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

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

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.

View Worker

5. View the home and work contact information.

6. The System Task is complete.