



**Title:** View ID Information (SSN) for an Employee or Retiree  
**Functional Area:** Benefits Administration  
**Role:** Employee Benefits Division, Agency Benefits Coordinators, and Agency Benefits Liaison

## View ID Information (SSN) for an Employee or Retiree

Use this procedure to view the social security number or other National ID (such as U.S. Individual Taxpayer Identification Number (ITIN)) for an employee.

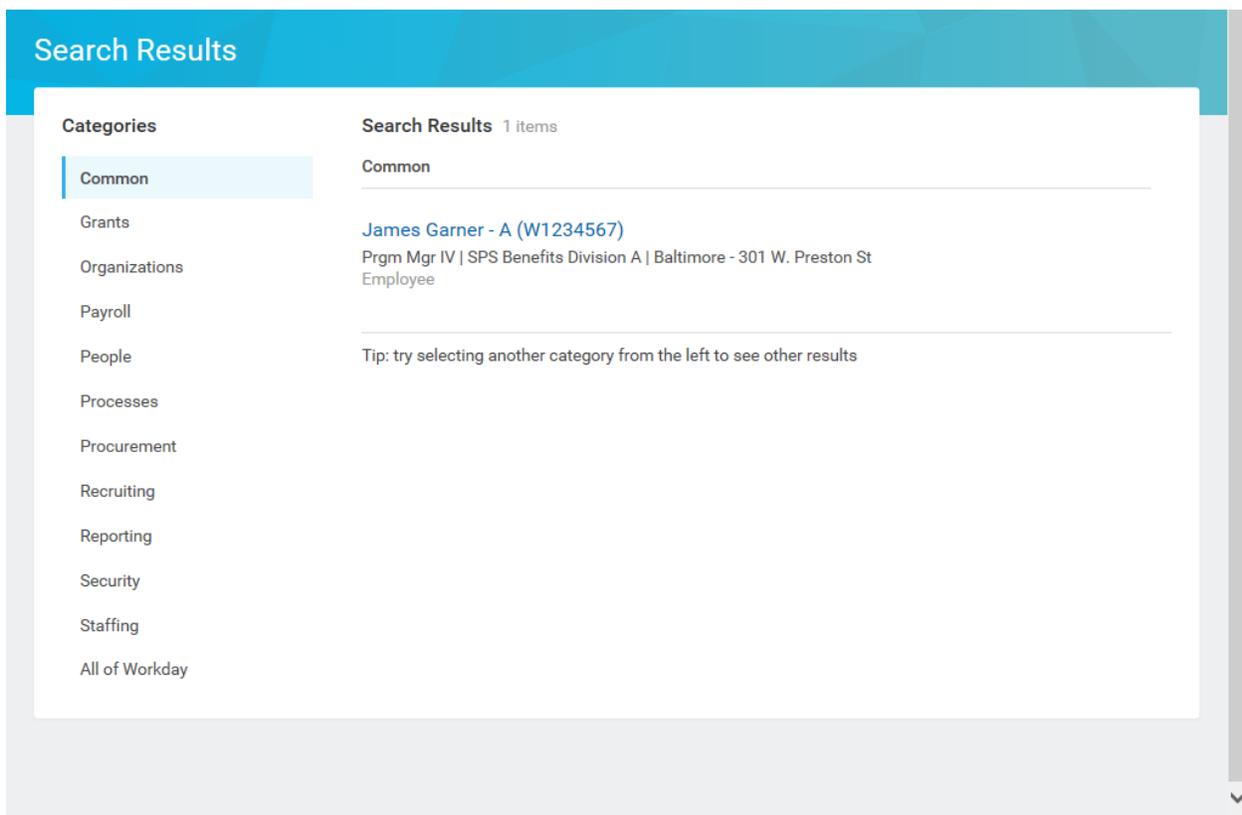
Note that SPMS Agency Benefits Coordinators can only view ID information (SSN) for their employees. The Employee Benefits Division can view ID information (SSN) for all employees and retirees.

### Procedure:

1. Enter the employee name or W number in the **Search** field.

2. Click the **search**  icon.

### Search Results



The screenshot displays the 'Search Results' interface. On the left, there is a vertical list of categories: Common, Grants, Organizations, Payroll, People, Processes, Procurement, Recruiting, Reporting, Security, Staffing, and All of Workday. The 'Common' category is selected. The main content area shows 'Search Results 1 items' under the 'Common' sub-category. A single result is listed: 'James Garner - A (W1234567)' with a hyperlink. Below the name, it shows 'Prgm Mgr IV | SPS Benefits Division A | Baltimore - 301 W. Preston St' and 'Employee'. A tip at the bottom of the results area reads: '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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### View Worker

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 page, click the **Personal**  **Personal** tab.



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## View Worker

James Garner - A  
(W1234567)  
Prgm Mgr IV

Actions

Team

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

Personal Information | IDs | Documents | Names

Edit

Personal

Gender	Male
Date of Birth	11/25/1968
Age	48 years, 10 months, 1 days
Marital Status	(empty)
Citizenship Status	(empty)

5. On the Personal tab, click the **IDs** sub-tab.



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Actions

Team

Summary  
Job  
Contact  
Personal  
Benefits  
Pay  
Performance

Personal Information | **IDs** | Documents | Names

Edit

National IDs 1 item

Country	National ID Type	Identification #
United States of America	Social Security Number (SSN)	888-77-1409

6. View the employee's social security number or other National ID.

7. The System Task is complete.