



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

View Contact Information for an Employee or Retiree

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

Note that SPMS Agency Benefits Coordinators can only view contact 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

Search Results

Categories

- Common
- Grants
- Organizations
- Payroll
- People
- Processes
- Procurement
- Recruiting
- Reporting
- Security
- Staffing
- All of Workday

Search Results 1 items

Common

[James Garner - A \(W1234567\)](#)
Prgm Mgr IV | SPS Benefits Division A | 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.



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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 **Contact**  **Contact** tab.



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View Worker

The screenshot displays the 'View Worker' interface for James Garner - A (W1234567), a Program Manager IV. The left sidebar contains navigation options: Summary, Job, Contact (selected), Personal, Benefits, Pay, and Performance. The main content area shows the 'Contact' tab with an 'Edit' button and 'Home Contact Information'. Below this is a table with 1 item:

Address	Usage
111 SPS Drive Baltimore, MD 21201 United States of America	Home (Primary) Mailing

Below the table is another section with 1 item, showing a table with columns for 'Email Address' and 'Usage'.

5. View the home and work contact information.

6. The System Task is complete.