

Functional Area: Benefits Administration
Role: Employee Benefits Divis

Employee Benefits Division, SPMS Agency

Benefits Coordinators, and Agency Benefits

Liaison

# 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 in SPMS agencies can only view job details for their employees. The Employee Benefits Division can view job details for all employees and retirees.

## **Procedure:**

- 1. Enter the employee name or W number in the **Search** field.
- 2. Click the **search** icon.

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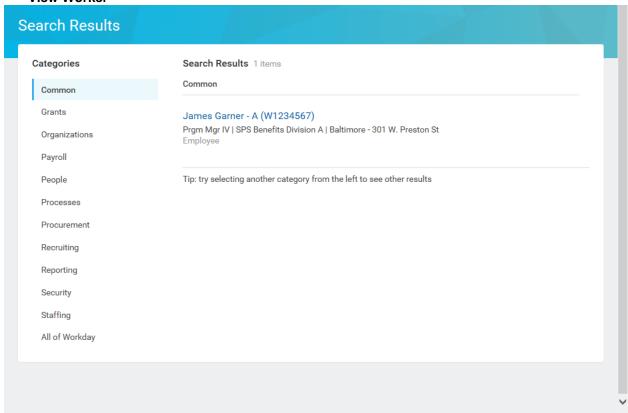


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# **View Worker**



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

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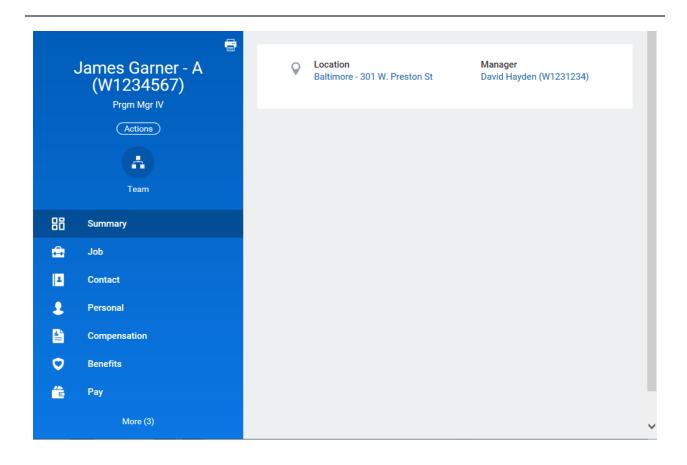


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4. On the worker profile, click the **Job** tab

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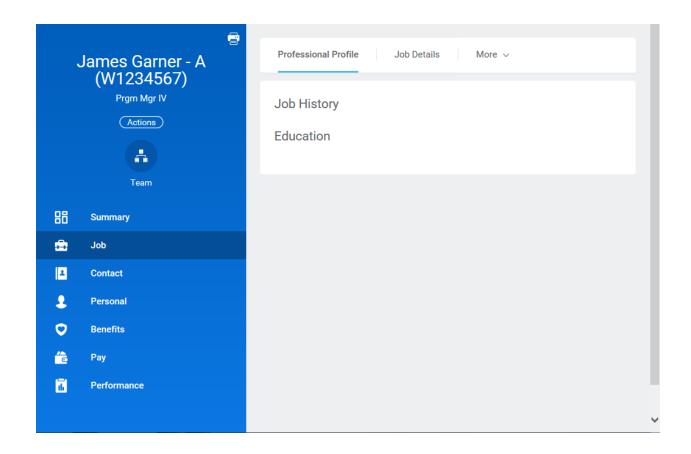
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## **View Worker**



5. Click the Job Details sub tab.

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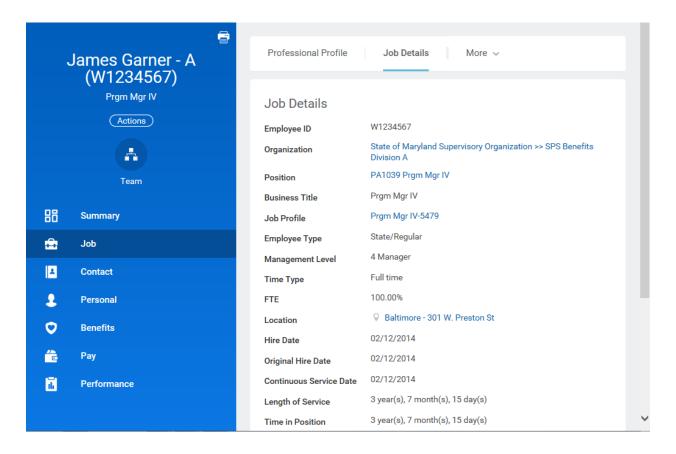
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#### View Worker



- 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.

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