

Premium History

Employees, Managers & HR Professionals



What are Premium Payments?

Premium payments are the dollar amounts that pay for the State sponsored benefit plans in which you are enrolled. These include payments taken from your paycheck and those paid via a personal check, money order, journal voucher or university/non-state agency acceptable method of payment.

Did You Know?

- ❓ Premium history is available from the date your benefits became active in the People First System.
- ❓ Only payments for State sponsored benefit plans can be viewed in this section of the People First system. Some recurring deductions such as non-state sponsored benefits and miscellaneous deductions, will not display on this screen.
- ❓ This screen will automatically update when a payment has been posted to your record.
NOTE: Payments deducted from your paycheck will not display until the actual warrant pay date.
- ❓ Use the "All Months" option from the drop down menu to view more than one month of premium information for a specific plan type.

How Do I View Premium History?

1. Click on the **Health & Insurance** tab on the **People First homepage**.
2. Click on the **View Premium History** link. The Premium History page will display.
3. Select the desired **premium month** (or All Months) from the **Premium History As Of** field drop down menu by clicking on the button.
4. Click on the **View** button. The requested information will display below.
5. Click on the button to the left of the row to view additional details relating to the plan .
6. Click on the **View Details** button. The details will open in a separate window in PDF format.
7. Click on the button in the toolbar to print the PDF.
8. Click the in the top right corner to close the window and return to the View Premium History page.
9. Return to Step 1 to view premium history for a different month or click on the **Menu** button to return to the Health and Insurance homepage.