

# View ID Information (SSN) for an Employee

Use this procedure to view the social security number or other National ID (such as U.S. Individual Taxpayer Identification Number (ITIN)) for an employee.

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view ID information (SSN) for their employees. The Employee Benefits Division can view ID information (SSN) 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**

Search Results	
Categories Common Organizations People Processes Procurement Revenue Security Staffing All of Workday	Search Results 9 items Common Shailene Woodley - E (W1000082) Employee Benefits Employee   SPS Benefits Division E   Baltimore - 301 W. Preston St Employee

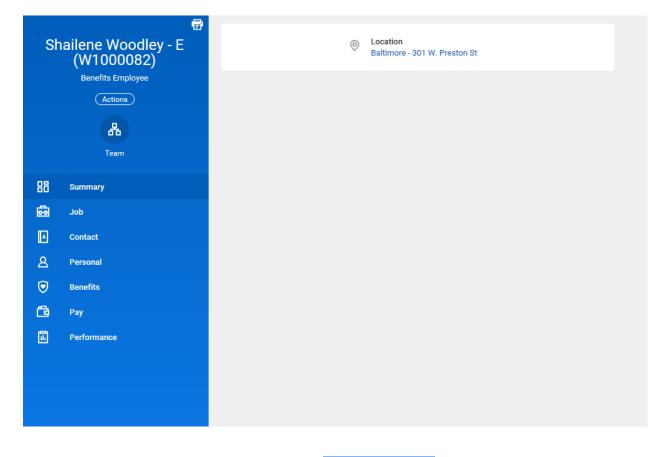
Tip: try selecting another category from the left to see other results

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



Title: Functional Area: Role:

#### **View Worker**



Personal

tab.

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



Last Updated on: 10/12/18



**View Worker** 

Title: Functional Area: Role:

Sh	ailene Woodley - E (W100082) Benefits Employee	Personal Information	n IDs Documents	Names
	Real of the second seco	Gender Date of Birth	Female 09/24/1960	
	Team	Age	58 years, 0 months, 18 days	
88	Summary	Marital Status	(empty)	
÷	Job	Citizenship Status	(empty)	
	Contact			
ඵ	Personal			
0	Benefits			
ß	Pay			
1	Performance			

sub-tab.

5. On the Personal tab, click the **IDs** 



Title: Functional Area: Role:

## View Worker

Sł	ailene Woodley - E (W1000082) Benefits Employee	Personal Information	IDs Documents Nan		≣ ╤ 급 <b>.</b> "
	Actions	National IDs 1 item	National IDs 1 item		
	- Change - C	Country	National ID Type	Identification #	Issued Date
	Team	United States of America	Social Security Number (SSN)	888-77-1471	$\hat{}$
		K	(5511)		>
88	Summary				
æ	Job				
-	Contact				
ඵ	Personal				
0	Benefits				
ß	Pay				
1	Performance				

- 6. View the employee's social security number or other National ID.
- 7. The System Task is complete.