

Searching for an Individual

When looking up an individual, use the drop-down box to select an operator and enter the criterion by which to search. You may enter the criterion in whole or part.

The screenshot shows the search interface with the 'Empl ID' and 'Name' fields. The 'Empl ID' dropdown menu is open, showing options: 'begins with', 'contains', '=', 'not =', '&', and '<='. The 'Name' dropdown menu is also open, showing options: 'begins with', 'contains', and '<='. The 'Look Up' button is visible on the left, and 'Cancel' and 'Basic Lookup' buttons are on the right.

Search by Empl ID

- Select the appropriate Operator.
- If searching by Empl ID, you can enter the UFID in whole, or in part.
 - In the example to the right, Empl ID “begins with” “78” is selected/entered.
- Click the **Look Up** button.
 - In the example, only UFIDs that “begin with” “78” will appear.
- Click the **Clear** button to clear the Search Results.

The screenshot shows the search interface with 'Empl ID' set to 'begins with' and '78' entered. The 'Name' field is set to 'begins with'. The 'Look Up' button is visible. Below the search fields, the 'Search Results' section shows a table with two columns: 'Empl ID' and 'Name'. The results are:

| Empl ID | Name |
|--------------------------|--------------------------------|
| 78015310 | Bryan Garey |
| 78775050 | Kenya Williams |

Search by Name

- Select the appropriate Operator
- Enter the Name in whole or in part.
 - In the example to the right, Name "contains" "BR" is selected.
- Click the **Look Up** button.
 - In the example, the search results will return anyone with “BR” in the name.
 - The name field presents the First Name followed by the Last Name. You cannot make the search results alphabetical by Last Name.
 - Click the **Clear** button to clear the Search Results.

The screenshot shows the search interface with 'Empl ID' set to 'begins with' and 'Name' set to 'contains' with 'br' entered. The 'Look Up' button is visible. Below the search fields, the 'Search Results' section shows a table with two columns: 'Empl ID' and 'Name'. The results are:

| Empl ID | Name |
|--------------------------|--------------------------------|
| 64850970 | Olive Branch |
| 58970169 | Brighton Early |
| 78015310 | Brad Hammer |
| 35838410 | Brock Lee |

Notables

- By not selecting an Empl ID or Name, and clicking the Look Up button, you would see everybody with Job Data in the Department. This will include terminated employees, because of the need for some to complete retroactive transactions.
- You can click the column heading to change the order.
- Click the appropriate record to conclude your search or click the **Cancel** button.