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.

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.

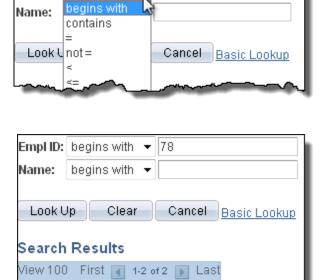
Search by Name

- 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.

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.

Instruction Guide



Empl ID: begins with 💌

Empl ID

78015310

78775050

Name

Bryan Garey

Kenya Williams

