



Title: View Personal Information for an Employee or Retiree
Functional Area: Benefits Administration
Role: Employee Benefits Division, Agency Benefits Coordinators, and Agency Benefits Liaison

View Personal Information for an Employee or Retiree

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

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

Note that SPMS Agency Benefits Coordinators 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 displays a search results page with a teal header. On the left 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-header. A search result is listed for 'James Garner - A (W1234567)', with details: 'Prgm Mgr IV | SPS Benefits Division A | Baltimore - 301 W. Preston St 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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Search Results

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 **Personal**  tab.



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View Worker

James Garner - A
(W1234567)
Prgm Mgr IV

Actions

Team

- Summary
- Job
- Contact
- Personal**
- Compensation
- Benefits
- Pay

More (3)

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)
Hispanic or Latino	No
Race/Ethnicity	(empty)
Citizenship Status	(empty)

5. View the employee's personal information.
6. The System Task is complete.