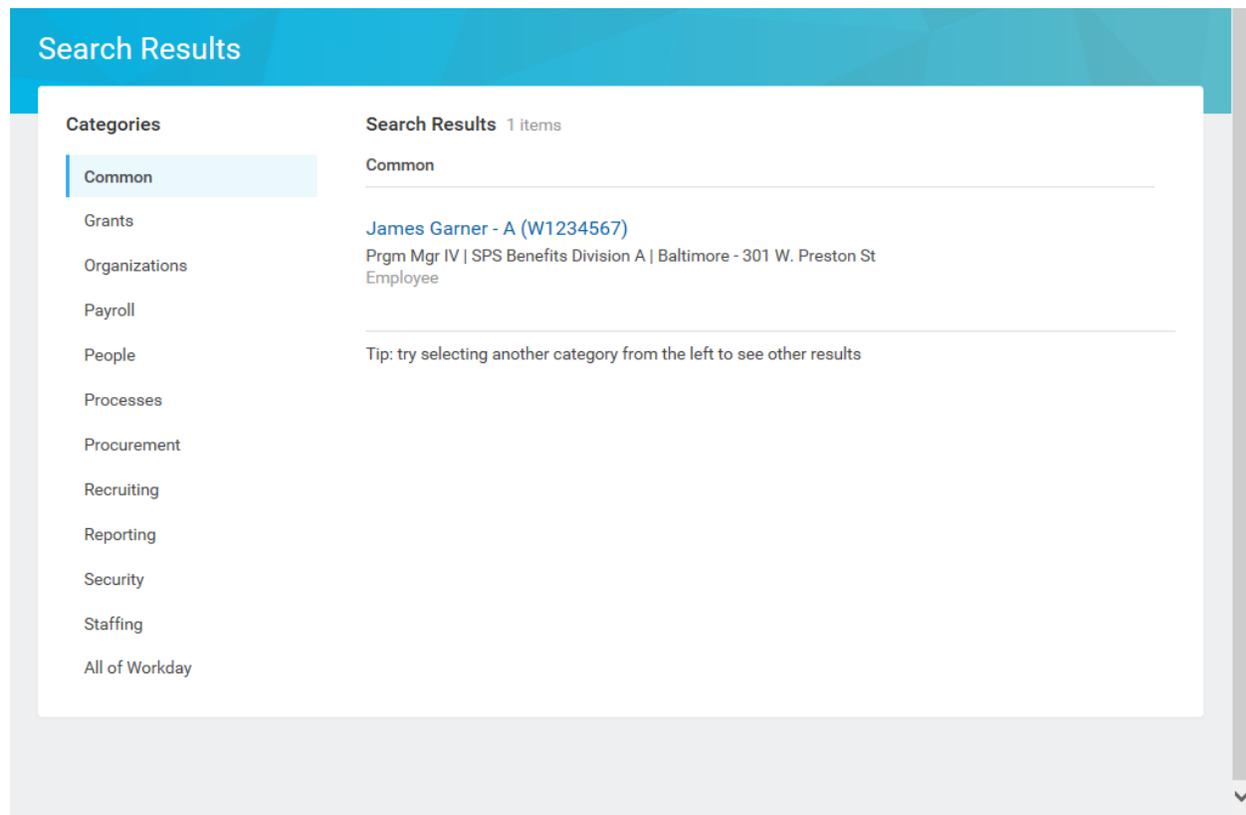# View the Pay Group for an Employee

Use this procedure to view the pay group (or pay schedule and pay frequency) for an employee. Note that SPMS Agency Benefits Coordinators can only view pay group information for their employees. Employee Benefits Division personnel can view pay group information for all employees.

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.

View Worker

4. On the Worker Profile page, click the **Pay** [Pay] tab.

View Worker

5. On the Pay Group **Pay Group** sub tab, view the employee's **Pay Group** and pay **Frequency** (e.g., Bi-weekly Regular 10/26, etc.)

6. The System Task is complete.