



Title: View an Employee's Job Details
Functional Area: Benefits Administration
Role: Employee Benefits Division, SPMS Agency Benefits Coordinators, and Agency Benefits Liaison

View an Employee's Job Details

Use this procedure to view employee's Job Details. Some examples of job details include:

- Employee ID (W number)
- Supervisory organization
- Position
- Business title
- Job profile
- Employee type (e.g. State/Regular, Contractual, etc.)
- Management level
- Time type (full time/part time)
- FTE %
- Location
- Hire Date (Entry on Duty)
- Original Hire Date
- Continuous Service Date
- Length of Service
- Time in Position
- Time in Job Profile

Note that Agency Benefits Coordinators in SPMS agencies can only view job details for their employees. The Employee Benefits Division can view job details for all employees and retirees.

Procedure:

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



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View Worker

Search Results

Categories	Search Results 1 items
Common	Common
Grants	James Garner - A (W1234567) Prgm Mgr IV SPS Benefits Division A Baltimore - 301 W. Preston St Employee
Organizations	Tip: try selecting another category from the left to see other results
Payroll	
People	
Processes	
Procurement	
Recruiting	
Reporting	
Security	
Staffing	
All of Workday	

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



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James Garner - A
(W1234567)
Prgm Mgr IV
Actions
Team

Summary
Job
Contact
Personal
Compensation
Benefits
Pay
More (3)

Location
Baltimore - 301 W. Preston St

Manager
David Hayden (W1231234)

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



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View Worker

The screenshot displays the 'View Worker' interface for James Garner - A (W1234567), a Program Manager IV. The interface is divided into a blue left-hand navigation sidebar and a main content area. The sidebar includes a 'Team' section with a tree icon and a list of menu items: Summary, Job (highlighted), Contact, Personal, Benefits, Pay, and Performance. The main content area features a top navigation bar with tabs for 'Professional Profile', 'Job Details', and 'More'. Below the tabs, the 'Job History' and 'Education' sections are visible.

5. Click the Job Details sub tab.



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View Worker

James Garner - A (W1234567)
Prgm Mgr IV

Actions

Team

Summary

Job

Contact

Personal

Benefits

Pay

Performance

Professional Profile | **Job Details** | More ▾

Job Details

Employee ID	W1234567
Organization	State of Maryland Supervisory Organization >> SPS Benefits Division A
Position	PA1039 Prgm Mgr IV
Business Title	Prgm Mgr IV
Job Profile	Prgm Mgr IV-5479
Employee Type	State/Regular
Management Level	4 Manager
Time Type	Full time
FTE	100.00%
Location	Baltimore - 301 W. Preston St
Hire Date	02/12/2014
Original Hire Date	02/12/2014
Continuous Service Date	02/12/2014
Length of Service	3 year(s), 7 month(s), 15 day(s)
Time in Position	3 year(s), 7 month(s), 15 day(s)

6. On the Job Details page, view the employee's job details.

- Employee ID (W number)
- Organization
- Employee Type
- Time Type
- FTE
- Hire Date

7. The System Task is complete.