Viewing Benefit Elections

This guide will cover:

- Viewing benefit elections within WyoCloud HCM.

Note: Employees make all benefit elections outside of WyoCloud HCM. Current employees with qualifying life events or during open enrollment can make insurance and flexible spending elections in the Employees’ Group Insurance (EGI) Portal. Retirement elections and changes to supplemental retirement must be made via paper form based upon option selected. Full details can be found on the Human Resources Benefits website.

Once insurance and flexible spending benefit elections are made, employees can review them in the EGI Portal. Please allow up to one month after election for the benefit details to be reflected in HCM.

This guide details the steps for completing this process as a benefited employee.

All new employees should first attend New Employee Orientation for additional information on benefit options and enrollment directions.

**Step One**

Navigate to the Benefits section of WyoCloud HCM from WyoWeb.

- Upon signing in, the homepage will display. Click on the Navigator button (three horizontal lines) in the upper left-hand corner.
- Select **Personal Information** under the My Profile header within the Navigator.

- The *My Details* page will display.
- Select Benefits from the list on the left-hand side.
**Step Two**

View employee benefit elections.

- The *Benefits* page will display.
- The Retirement Plans show on the main page by default.

- Using the **Enrollments** dropdown, you can switch from Retirement Plans to Active Employee Benefits to view insurance elections.

- Active employee benefits will be shown.

You have completed the steps to Viewing Benefit Elections.