Search for an Employee

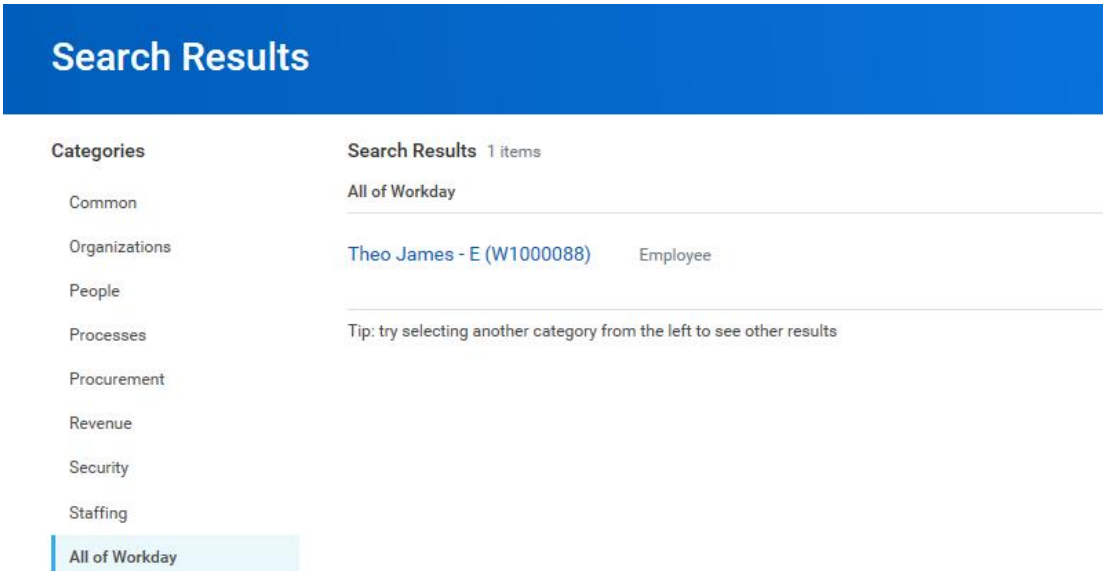
Use this procedure to search for an employee or retiree in Workday. You can search for an employee by employee name, or "W" number.

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view information for their employees. The Employee Benefits Division can view personal information for all employees and retirees.

Procedure:

1. Enter the employee name or W number in the Search field.
2. Click the **search** icon.

   Search Results



3. In the search results, click the employee name hyperlink to access the employee worker profile or use the **Related Actions and Preview** icon to view information or perform a task.

   Note: Notice on the left hand side of the screen that there are Categories for which the search results will display. You may have to click the **All of Workday** button to find the employee.

4. The System Task is complete.