

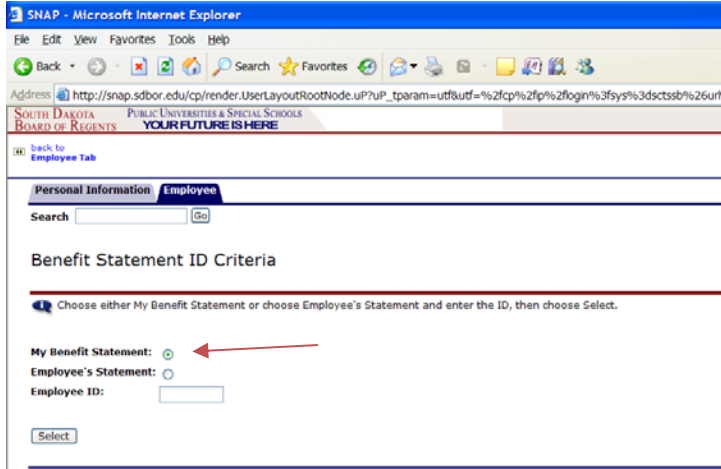
Viewing Your Benefits Statement

1. To locate your benefit statement, please log into SNAP (<http://snap.sdbor.edu>). Once logged into SNAP, select the **Employee Tab**, and view the *Employment Details Channel*, as circled below. From this channel, select the **Benefits** hyperlink, shown with the arrow below.

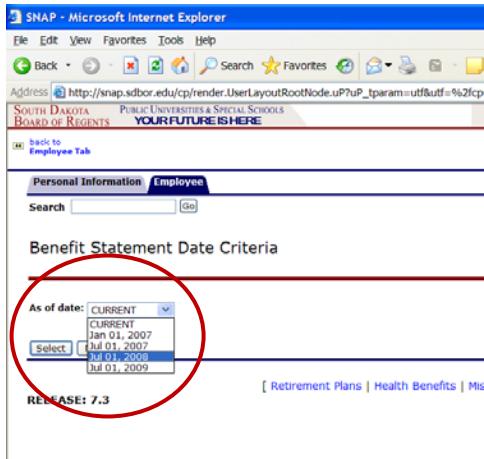
The screenshot shows a Microsoft Internet Explorer browser window displaying the SNAP web portal. The address bar shows <http://snap.sdbor.edu/cp/render.userLayoutRootNode.uP>. The page header includes the SNAP logo and a welcome message for Janice Kay Minder. The navigation menu includes **Employee**, **HR Links**, **HR**, **Help**, **Resources**, **My Tab**, and **My BOR**. The **Employee** tab is selected. The main content area is divided into several sections: **Personal Announcements**, **System Announcements**, **Employee Tools**, **Banner Support Form**, **Time Reporting**, **Leave Request**, **Bookmarks**, **YourFuture**, **Employment Details**, and **My Employment Details**. The **Employment Details** section is circled in red, and a red arrow points to the **Benefits** hyperlink within it. The **My Employment Details** section is also visible, showing a list of benefits and jobs.

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- For Supervisors – if you are not a supervisor, skip to step 3.
You will then be taken to a web page that is labeled Benefits Statement ID Criteria. Select the **My Benefits Statement** radio button, as shown below (typically this is selected automatically) and click the **Select** button.



- This will take you to Benefits Statement Criteria. Select the fiscal year for which you want to view your benefits data, as shown below and then click the **Select** button.



Your Benefit Summary will then load. If you have any questions please contact your local payroll office.