



How to Review Benefit Statements Overview

This Job Aid provides guidance on how to access and review Benefit Statements.

Table of Contents

Revision History2
How to Review Benefit Statements3



Revision History

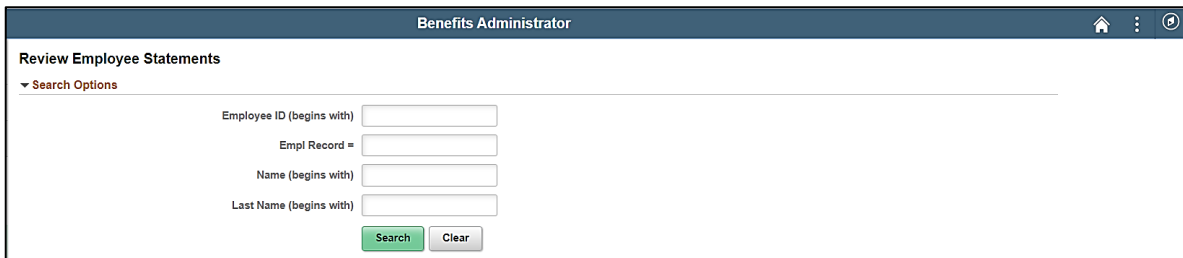
Revision Date	Summary of Changes
2/8/2025	Baseline

How to Review Benefit Statements

To review an employee's Benefit Statements, the Agency BA can access the **Review Employee Statements** page.

Step	Action
1.	Navigate to the Review Employee Statements page using the following path: Benefit Administrator Tile > Review Employee Benefits > Review Employee Statements

The **Review Employee Statements Search** page displays.



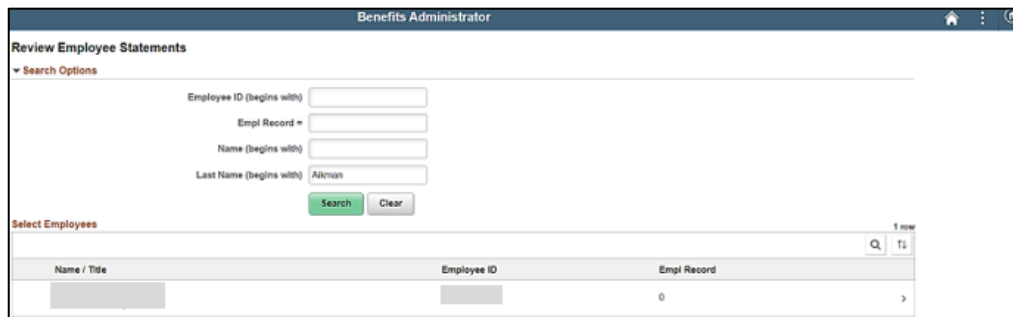
2. Enter the employee's Employee ID in the **Empl ID** field.
Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



3. Click the **Search** button.



The **Review Employee Statement Search** page refreshes with the search results at the bottom of the page.

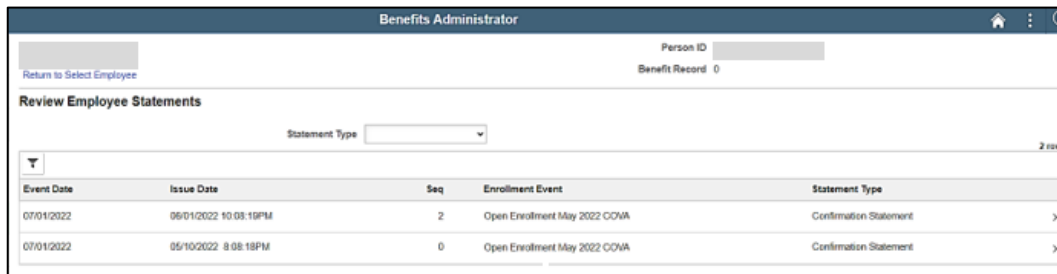


Step	Action
4.	Click the Expand icon for the applicable employee.



The **Review Employee Statement** refreshes and the employee's individual Benefit Statements display.

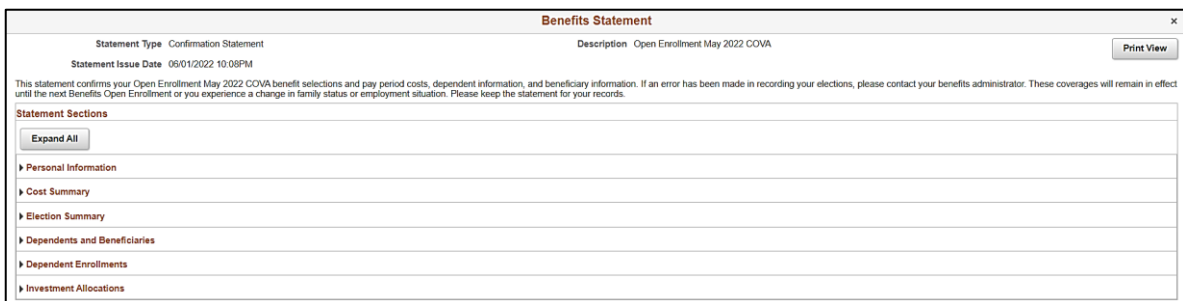
Note: Optionally, use the **Statement Type** dropdown button to narrow the search results down to a specific type of Benefit Statement. At this time, COVA is only using the "Confirmation Statements" Statement Type.



5.	Click the Expand icon for the specific Benefit Statement that needs to be reviewed.
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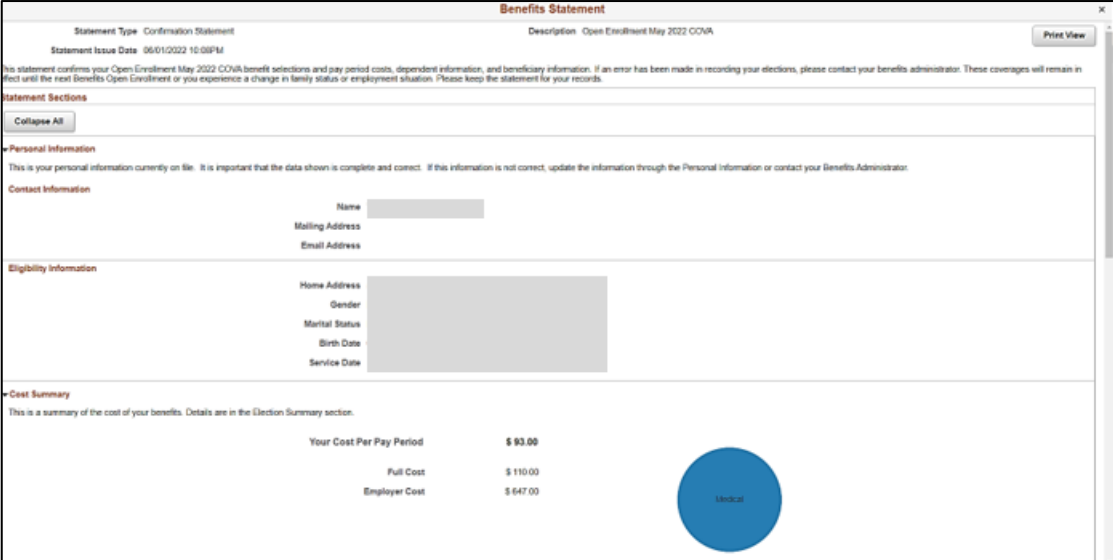




The **Benefits Statement** displays for the selected Benefit Statement.



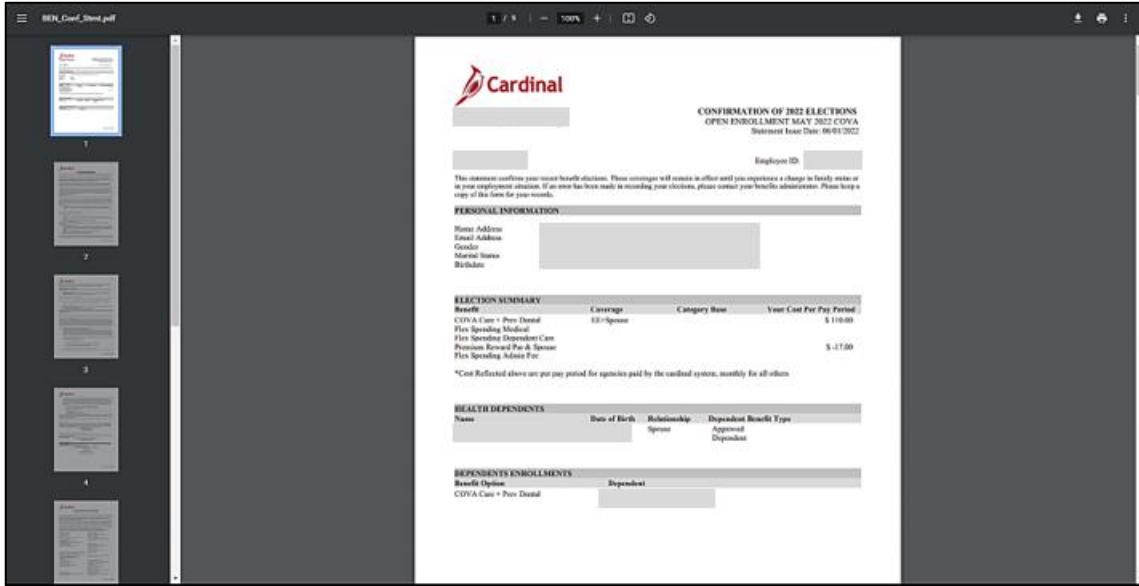
6.	Click the Expand All button to view the detailed information.
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Step	Action						
	<p>The Benefits Statement page refreshes with the detailed information.</p>  <p>The screenshot shows a 'Benefits Statement' window with the following sections:</p> <ul style="list-style-type: none"> Statement Sections: Includes a 'Collapse All' button. Personal Information: A note stating 'This is your personal information currently on file. It is important that the data shown is complete and correct. If this information is not correct, update the information through the Personal Information or contact your Benefits Administrator.' Contact Information: Fields for Name, Mailing Address, and Email Address. Eligibility Information: Fields for Home Address, Gender, Marital Status, Birth Date, and Service Date. Cost Summary: A table showing costs: <table border="1" data-bbox="592 808 828 871"> <tr> <td>Your Cost Per Pay Period</td> <td>\$ 93.00</td> </tr> <tr> <td>Full Cost</td> <td>\$ 110.00</td> </tr> <tr> <td>Employer Cost</td> <td>\$ 647.00</td> </tr> </table> 	Your Cost Per Pay Period	\$ 93.00	Full Cost	\$ 110.00	Employer Cost	\$ 647.00
Your Cost Per Pay Period	\$ 93.00						
Full Cost	\$ 110.00						
Employer Cost	\$ 647.00						
	<p>Review the information as needed. Use the vertical scrollbar to scroll down and view all of the information.</p>						
<p>7.</p>	<p>To print the Benefits Statement, click the Print View button.</p> 						

Step	Action
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The Benefits Statement displays as a PDF document in a separate window. If the Benefits Statement does not display, the user may need to allow pop-ups from the website.



8.	Review the statement and print as needed.
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