

Title: View Personal Information for an Employee

Functional Area: Benefits Administration

Role: Agency Benefits Coordinators and Agency

Benefits Liaisons

View Personal Information for an Employee

Use this procedure to view personal information for an employee (or retiree), including:

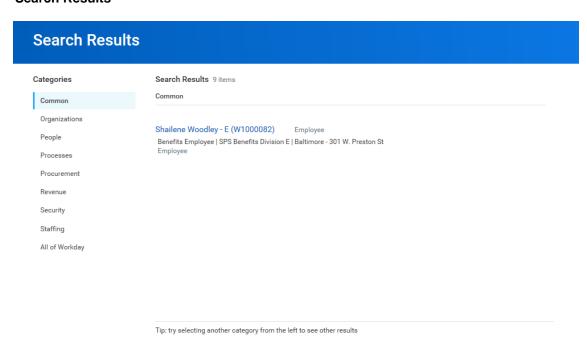
- Date of Birth
- Gender
- Age
- Marital Status
- Ethnicity
- Disability

Note that Agency Benefits Coordinators and Agency Benefits Liaisons 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: 10/12/18 Page: 1 of 3



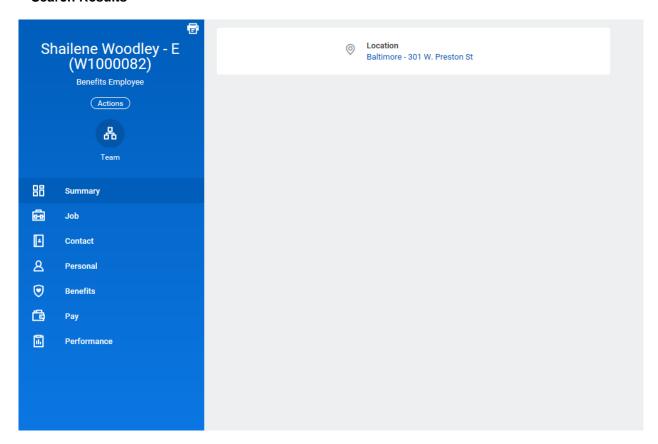
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Search Results



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

Last Updated on: 10/12/18 Page: 2 of 3



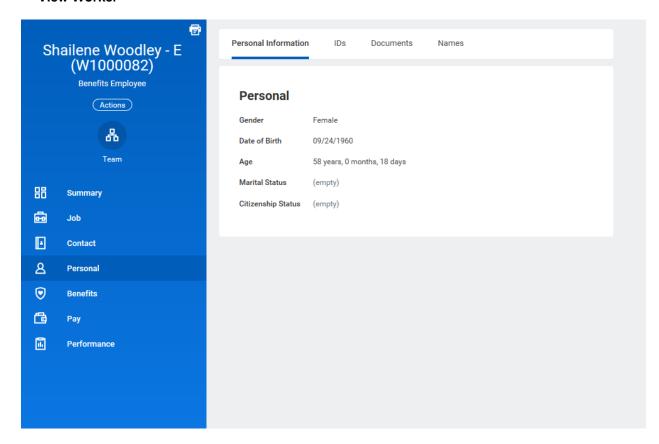
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View Worker



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

Last Updated on: 10/12/18 Page: 3 of 3