



**Title:** View Contact Information for an Employee  
**Functional Area:** Benefits Administration  
**Role:** Agency Benefits Coordinators and Agency Benefits Liaisons


## View Contact Information for an Employee

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

#### 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.



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Shailene Woodley - E  
(W1000082)  
Benefits Employee

Actions

Team

Summary  
Job  
Contact  
Personal  
Benefits  
Pay  
Performance

Location  
Baltimore - 301 W. Preston St

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



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### View Worker

**Shailene Woodley - E**  
(W100082)  
Benefits Employee

Actions

Team

- Summary
- Job
- Contact**
- Personal
- Benefits
- Pay
- Performance

Contact Support Roles

#### Home Contact Information

1 item

Address	Usage	Visibility	SI
712 Baltimore Boulevard Baltimore City, MD 21201 United States of America	Home (Primary) Mailing	Private	J k

#### Work Contact Information

1 item

Address	Usage	Visibility	E
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5. View the home and work contact information.

6. The System Task is complete.