



Title: View ID Information (SSN) for an Employee
Functional Area: Benefits Administration
Role: Agency Benefits Coordinators and Agency Benefits Liaisons

View ID Information (SSN) for an Employee

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 Agency Benefits Coordinators and Agency Benefits Liaisons 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

Search Results

Categories

- Common
- Organizations
- People
- Processes
- Procurement
- Revenue
- Security
- Staffing
- All of Workday

Search Results 9 items

Common

[Shailene Woodley - E \(W100082\)](#) Employee
Benefits Employee | SPS Benefits Division E | 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

The screenshot shows a user interface for viewing worker information. On the left is a blue sidebar with a list of navigation tabs: Summary, Job, Contact, Personal, Benefits, Pay, and Performance. The main content area is light gray and displays the following information:

- Worker Name: Shailene Woodley - E (W100082)
- Title: Benefits Employee
- Location: Baltimore - 301 W. Preston St
- Buttons: Actions, Team

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

National IDs 1 item

Country	National ID Type	Identification #	Issued Date
United States of America	Social Security Number (SSN)	888-77-1471	

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

7. The System Task is complete.