



How to Review Benefits Statements Overview

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

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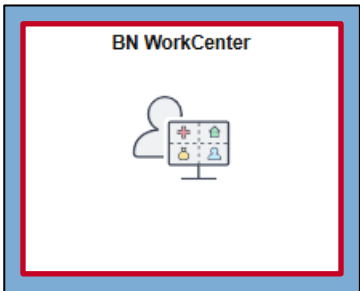
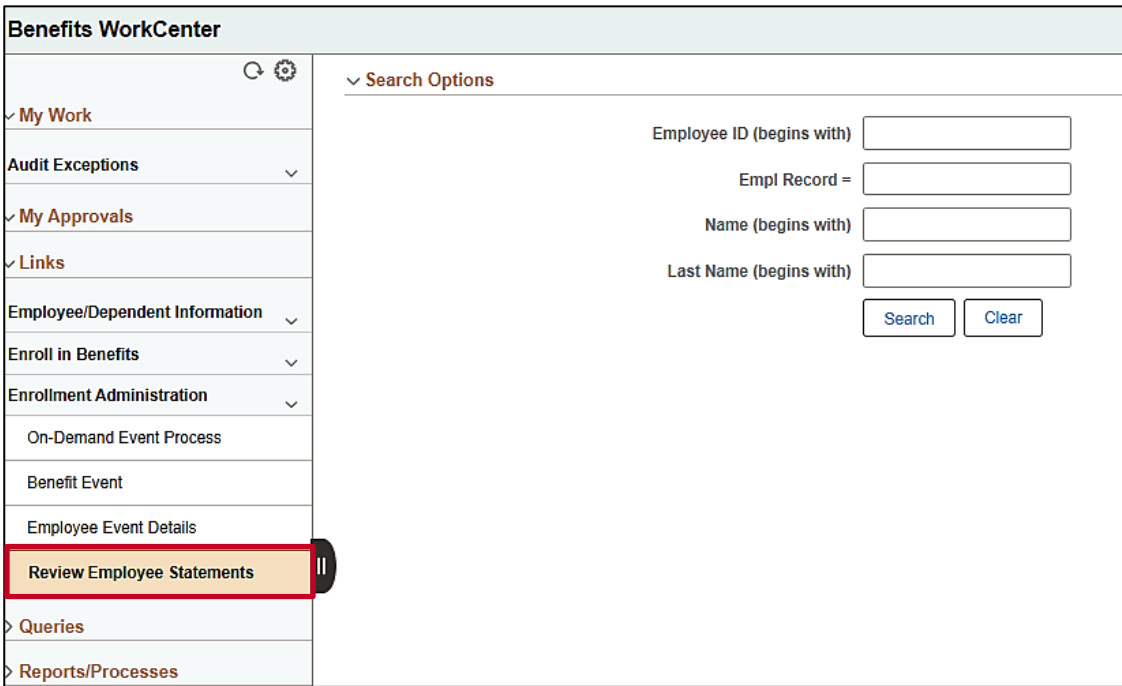


Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/8/2025	Baseline

How to Review Benefits Statements

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

Step	Action
1.	Navigate to the Review Employee Statements page by clicking the BN WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Enrollment Administration > Review Employee Statements Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	The Review Employee Statements Search page displays. ▼ Search Options Employee ID (begins with) Empl Record = Name (begins with) Last Name (begins with) Search Clear
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Employee ID (begins with)
4.	Click the Search button. Search Clear



Step	Action
	The Review Employee Statement Search page refreshes with the search results at the bottom of the page. ▼ Search Options Employee ID (begins with) Empl Record = Name (begins with) Last Name (begins with) Search Clear Select Employees 1 row ↑↓ - 0 > Job Title
5.	Click the Expand icon for the applicable employee. Select Employees 1 row ↑↓ - 0 > Job Title

Step	Action
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The **Review Employee Statement** refreshes and the employee's individual Benefits Statements display.

Return to Select Employee

Person ID

Benefit Record

0

Benefits Statements

Filters

Event Year

Enrollment Event

Statement Type

Apply

Reset

Benefits Statements

3 rows

Event Date ↑↓	Issue Date ↑↓	Seq ↑↓	Enrollment Event ↑↓	Statement Type ↑↓	
07/01/2025	06/15/25 7:11:36AM	0	COVA Open Enrollment July 2025	Confirmation Statement	>
07/01/2022	06/01/22 10:08:19PM	2	Open Enrollment May 2022 COVA	Confirmation Statement	>
07/01/2022	05/10/22 8:08:18PM	0	Open Enrollment May 2022 COVA	Confirmation Statement	>



Optionally, the **Event Year**, **Enrollment Event**, and **Statement Type** dropdown buttons can be used to narrow the search results down to a specific type of Benefits Statement. At this time, COVA is only using the "Confirmation Statements" Statement Type.

Filters

Event Year

Enrollment Event

Statement Type

Apply

Reset



Step	Action																								
6.	Click the Expand icon for the specific Benefits Statement that needs to be reviewed. Benefits Statements 3 rows <table><tr><th>Event Date ↑↓</th><th>Issue Date ↑↓</th><th>Seq ↑↓</th><th>Enrollment Event ↑↓</th><th>Statement Type ↑↓</th><th></th></tr><tr><td>07/01/2025</td><td>06/15/25 7:11:36AM</td><td>0</td><td>COVA Open Enrollment July 2025</td><td>Confirmation Statement</td><td>></td></tr><tr><td>07/01/2022</td><td>06/01/22 10:08:19PM</td><td>2</td><td>Open Enrollment May 2022 COVA</td><td>Confirmation Statement</td><td>></td></tr><tr><td>07/01/2022</td><td>05/10/22 8:08:18PM</td><td>0</td><td>Open Enrollment May 2022 COVA</td><td>Confirmation Statement</td><td>></td></tr></table> The selected Benefits Statement displays. Benefits Statement Statement Type Confirmation Statement Description COVA Open Enrollment July 2025 Enrollment Effective Date 07/01/2025 Statement Issue Date 06/15/2025 7:11AM Print View This statement confirms your COVA Open Enrollment July 2025 benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records. Statement Sections Expand All > Personal Information > Cost Summary > Election Summary > Dependent Enrollments 7. Click the Expand All button to view the detailed information. Expand All	Event Date ↑↓	Issue Date ↑↓	Seq ↑↓	Enrollment Event ↑↓	Statement Type ↑↓		07/01/2025	06/15/25 7:11:36AM	0	COVA Open Enrollment July 2025	Confirmation Statement	>	07/01/2022	06/01/22 10:08:19PM	2	Open Enrollment May 2022 COVA	Confirmation Statement	>	07/01/2022	05/10/22 8:08:18PM	0	Open Enrollment May 2022 COVA	Confirmation Statement	>
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07/01/2022	05/10/22 8:08:18PM	0	Open Enrollment May 2022 COVA	Confirmation Statement	>																				



Step

Action

The **Benefits Statement** page refreshes and displays detailed information.

Benefits Statement

Statement Type Confirmation Statement

Description COVA Open Enrollment July 2025

Enrollment Effective Date 07/01/2025

Statement Issue Date 08/15/2025 7:11AM

Print View

This statement confirms your COVA Open Enrollment July 2025 benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Collapse All

Personal Information

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

Name

Email Address

Cost Summary

This is a summary of the cost of your benefits. Details are in the Election Summary section.

Your Cost Annually	\$ 4,656.00
Full Cost	\$ 4,656.00
Employer Cost	\$ 17,856.00

Election Summary

The following is a summary of your elections. Select the Dependent or Beneficiary hyperlink to view the information associated with each benefit.

Remember: These coverages will remain in effect until the next Benefits Open Enrollment or if you experience a change in family status or employment situation.

Benefit Plan	Coverage Base	Your Cost Annually
COVA+ExDen+Out-of-ntwk+Vs&Hr	EE+Spouse	\$ 4,656.00
	Waive	
	Waive	
	Waive	

Dependent Enrollments

The following is a summary of your dependent enrollment.

COVA+ExDen+Out-of-ntwk+Vs&Hr

Name	Relationship	Dependent Type
	Spouse	Approved Dependent

i

Review the information as needed. Use the vertical scrollbar to scroll down and view all of the information.

8.

Click the **Print View** button.

Print View



Step	Action
	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. 
9.	Review the statement and print as needed.