

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:

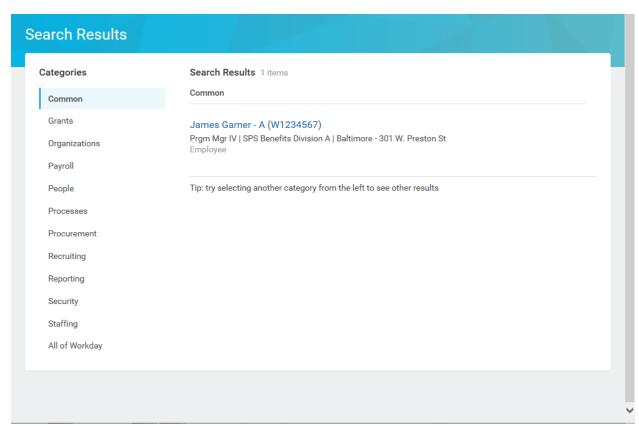
- Date of Birth
- Gender
- Age
- Marital Status
- Ethnicity
- Disability

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



3. In the search results, click the employee name hyperlink.

Last Updated on: 10/05/17 Page: 1 of 3



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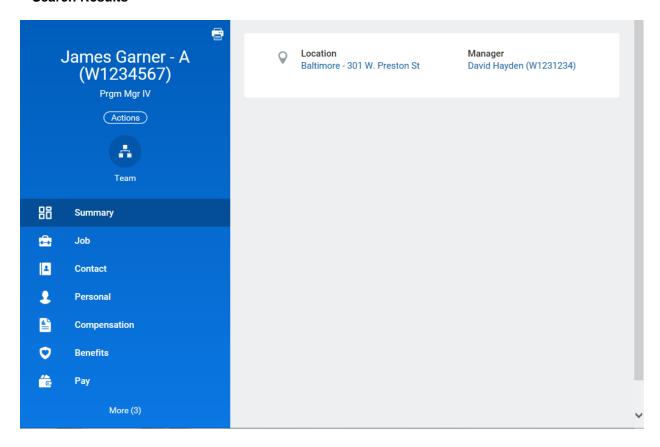
Retire

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Search Results



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



Last Updated on: 10/05/17 Page: 2 of 3



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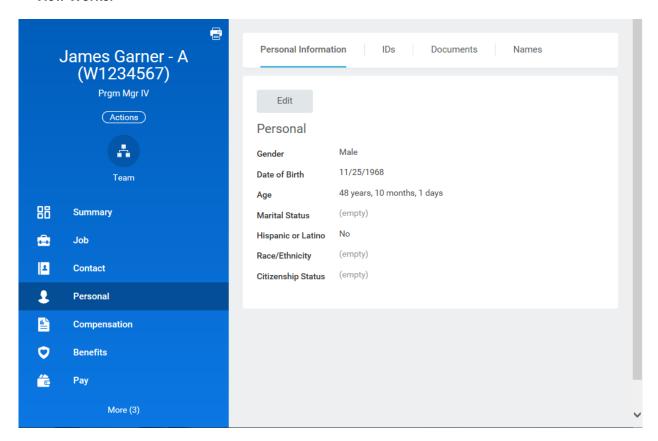
Retire

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View Worker



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

Last Updated on: 10/05/17 Page: 3 of 3