

Viewing Employee Profiles

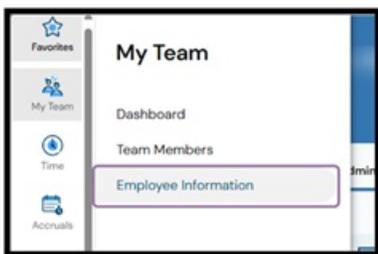
Last Modified on 02/18/2026 12:19 pm EST

Employee profiles in Würk give you a complete view of an employee's information, from basic details to pay, job, and work history. You may need to access a profile to review information or confirm details before making a change. Würk provides several ways to reach an employee's profile, whether you are working from an HR dashboard, running a report, or reviewing information from another part of the system.

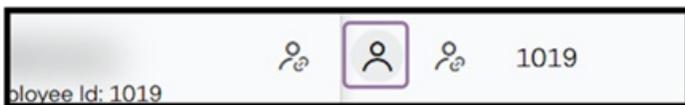
This guide walks you through the common ways to open and navigate an employee profile, along with tips that help you locate the information you need quickly.

If you follow this guide and find that you do not have the access you need, please contact support@enjoywurk.com for assistance.

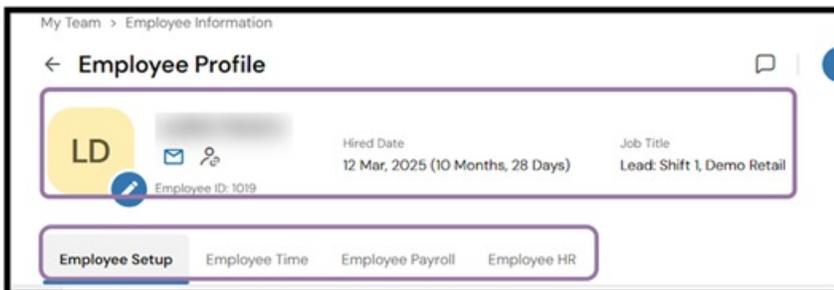
In the menu, navigate to My Team>Employee Information.



Locate the employee you want to view, then click the Employee Information icon. This icon is a single person.

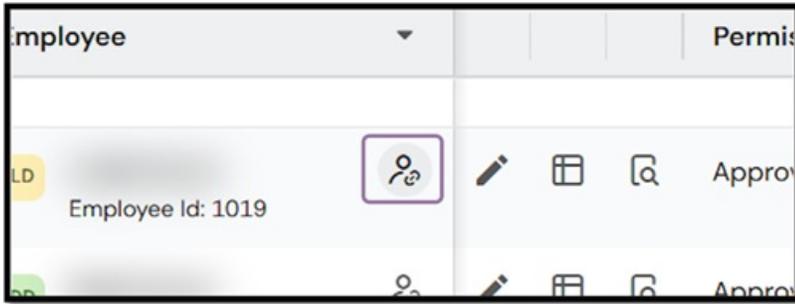


The employee profile opens. At the top, you will see key summary details for the employee. Use the tabs to view more detailed information. *Please note, the tab names and number of tabs may vary based on your company's configuration.*



Or, if you are viewing employee information from another area in Würk, you may see an icon with a single person and a link. This is the Employee Quicklinks icon.

You can click this icon to open a list of shortcuts that will take you to additional reports and pages related to that employee.



To open the full employee profile from the Quicklinks pop-up, click the employee's name. This will take you directly to their profile page.

