

View Contact Information for an Employee

Use this procedure to view contact information for an employee, including home and work contact information.

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

Note that the home address is where the insurance cards and other related benefits information will be mailed. The work email address is where the employee will get notifications if they have an action to take in their Inbox.

Procedure:

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

Search Results

Search Results	
Categories Common Organizations People Processes Procurement Revenue Security Staffing All of Workday	Search Results 9 items Common Shailene Woodley - E (W1000082) Employee Benefits Employee SPS Benefits Division E Baltimore - 301 W. Preston St Employee

Tip: try selecting another category from the left to see other results

3. In the search results, click the employee name hyperlink.



Title: Functional Area: Role:

Title:View Contact Information for an EmployeeArea:Benefits AdministrationRole:Agency Benefits Coordinators and Agency
Benefits Liaisons

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4. On the worker profile page, click the **Contact**

tab.



Title: Functional Area: Role:

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		Address	Usage	Visibility	Et			

- 5. View the home and work contact information.
- 6. The System Task is complete.