



Use Employee Search

This job aid explains how you can use the Employee Search functionality.

About Employee Search

- Managers require the ability to find specific employees and then navigate to their person record, timecard, or schedule to review or edit information.
- Employee Search is a global search feature that lets a manager quickly find specific employee records by entering their name or ID.

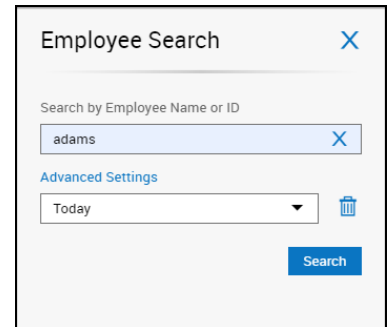
To use Employee Search:

- In the toolbar at the top of any page, click **Employee Search** to open the **Employee Search** pane



- Enter the name or ID of the employee you want to find in the **Search by Employee Name or ID** field. You can use the following wild card characters in your search:

- * - use for a multiple character substitution, such as J* for all names that begin with J.
- ? - Use for a single character substitution, such as J??n to search for names that begin with J, contain two unknown letters, and end with n.



- (Optional) From **Advanced Settings**, select the time period that you want to use.
- Click **Search**.

- The results appear in a list. Select the check boxes of the records that you want to view or edit and click **Go To** to navigate to the following pages:

- Timecard
- Schedule
- People
- Reports

