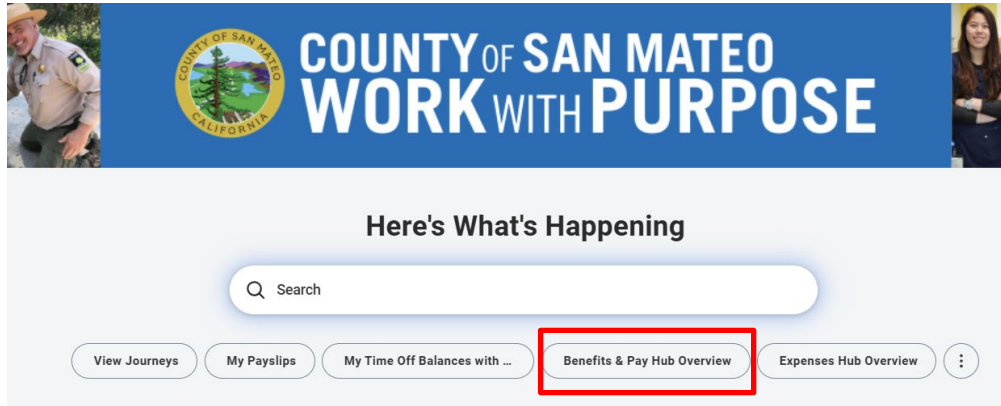
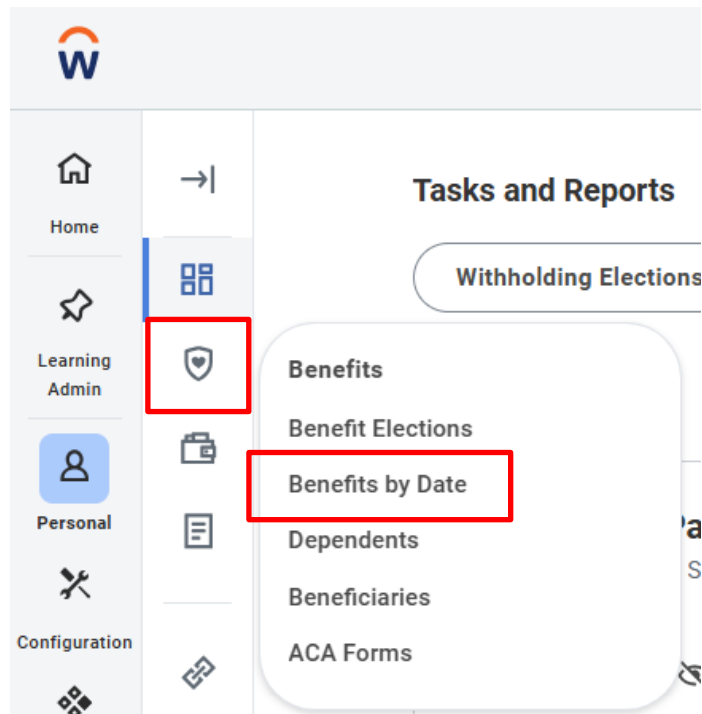


View and Download your Elections

1. Go to your Workday homepage and click on your **Benefits & Pay Hub Overview**.



2. Click on the **Heart and Shield Icon** then click on **Benefits by Date**



How to View your Open Enrollment Elections



3. Enter the first day of the upcoming plan year **[01/01/202X]** and click OK to view your Open Enrollment Benefits

Benefits and Pay

Benefits by Date ▼

Benefit Elections as of Date

View As Of * 1/1/202X

Cancel OK

4. You can now download your elections by clicking on the PDF Icon outlined below

Benefit Elections as of Date XXXXXXXXXX

[Change Benefits](#) [Change Retirement Savings](#)

View As Of 01/01/2027

