



Title: View Personal Information for an Employee
Functional Area: Benefits Administration
Role: Agency Benefits Coordinators and Agency Benefits Liaisons


View Personal Information for an Employee

Use this procedure to view personal information for an employee (or retiree), including:

- Date of Birth
- Gender
- Age
- Marital Status
- Ethnicity
- Disability

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view personal 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

The screenshot shows a search results interface. On the left, there is a vertical list of categories: Common, Organizations, People, Processes, Procurement, Revenue, Security, Staffing, and All of Workday. The 'Common' category is selected and highlighted. To the right, under the heading 'Search Results 9 items', the 'Common' category is expanded to show a search result for 'Shailene Woodley - E (W1000082)'. The result is labeled as an 'Employee' and includes the text 'Benefits Employee | SPS Benefits Division E | Baltimore - 301 W. Preston St'.

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

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



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Search Results

Shailene Woodley - E
(W1000082)
Benefits Employee

Actions

Team

Summary

Job

Contact

Personal

Benefits

Pay

Performance

Location
Baltimore - 301 W. Preston St

4. On the worker profile, click the **Personal**  tab.



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View Worker

Shailene Woodley - E
(W1000082)
Benefits Employee

Actions

Team

- Summary
- Job
- Contact
- Personal
- Benefits
- Pay
- Performance

Personal Information | IDs | Documents | Names

Personal

Gender	Female
Date of Birth	09/24/1960
Age	58 years, 0 months, 18 days
Marital Status	(empty)
Citizenship Status	(empty)

5. View the employee's personal information.

6. The System Task is complete.