



Title: View an Employee's Job Details
Functional Area: Benefits Administration
Role: Agency Benefits Coordinators and Agency Benefits Liaisons

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 and Agency Benefits Liaisons can only view job details for their employees. The Employee Benefits Division can view job details for all employees and retirees.

The information on this page will vary depending on if the employee is from an SPMS, CPBI, or Benefits Only agency.

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

Common

Organizations

People

Processes

Procurement

Revenue

Security

Staffing

All of Workday

Search Results 9 items

Common

[Shailene Woodley - E \(W1000082\)](#)

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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Shailene Woodley - E
(W1000082)
Police Officer II

Actions

Team

Summary

Job

Contact

Personal

Benefits

Pay

Performance

Location
Baltimore - 301 W. Preston St

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



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View Worker

The screenshot displays the 'View Worker' page for Shailene Woodley - E (W1000082), Police Officer II. The interface is divided into a blue left-hand navigation sidebar and a main content area. The sidebar includes a 'Team' icon and a list of menu items: Summary, Job, Contact, Personal, Benefits, Pay, and Performance. The main content area features a top navigation bar with tabs: Professional Profile, Job Details, All Current Jobs, Job, and More. The 'Job Details' tab is currently selected. Below the tabs, the main content area shows sections for 'Job History' and 'Education'.

5. Click the **Job Details** sub tab.



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View Worker

Shailene Woodley - E
(W1000082)
Police Officer II

Actions

Team

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

Job Details

Employee ID	W1000082
Organization	State of Maryland Supervisory Organization >> SPS Benefits Division E
Position	PE1041 Benefits Employee
Business Title	Benefits Employee
Job Profile	Police Officer II-4126
Job Family	> TT_STMD Employees 8 and 80 Eligible > TT - STMD Sworn Officers and Fire Marshalls DHHM Spec Cond/Ind Auth Group > DHHM Spec Cond/Ind Auth NCP Series > NCP: Police Officer > TT_STMD Shift Eligible Employees (24/7 and Presched Holiday) Vacancy Downgrade Series > Downgrade: Police Officer I: Sworn Police Officers > Law Enforcement-I
Employee Type	State/Regular
Management Level	8 Individual Contributor
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

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.