Shawnee State
U N I V E R S I T Y

Benefits—View Current Enrollments Using Bear Trax

All Employees

Introduction

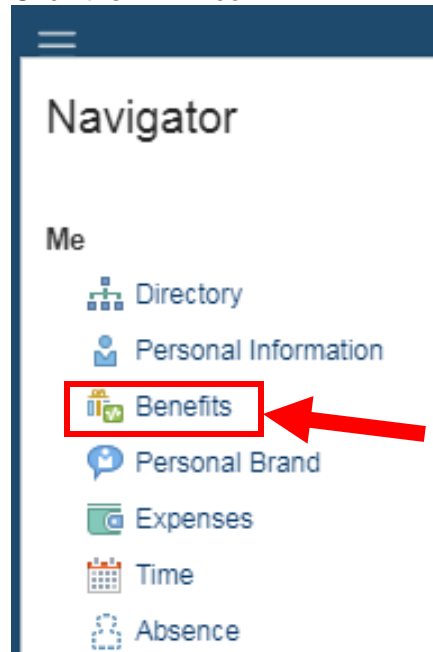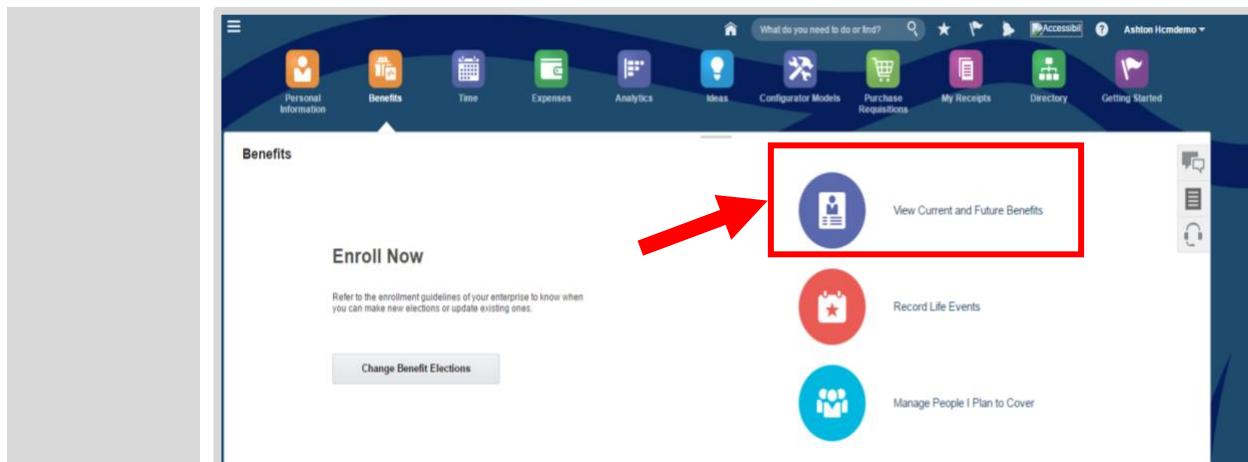|	
Purpose:	The purpose of this task is: • To view current enrollments and future benefits, • To view biweekly costs, and • To view, print or save your full benefits report.
How to Access:	Go to the Home Screen by clicking the [home] icon. Click the [menu] Icon. Under "Me," click "Benefits." This will take you to the Benefits screen.

From this screen, you can view your current and future benefits.

| Helpful Hints:	Be sure to keep in mind that… • Future benefits can be reviewed after open enrollment and before January 1. • You can see the costs per pay period for your current enrollments. • You can print (download) a report from this screen of all your current enrollments and future benefits
Procedure:	Complete the following steps to view/download and print a report for your current enrollments:

View Current Enrollments and Future Benefits Information

Follow these steps to view current benefit enrollments and future benefits information:
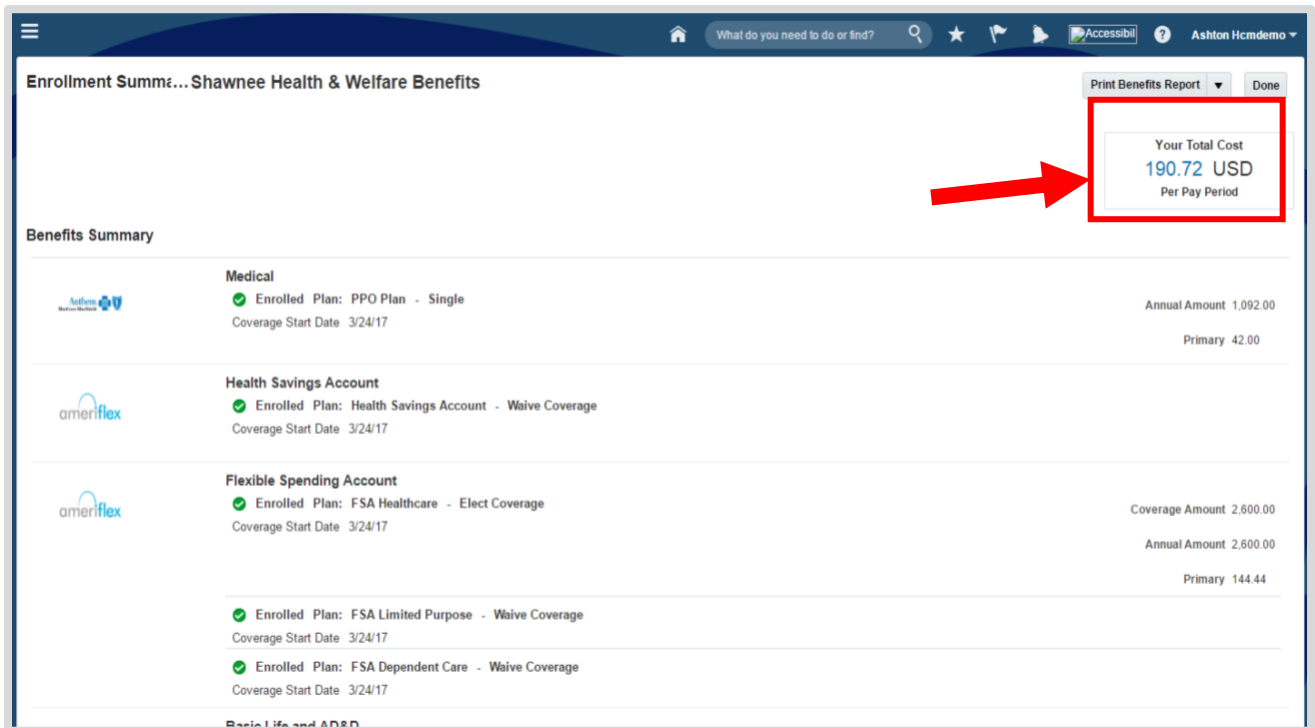
1. Click "View Current and Future Benefits."
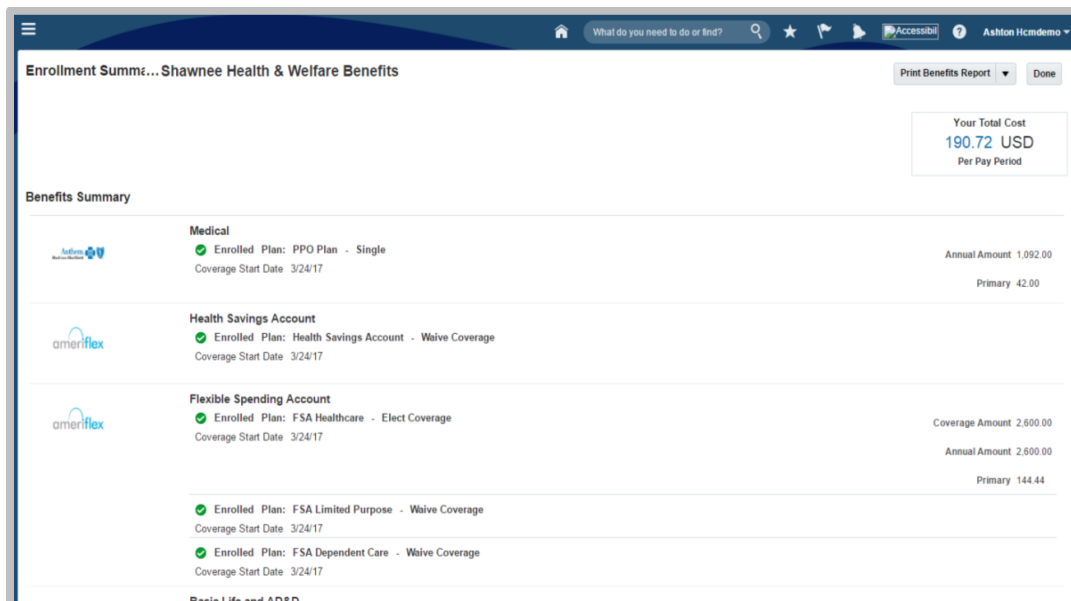
2. While on the Current Enrollments page, you can view all information regarding your current enrollments and future benefits.

If you want to…	Then…	Go To
View your Total Cost per Pay Period	View the note on the top-right corner of the page	Section 1
View, Save, and Print your Benefits Report	Click the button that says "Print Benefits Report" to view your Benefits Report, print or save it.	Section 2

View your Total Cost per Pay Period

Follow these steps to view total benefits cost per pay period:

1. From the Benefits homepage, click "View Current and Future Benefits."

2. View the top right corner of the page. This section displays your current cost per biweekly pay period in USD (United States Dollars).
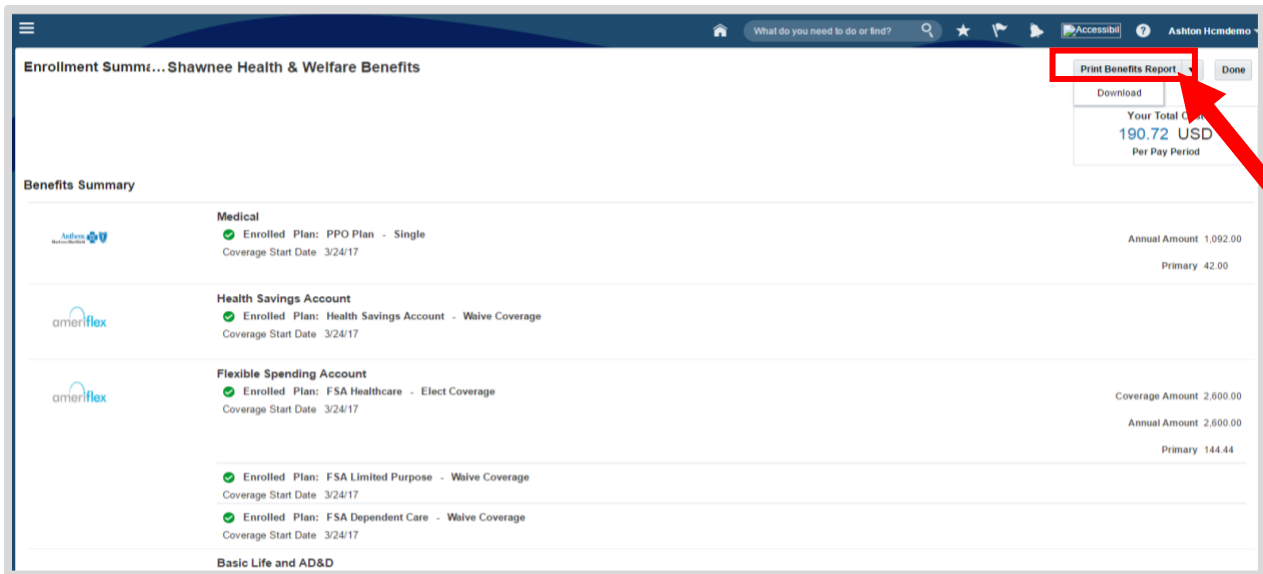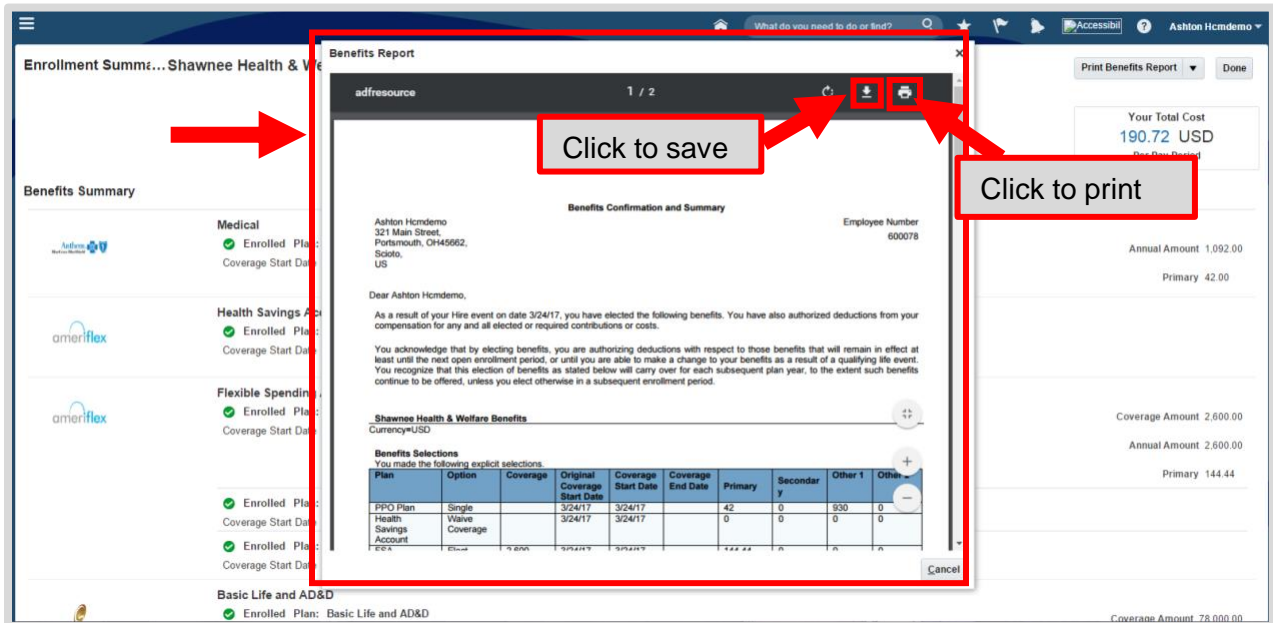
View, Save, or Print your Benefits Report

Follow these steps to view, save or print your benefits report:

1. Click the "Print Benefits Report" button on the top-right corner of the screen.

a. A new window will pop up, displaying the PDF file of your benefits report.

2. To Save this file:
   a. Click the arrow icon to download it.

3. To Print this file:
   a. Click the "printer" icon.
   b. Follow the commands issued by your system dialog for printing.

4. To exit, click the "x" at the top right of the popup window.

Final Notes

By following these steps, you have successfully viewed, saved or printed information about your current or future benefits, or your benefit report.