

Title: View Contact Information for an Employee

Functional Area: Benefits Administration

Agency Benefits Coordinators and Agency

Benefits Liaisons

## View Contact Information for an Employee

Role:

Use this procedure to view contact information for an employee, including home and work contact information.

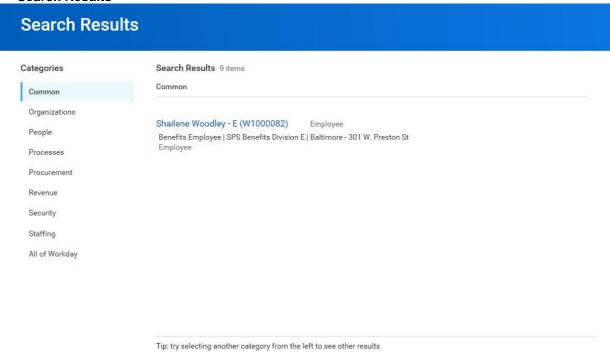
Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view contact information for their employees. The Employee Benefits Division can view personal information for all employees and retirees

Note that the home address is where the insurance cards and other related benefits information will be mailed. The work email address is where the employee will get notifications if they have an action to take in their My Tasks box.

## 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.

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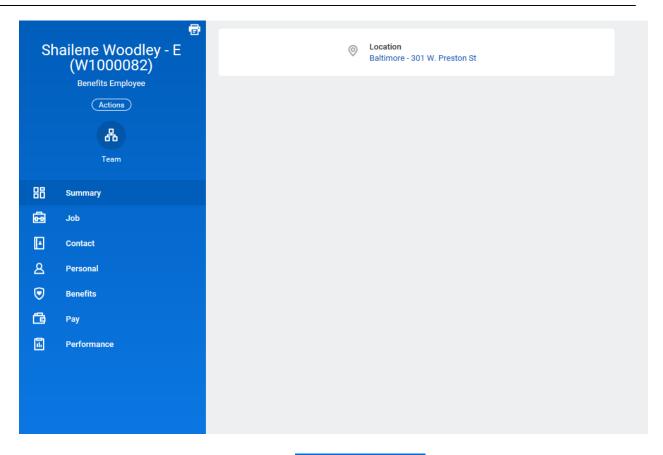


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4. On the worker profile page, click the **Contact** 



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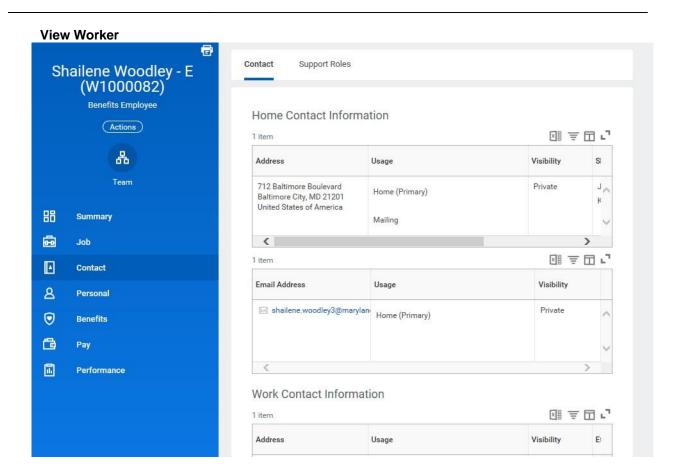


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- 5. View the home and work contact information.
- 6. The System Task is complete.

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