

Workday Benefits – View and Manage your Pension Benefits

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View and Manage your Pension Benefits

You can view and make changes to your current Caterpillar pension benefits selections via the **Current Benefit Elections** app in Workday.

In Workday you will only be able to view your current contribution percentage, and which plan you are enrolled in. For more detail on your contribution as a monetary amount, please check your Payslip or login to your pension account via www.mycatpension.co.uk

You should ensure you check your current selection and understand how any changes may impact you before proceeding to update your benefits in Workday.

Neither Caterpillar or the Pension Plan Trustee are responsible for any decision and changes made by employees to their Pension Plan.

Viewing your Pension Benefit

To view your Pension Benefit, select the **Current Benefit Elections** app in Workday



Current Benefit Elections

If you do not have the Current Benefit Elections App saved as a favourite, you can access Pension Benefit information via your Workday profile. Select the 'Actions' button under your name and profile picture and then Benefits from the list.

Current Benefit Elections Dashboard

Here you will be able to see your current benefit election. It will show which plan you are in along with the current contribution percentage you are paying.

The following options are available within this Dashboard:

- **View more details**

Make changes to your Pension Benefits

- **View Election History**

Please note there will be no history held prior to October 2022)

Making a change to your Pension Benefits

To make a change to your Pension Benefit, select '**View More details**' then '**Change Benefits**'. Please ignore the option for Change Retirement Savings as this is not applicable to UK Pension benefits.

Choose the relevant options (see screenshot below) and follow the in-process steps to make your change. Please read all the relevant help text as this will ensure you make the change correctly.

All changes must be completed on the day they are initiated. If they are not completed, you will have to cancel the request and start again.

All changes will take effect in the month following your request being completed in Workday. i.e. You change your contribution on 1st February, your change will take effect in the March Payroll.

Do not submit any questions via the comment boxes with the Change Benefit processes as these will not be picked up. For any support, please contact ukpensions@cat.com.

Change Reason *

☐

Change My Pension Contribution (If paying via Non-Salary Sacrifice)

☐

Change My Pension Contribution (If paying via Salary Sacrifice)

☐

Join Pension Plan☐☐

Note: When you get to the below screen, you will see that the contribution percentage is greyed out. Please scroll to the bottom of the screen and select confirm and continue. You will be able to change the contribution percentage on the next screen.

Pension Salary Sacrifice

Planned Total Cost Per Pay Period

45.00

Plans Available

Search Plan

Selection

You Contribution (Monthly)

Company Contribution (Monthly)

401k - 401

☐

 Select

☐

 Select

2

Retirement

General Instructions

Select the % of salary you wish to contribute

Your new choice

For more advice

Confirm and Continue

Cancel