

## Personal Data Inquire Page

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| 1.  | Click the <b>Administer Workforce</b> link.<br>  |
| 2.  | Click the <b>Administer Workforce (USF)</b> link.<br>  |
| 3.  | Click the <b>Inquire</b> link.<br>   |
| 4.  | Click the <b>Personal Data</b> link.<br>   |
| 5.  | Click in the field in which you want to search.<br>  |
| 6.  | Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. <b>"Winter"</b> .  |
| 7.  | Click the <b>Search</b> button.<br>  |
| 8.  | Select the desired entry to display the <b>Personal Data</b> page.<br>   |
| 9.  | Click the <b>Job Data1</b> tab to display the <b>Job Data1</b> page for the <b>Personal Data</b> view.<br>             |
| 10. | Click the <b>Benefits/FEHB Data</b> link to display data on <b>Benefits/Retirement</b> .<br>                           |
| 11. | Click the <b>OK</b> button.<br>  |
| 12. | Click the <b>Job Data2</b> tab to display the <b>Job Data2</b> page for the <b>Personal Data</b> view.<br>             |
| 13. | Click the <b>Employment Data</b> tab to display the <b>Employment Data</b> page for the <b>Personal Data</b> view.<br> |
| 14. | Continue to search for additional information, if necessary.<br><b>End of Procedure.</b>  |