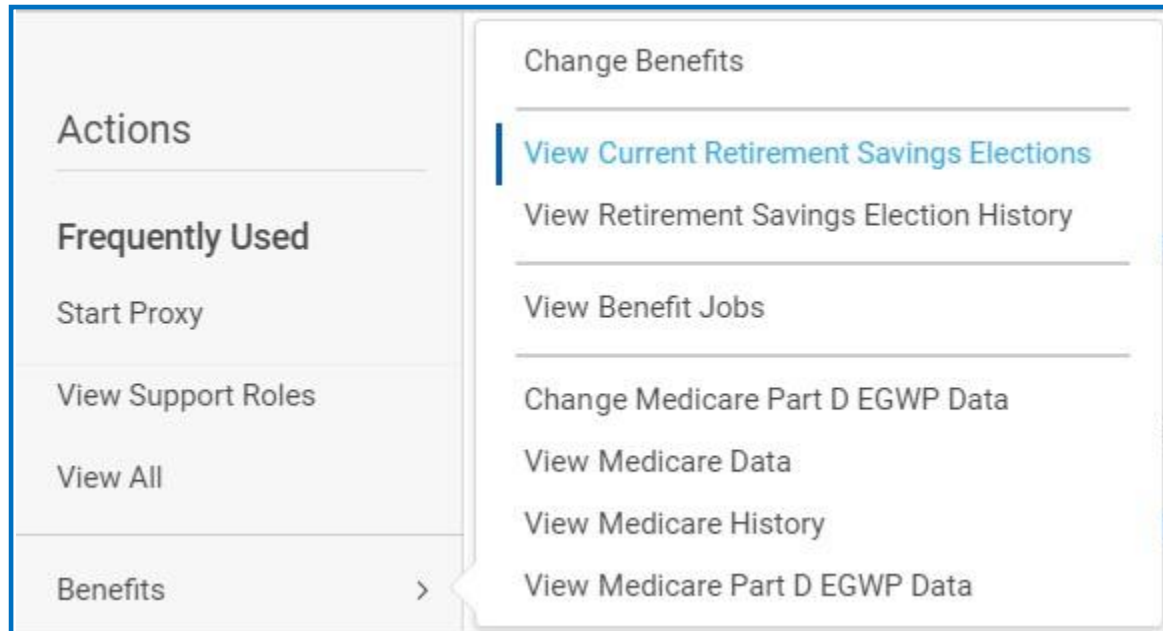## VIEW CURRENT RETIREMENT SAVINGS ELECTIONS

Use this procedure to view current retirement savings elections for an employee or retiree. The retiree partner can view current retirement savings elections.

PROCEDURE TO VIEW CURRENT RETIREMENT SAVINGS ELECTIONS:

1. Enter the employee name or employee ID number in the search field.

2. Click on search icon or hit enter on the keyboard.
3. Click on the name of the employee you want to view the current retirement savings elections.
4. Click on actions button below the name of the employee.
5. Click Benefits.
6. Click view current Retirement Savings Elections.

7. The retiree's savings elections display.

STILL HAVE QUESTIONS ABOUT WORKDAY
For additional support and questions about Workday please email Workday.Baltimorecity.gov.