View an Employee's Job Details

Use this procedure to view employee's Job Details. Some examples of job details include:

- Employee ID (W number)
- Supervisory organization
- Position
- Business title
- Job profile
- Employee type (e.g. State/Regular, Contractual, etc.)
- Management level
- Time type (full time/part time)
- FTE %
- Location
- Hire Date (Entry on Duty)
- Original Hire Date
- Continuous Service Date
- Length of Service
- Time in Position
- Time in Job Profile

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view job details for their employees. The Employee Benefits Division can view job details for all employees and retirees.

The information on this page will vary depending on if the employee is from an SPMS, CPBI, or Benefits Only agency.

<div style="background-color:red; color:white;">

Procedure:

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1. Enter the employee name or W number in the **Search** field.

2. Click the **search** icon.

View Worker

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

Shailene Woodley - E (W1000082)

Police Officer II

Actions

Team

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

Location
Baltimore - 301 W. Preston St

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

View Worker

5. Click the **Job Details** sub tab.

View Worker

6. On the Job Details page, view the employee's job details.

- Employee ID (W number)
- Organization
- Employee Type
- Time Type
- FTE
- Hire Date

7. The System Task is complete.