Benefits and Pay Hub Navigation

The Benefits and Pay Hub is a comprehensive dashboard that employees can access directly from the USFWorks home page. The Hub offers a convenient “Overview” page that includes Total Rewards, Recent Pay, Current Benefits and Costs, and Total Deductions. It also provides quick links to common related actions, like changing payment elections, benefits and retirement elections, and viewing tax documents.

1. From the USFWorks home page, click the Benefits and Pay app.

2. The Overview page will populate. The page menu will appear on the left side of the Overview page.

3. The center of the Overview page contains three Tasks and Reports.

---

**Tasks and Reports**

- Payment Elections
- Change Benefits
- My Tax Documents
4. Click the *Payment Elections* link to view your current payment elections. You may also change your payment elections (ex. Update a bank account).

5. Click the *Change Benefits* link if you need to submit a qualifying change in status as defined by the IRS. Learn more about changing benefits and qualifying changes in status.

6. Click the *Tax Documents* link to view your historical W-2 tax statements.

### How to Navigate the Hub Overview

7. The *Hub Overview* appears below the *Tasks and Reports* section. You will be able to review your most recent payslip, review previous payslips and review the taxes and deductions from your most recent payslip.
8. Click on the *Most Recent Pay* link to view and print your payslips.

9. Click on the *Deductions* link to view your current federal and state tax deductions.

10. Click the *Current Benefit Costs* link to see a detailed list of your current benefits elections along with start of coverage dates and listed dependents. *NOTE: Changes to your benefits may only take place during Open Enrollment or if you experience a qualified change in status per the IRS.*
11. Click the *Compensation Summary* link to view your current *Compensation Package*.

12. Your *Compensation History* and *Bonus and One-Time Payments* are also available on the hub.