

Welcome to the training on how to view salary and contribution history information of a selected employee.

### **How Do I Look Up an Employee's Information?**

The Employee Information screen allows you to view basic enrollment information. From the home screen, you can view an employee's Information by navigating to the **Employee Information** screen.

Click on **Services**.

And select **Employee Information**.

Choose an option from the **Search By** drop-down menu.

You can search for an employee using their **Social Security Number, PID, or Last Name**.

In this example, the **PID** will be used for the search criteria.

Enter the search criteria in the corresponding field.

Click **Search**.

The **Employee's Name** will be displayed.

When searching by last name, more than one employee may be listed.

Click the **Radio** button next to the employee on which you'd like more information.

If only one name is displayed, then the employee will automatically be selected.

The Employee's information is shown in the **Account Information** section.

Information such as **Most Recent Employer, Enrollment Begin Date, and Date of Last Contribution** will be displayed.

For employees who work for your employer, you will also be able to see detailed account history, such as **Wages**, and **Service Credit** for each year worked.

For additional information or assistance, please contact an Employer Services Representative at 334-517-7005 or [employer.services@rsa-al.gov](mailto:employer.services@rsa-al.gov).