and click	Search. Leave	fields blank	for a list of all val	ues.			
Find an E	Existing Value							
Search Crit	teria							
	Empl ID begins	with 🖌						
Benefit R	ecord Number =	~						
	Name begins	with 🗸						
	Last Name begins	with 🗸						
	Business Unit begins	with 🗸						
Dep	artment Set ID begins	with 🗸		Q				
	Department begins	with 🖌		Q				
Organizationa	I Relationship =	~			~			
Alternate Cl	haracter Name begins	with 🖌						
Include His	tory Case Sensitive							
Limit the number of results to (up to 300): 300								
Search Clear Basic Search 🖾 Save Search Criteria								
Search Results								
View All							H	I-2 of 2 ∨
Empl ID	Benefit Record Numbe	r Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name
	0	JOHN DOE	DOE	50100	10015	Emp	0	(blank)
	2	JOHN DOE	DOE	VRSRT	99999	Emp	2	(blank)

Note: For VRS Retirees, two rows will display in the search results. To view the retiree's historical (pre-retirement) Health Benefits information, view the row with Benefit Record Number "0" (always select the **Include History** checkbox in order to view comprehensive historical information). To view the retiree's current Health Benefits information, view the row with the Benefit Record Number greater than "0" ("VRSRT" will display in the **Business Unit** column).

13. Click the link in the **Empl ID** field for the row you want to view.





The Health Benefits page displays for the applicable employee/retiree.

lth Ber	nefits							
IN DOE	Employee	I	D	Benefit Red	cord Number 2			
an Type						Q	▲ 1 of 1 ¥	View All
	Plan Type 1	0 Medical						
overage	•					Q	4 1 of 1 ♥	View All
	Coverage Begin Date (01/01/2018	Deductio	n Begin Dat	e 01/01/2018	,		
overage	Election							
© Elec	t 🔍 Waive	🔿 Terminate 🛛 🗘	F	lection Date	07/20/2021			
			_	conon bate	0112012021			
	Benefit Program	RET						
	Benefit Plar	n ACC4 COVA Cr+Exp Den	1+Vision&Hrng	c	ption Code 44			
	Coverage Code	e 4 Family						
	Health Provider ID		Previously Seen					
	Employee Status	s Active						
	Enroll All Dependents							
		-						
epender 	nt/Beneficiaries							10 of 0
Ξ¥								1-2 01 2 🗸
D	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Ty	pe	Age Limit F	ig
)1	DOE, JESSICA K	Spouse			Spouse		N	
)3	Doe,Mia K	Child			Child		Y	

14. Review the **Header** section. The following table provides an overview of the information available for review in the **Header** section:

Field	Description
Name	Displays the employee or retiree's name.
ID	Displays the employee or retiree's Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of "0". Retirees will have a Benefit Record Number of greater than "0" when viewing their current Health Benefits information.



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	page				Health Benefit	s	
alth Benefit	s						
IN DOE	Employee	I	D	Benefit Rec	ord Number 2		
an Type					Q I		v All
	Plan Type 10	Medical					
Coverage					QI	1 of 1 • 1 View	All
Coverage Elec	Coverage Begin Date 01	/01/2018	Deduction	n Begin Dat	e 01/01/2018 🍫		
Elect	○ Waive	🔿 Terminate 🛛 🗘	EI	ection Date	07/20/2021		
Enroll	Benefit Program Benefit Plan Coverage Code Health Provider ID Employee Status I All Dependents	RET ACC4 COVA Cr+Exp Den 4 Family Active	+Vision&Hmg	o	ption Code 44		
)ependent/Ber	neficiaries					1-2 of 2 🗸	
ID Name	e	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Type	Age Limit Flg	
01 DOE,	JESSICA K	Spouse			Spouse	N	
	Mia K	Child			Child	Y	

15. Review the **Plan Type** section. The following table provides an overview of the information available for review in the **Plan Type** section:

Field	Description
Plan Type	Displays the applicable Health Benefit Plan.



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Cardinal	Homepage				Health	Benefits		
alth Bei	nefits							
DHN DOE	Employee	ID	1	Benefit Red	ord Number 2			
lan Type						QIN		View All
	Plan Type 10	Medical						
Coverage	•					Q	4 1 of 1 ♥ ▶	View All
	Coverage Begin Date 01	/01/2018	Deduction	Begin Dat	e 01/01/2018	5		
		10112010	Deadonoin	- Degin Dat	0110112010			
Coverage	e Election	Terminate C.						
© Elec		ر. terminate	Ele	ection Date	07/20/2021			
	Bonofit Brogram	DET						
	Benefit Plan	ACC4 COVA Cr+Exp Den+	Vision&Hrng	c	ption Code 44			
	Coverage Code	4 Family	visional ing		phone of the			
	Health Provider ID	,	Previously Seen					
	Employee Status	Active						
	Enroll All Dependents							
Depender	nt/Beneficiaries							
							1-2 of 2 🗸	
ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Ty	pe	Age Limit Flg	
01	DOE, JESSICA K	Spouse			Spouse		N	
03	Doe,Mia K	Child			Child		Y	
Save	Return to Search	Next in List Next in List Net	ify Pefrech				Undate/Display	de History
	FIEW						- Paaterbisping	at matory

16. Review the **Coverage** section. The following table provides an overview of the information available for review in the **Coverage** section:

Field	Description
Coverage Begin Date	Displays the date that the selected coverage began.
Deduction Begin Date	Displays the date that deductions began.
	For employees, deduction amounts can be reviewed in Cardinal Payroll.
	For VRS Retirees, deduction amounts can be reviewed in VNAV.



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Cardin	al Homepage				Health	Benefits		
alth B	enefits							
HN DOE	Employee	ID		Benefit Red	ord Number 2			
lan Typ	e					Q 4	4 1 of 1 ♥ ▶	View All
	Plan Type 10	Medical						
Covera	ge					Q	4 1 of 1 ♥ ▶	View All
		¢,						
	Coverage Begin Date 01	1/01/2018	Deduction	n Begin Dat	e 01/01/2018 *	, 	_	
Covera	ge Election							
●E	lect OWaive	🔿 Terminate 🛛 🗘	EI	ection Date	07/20/2021			
	Benefit Program	RET						
	Benefit Plan	ACC4 COVA Cr+Exp Den+\	/ision&Hrng	C	ption Code 44			
	Coverage Code	4 Family						
	Health Provider ID		Previously Seen					
	Employee Status	Active						
	Enroll All Dependents							
_								
Depend	ent/Beneficiaries						120	f2 ¥
							1-2 0	
ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Ty	pe	Age Limit Flg	
01	DOE, JESSICA K	Spouse			Spouse		N	
03	Doe,Mia K	Child			Child		Y	
Savo	Beturn to Search	oue in Liet Novt in Liet Net	fy Defrech				Lindate/Display	Include History
Jave	Field Field		renesi				opulater Display	include instory



17. Review the **Coverage Election** section. The following table provides an overview of the information available for review in the **Coverage Election** section:

Field	Description
Elect / Waive / Terminate	Applicable radio button is selected based on the following:
	Elect: Coverage was elected
	Waive: Coverage was waived
	Terminate: Coverage Termed / No eligibility
Election Date	Displays the date of election for the Plan as applicable.
Benefits Program	Displays the Benefits Program name. Examples:
	SAL: State Salaried Program
	LOD: LODA Program
	RET: Retiree Program
Benefit Plan	Displays the Benefit Plan name. Examples:
	ACC2: State Plan
	LOD1: LODA Plan
	142F01: TLC Plan
	ACC4: Retiree Plan
Coverage Code	Displays the coverage level as follows:
	1: Self
	2: Self + Spouse
	3: Self + 1 Child
	4: Family (Self + 2 or more)
Health Provider ID	This field is not utilized in Cardinal.
Employee Status	Displays the employee or retiree's status. Active or Inactive.
Enroll All Dependents	This button is not utilized by users with the BN Read-Only role.



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Cardin	al Homepage				Healt	n Benefits		
alth B	enefits							
HN DOE	Employee		ID	Benefit Red	cord Number 2			
'lan Typ	e					Q		▶ View All
	Plan Type 1	0 Medical						
Covera	ge					Q 4	4 1 of 1 ♥ ▶	View All
	Coverage Begin Date ())1/01/2018 🍄	Deductio	on Begin Dat	e 01/01/2018	ţ		
Covera	ge Election							
◎E	lect 🔍 Waive	🔿 Terminate 🛛 🍫	Е	lection Date	07/20/2021			
	Benefit Plar Coverage Code Health Provider ID Employee Status Enroll All Dependents	ACC4 COVA Cr+Exp Der 4 Family	n+Vision&Hrng	c	ption Code 44			
Depend	lent/Beneficiaries							
Ę							1-2 of 3	2 🗸
ID	Name	Relationship to Employee	Health Provider ID	Prev Seen	Covered Person Ty	/pe	Age Limit Flg	
01	DOE, JESSICA K	Spouse			Spouse		Ν	
03	Doe,Mia K	Child			Child		Y	

18. Review the Dependent/Beneficiaries section. The following table provides an overview of the information available for review in the Dependent/Beneficiaries section for each dependent/beneficiary. Please note that only dependents enrolled in Health Coverage will be displayed and available for review in this section. VNAV remains the system of record for employee/retiree's beneficiaries.

Field	Description
ID	Displays the unique ID assigned to each dependent.
Name	Displays the dependent's name (Last Name, First Name, MI).
Relationship to Employee	Displays the dependent's relationship to the employee/retiree.
	Spouse, Child, Step Child, Other Child, or Ex-Spouse
Health Provider ID	This field is not utilized in Cardinal.
Prev Seen	This field is not utilized in Cardinal.
Covered Person Type	Displays as either Spouse or Child.
Age Limit Flg	This flag will be set to "Y" for any dependent that has an age 26 restriction.



Viewing the Simple Benefits Page

Use this process to view an employee or retiree's detailed Health Premium Reward information.

19. Navigate to the **Simple Benefits** page using the following path:

Navigator > Benefits > Enroll In Benefits > Simple Benefits

The Simple Benefit Search page displays.

Simple Benefit	Simple Benefit				
Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing V	/alue				
Search Criteria					
En	npl ID	begins with 🗸			
Benefit Record Nu	ımber	= •			
	Name	begins with 🗸			
Last Name begins with 🗸					
Business Unit begins with 🗸		begins with 🗸			
Department Set ID b		begins with 🗸			
Department		begins with 🗸			
Organizational Relationship = 🗸		= •			
Alternate Character Name begins with 🗸		begins with 🗸			
□ Include History □ Case Sensitive					
Limit the number of resul	lts to (up	p to 300): 300			
Search Clear Basic Search 🖾 Save Search Criteria					

20. Enter the employee's Employee ID in the Empl ID field.

Note: If the Employee ID is not known, alternatively use any of the search criteria fields to search for the applicable employee/retiree.

21. Click the **Search** button.



The search results display at the bottom of the page.

Simple Ber	nefit							
Enter any inforr	nation you have and click \$	Search. Leave	fields blank f	for a list of all val	ues.			
Find an E	ixisting Value							
✓ Search Crit	teria							
	Empl ID begins w	vith 🗸						
Benefit R	ecord Number =	•						
	Name begins w	vith 🗸						
	Last Name begins w	vith 🗸						
	Business Unit begins w	vith 🗸						
Depa	artment Set ID begins v	vith 🗸		Q				
	Department begins v	vith 🗸		Q				
Organizationa	I Relationship =	~			•			
Alternate Cł	naracter Name begins w	vith 🗸						
🗆 Include Hist	tory 🗆 Case Sensitive							
Limit the numbe	er of results to (up to 300):	300						
Search	Clear Basic Search	🖉 Save Sea	rch Criteria					
Search Results								
View All							M	
Empl ID	Benefit Record Number	Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name
	0	JOHN DOE	DOE	50100	10015	Emp	0	(blank)
	2	JOHN DOE	DOE	VRSRT	99999	Emp	2	(blank)

Note: For VRS Retirees, two rows will display in the search results. To view the retiree's historical (pre-retirement) Health Premium Reward information, view the row with Benefit Record Number "0" (always select the **Include History** checkbox in order to view comprehensive historical information). To view the retiree's current Health Premium Reward information, view the row with the Benefit Record Number greater than "0" ("VRSRT" will display in the **Business Unit** column).

22. Click the link in the **Empl ID** field for the row you want to view.



The Simple Benefits page displays for the applicable employee/retiree.

mple Benefits				
DHN DOE	Employee		ID	Benefit Record Number 2
Plan Type			Q	I of 1 ✓ ► ► I View All
Plan Type A	Y Health Pr	emium Reward		
Coverage			Q	I of 1 ∨ ► ► I View All
Coverage Election	e Begin Date 07/01/2	022 🗘	Deduction E	Gegin Date 07/01/2022 🍫
© Elect	○ Waive	O Terminate 🗘	Elect	ion Date 05/11/2022
Benefit Pr Benef	ogram RET ït Plan PRWDBT	Retiree Premium Reward Par & S	Spouse	

23. Review the **Header** section. The following table provides an overview of the information available for review in the **Header** section:

Field	Description
Name	Displays the employee or retiree's name.
ID	Displays the employee or retiree's Employee ID.
Benefit Record Number	Displays the Benefit Record Number. Employees will have a Benefit Record Number of "0". Retirees will have a Benefit Record Number of greater than "0" when viewing their current Health Premium Reward information.



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Cardinal Homepag	e			511	npie Benefits
mple Benefits					
DHN DOE	Employee		ID	Benefit Record Number	2
Plan Type			QI	I I of 1 ♥ ► I V	/iew All
Plan Type 🛛	Y Health P	remium Reward			
Coverage			Q	1 of 1 🗸 🕨 🕨 I Vie	ew All
Coverag	e Begin Date 07/01/2	2022 🗘	Deducti	on Begin Date 07/01/2022 🍄	
© Elect	◯ Waive	◯ Terminate	φ _		
Benefit Pr Bene	ogram RET fit Plan PRWDBT	Retiree Premium Reward Par	& Spouse		

24. Review the **Plan Type** section. The following table provides an overview of the information available for review in the **Plan Type** section:

Field	Description
Plan Type	Displays the applicable Health Premium Reward Plan.



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Cardinal Homepage						Simple Benefits
mple Benefits						
DHN DOE	Employee		I	D	Benefit Record	Number 2
Plan Type			(२ । ल - •	1 of 1 🗸 🕨	View All
Plan Type AY	Health Pr	emium Reward				
Coverage			۵	, I 🛛 🖣	1 of 1 🗸 🕨	View All
Coverage	Begin Date 07/01/20)22 🍫		Deduction Begin	Date 07/01/2022	¢
Coverage Election						
Elect	○ Waive	 Terminate 	4	Election	Date 05/11/2022	
Benefit Pro Benefit	gram RET Plan PRWDBT	Retiree Premium Reward P	ar & Spouse			
Save Return to	Search Previou	s in List Next in	List Not	ify Refresh	Update/Displa	Include History

25. Review the **Coverage** section. The following table provides an overview of the information available for review in the **Coverage** section:

Field	Description
Coverage Begin Date	Displays the date that the selected coverage began.
Deduction Begin Date	Displays the date that deductions began.
	For employees, deduction amounts can be reviewed in Cardinal Payroll.
	For VRS Retirees, deduction amounts can be reviewed in VNAV.



BN362 Viewing Employee/Retiree Benefits

HN DOE	Employee		ID B	enefit Record Number 2
lan Type			Q 4 4 1 of	i 1 🗸 🕨 🕨 I View All
Plan Type AY	Health P	remium Reward		
Coverage			Q I I	View All
Coverage E	Begin Date 07/01/2	2022 🗘	Deduction Begin Date	07/01/2022
Coverage Election		· · · · · · · · · · · · · · · · · · ·		
Elect	U vvalve		Election Date (05/11/2022
Benefit Prog	ram RET	Retiree		
Benefit I	Plan PRWDBT	Premium Reward Par & S	pouse	

26. Review the **Coverage Election** section. The following table provides an overview of the information available for review in the **Coverage Election** section:

Field	Description
Elect / Waive / Terminate	Applicable radio button is selected based on the following:
	Elect: Coverage was elected
	Waive: Coverage was waived
	Terminate: Coverage Termed / No eligibility
Election Date	Displays the date of election for the Plan as applicable.
Benefit Program	Displays the Benefits Program name. Examples:
	SAL: State Salaried Program
	RET: Retiree Program
Benefit Plan	Displays the Benefit Plan name. Examples:
	PRWDBT: Par&Spouse
	PRWDEE: ParOnly
	PRWDSP: SpouseOnly