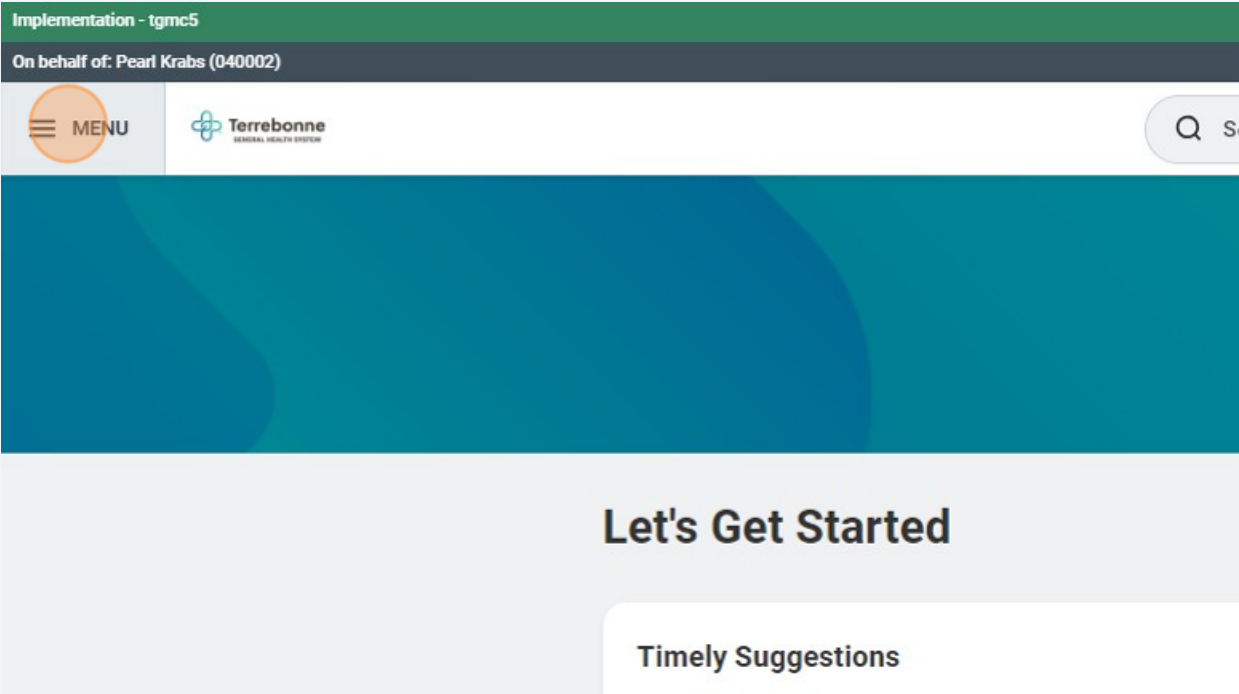


Accessing Benefits and Pay Information on Scribe[®] Workday







1 Navigate to Workday

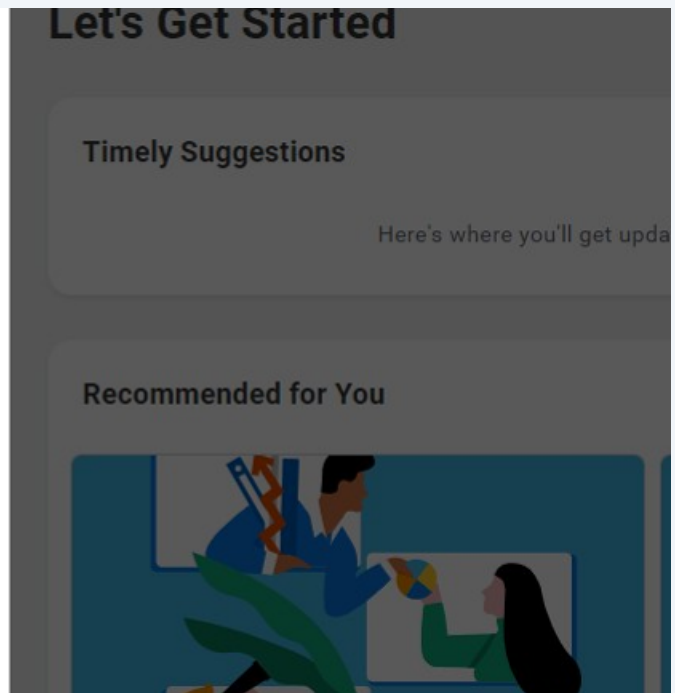
2 Click "MENU"



3

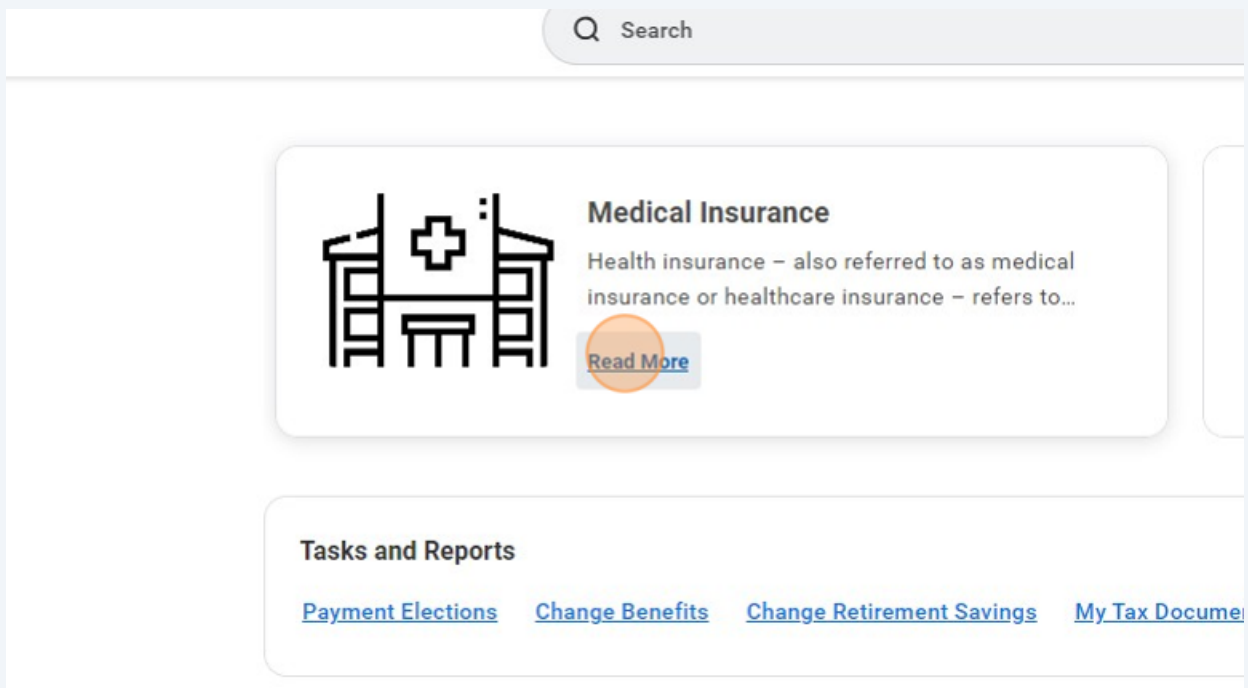
Click "Benefits and Pay" to access information on the various benefit plans as well as frequently asked questions. This replaces information that was once was available through the PeopleFluent Benefits Portal.

-  Pay
-  Favorites
-  Benefits
-  Expenses
-  **Benefits and Pay**
-  Personal Information
-  Performance



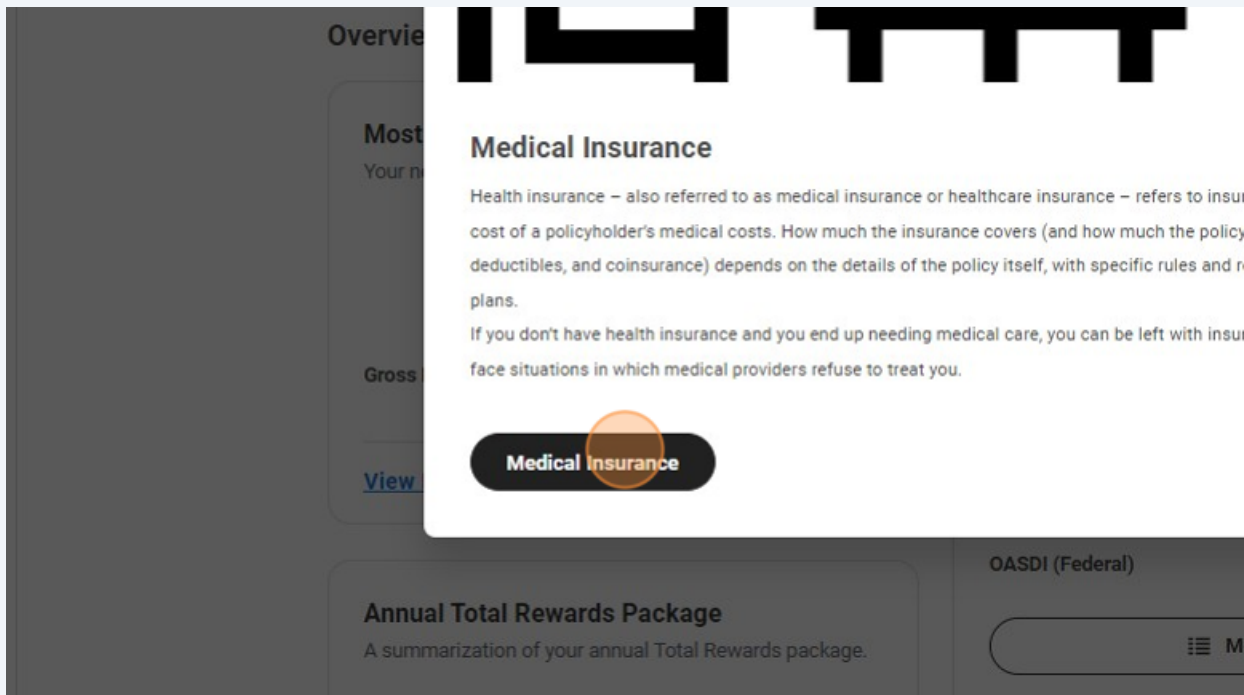
4

Click "Read More" to open the information card.



5

Click button for the plan to access the website for each benefit plan to view documents, contact information, and more.



6

Click to open any link.

[Join our team](#) > [Medical Insurance](#)

Medical Insurance

Blue Cross Blue Shield of Louisiana (Third Party Administrator)

For questions regarding the medical plan, [BCBS of LA](#) can be reached at 1-844-718-2583 (Group# 78T07ERC).

Helpful documents:

- ▶ [Group health plan summary](#)
- ▶ [Tips for searching providers on the member portal](#)
- ▶ [Activate your online account today!](#)

7

Click "Payment Elections" to view and/or edit direct deposit accounts.

The screenshot shows a web interface with a left sidebar containing a back arrow and three downward-pointing chevrons. The main content area is divided into two sections. The top section, titled "Tasks and Reports", contains three links: "Payment Elections" (highlighted with a blue box), "Change Benefits", and "Change Retirement Savings". The bottom section, titled "Overview", contains two cards. The left card, "Most Recent Pay", shows "Your next pay day is November 22, 2023." and a large "\$0.00" for "Take Home Pay". The right card, "Deduction", shows "Taxes and de".

8

Click "Change Benefits" to update benefits due to qualifying life events.

The screenshot shows a web interface with a left sidebar containing a back arrow and three downward-pointing chevrons. The main content area is divided into two sections. The top section, titled "Tasks and Reports", contains four links: "Payment Elections", "Change Benefits" (highlighted with a blue box), "Change Retirement Savings", and "My Tax Document". The bottom section, titled "Overview", contains two cards. The left card, "Most Recent Pay", shows "Your next pay day is November 22, 2023." and a large "\$0.00" for "Take Home Pay". The right card, "Deductions", shows "Taxes and deductions from your mo:" and a large "\$0.00" for "Total".

9 Click "Change Retirement Savings" to view and edit your retirement plan elections.

Tasks and Reports

[Payment Elections](#) [Change Benefits](#) [Change Retirement Savings](#) [My Tax Documents](#) [Pay On-Demand](#)

Overview

Most Recent Pay
Your next pay day is November 22, 2023.

\$0.00
Take Home Pay

Deductions
Taxes and deductions from your most recent payslip.

\$0.00
Total

10 Click "My Tax Documents" to view tax forms.

[Change Benefits](#) [Change Retirement Savings](#) [My Tax Documents](#) [Pay On-Demand](#)

November 22, 2023.

\$0.00
Take Home Pay

Deductions
Taxes and deductions from your most recent payslip.

\$0.00
Total

| | |
|--------------------|--------|
| Medicare (Federal) | \$0.00 |
| OASDI (Federal) | \$0.00 |

Current Benefit Co

\$
Employee

[View Benefit Details](#)

11 Click "View Most Recent Pay" to view your most recent check stub.

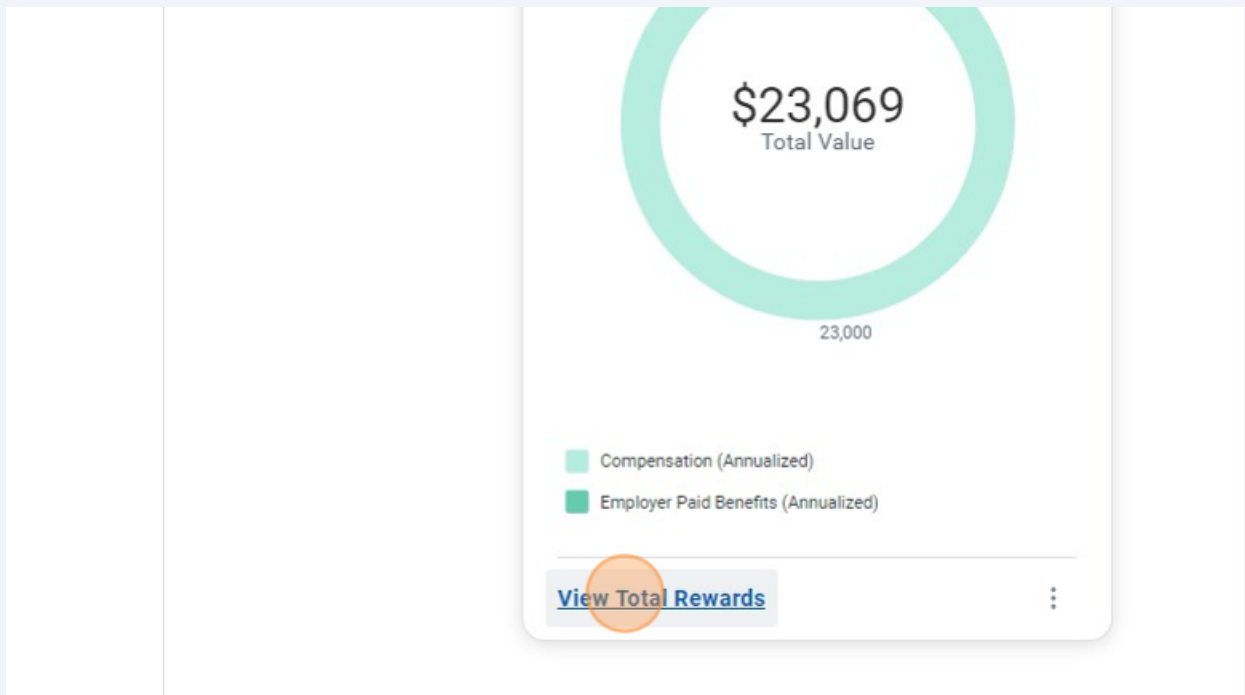
The screenshot shows a payroll dashboard. At the top, it states "Your next pay day is November 22, 2023." Below this, the "Take Home Pay" is displayed as "\$0.00". Underneath, the "Gross Pay" is also "\$0.00". A blue button labeled "View Most Recent Pay" is highlighted with an orange circle. To the right, there are sections for "Taxes and", "Medicare (", and "OASDI (Fe". Below the main dashboard, there is a section titled "Annual Total Rewards Package" with a sub-header "A summarization of your annual Total Rewards package." and a green progress indicator showing "69".

12 Click "View Benefit Details" to view your current benefit coverage.

The screenshot shows a payroll dashboard. On the left, there is a section titled "Contributions" with the subtitle "and deductions from your most recent payslip." Below this, the "Total" is displayed as "\$0.00". Below the total, there are two rows: "re (Federal)" with a value of "\$0.00" and "(Federal)" with a value of "\$0.00". On the right, there is a section titled "Current Benefit Costs" with the subtitle "Employee Cost (Monthly)". Below this, the "Employee Cost (Monthly)" is displayed as "\$0.00". A blue button labeled "View Benefit Details" is highlighted with an orange circle.

13

Click "View Total Rewards" is a summary of your total compensation including pay and benefits.



14

Click "Compensation History" to view your pay rate history in Workday.

The screenshot shows the Workday interface. On the left is a navigation sidebar with the following items: Overview, Benefits, Pay, Compensation (highlighted in light blue), Total Rewards (with a checkmark), Compensation History (circled in orange), and Compensation Summary. The main content area is titled "Compensation (Annualized)" and shows "3 items". Below this is a table with the following rows:

| Hourly Plan | |
|---|--------|
| Recruitment and Retention Incentive \$4,000 | |
| Incentive Bonus | |
| <hr/> | |
| | Total: |

Below the table, there is a disclaimer: "This does not include items such as overtime, shift differentials, call and charge pay, etc. For rate formula is rate X 2080 X FTE."

15 Click "Compensation Summary" to view your current pay rate information.

