

Payroll

Employee Lookups

The field shown below may be used to help you quickly find the Employee # you are seeking, and is available throughout the Payroll application:

Employee # Find

- 1. Employee #:** If you already know the Employee # that you want, then you simply enter the number into this field and continue with what you are doing.
- 2. Find:** Click on this button if you do not already know the Employee # you are seeking. The “Employee lookup” window will appear. See below for a view of the “Lookup” window and directions for its use.

Employee Lookup

Number	Last	First	MI	Ext	Type
ACESTR	ACE	STROKE			Salary
AUSSTE	AUSTIN	STEPHEN			Salary
BAIGEO	BAILEY	GEORGE			Salary
BALROC	BALBOA	ROCKY			Salary
BEAYOG	BEAR	YOGI			Hourly
BEAJAM	BEARD	JAMES			Hourly
BELMIC	BELCHER	MICHEAL			Hourly
BEUFER	BEULLER	FERRIS			Hourly
BONJAM	BOND	JAMES			Hourly
BOUJAS	BOURNE	JASON			Hourly
BRATHO	BRADY	THOMAS			Hourly
BUMDAG	BUMSTEAD	DAGWO			Hourly
CABLAR	CABLEGUY	LARRY			Hourly
CAGXAN	CAGE	XANDER			Salary
CAIKWA	CAINE	KWAI-CH			Hourly
CEAJUL	CEASER	JULIUS			Hourly
CHACHA	CHAPLAN	CHARLIE			Hourly
CLAJED	CLAMPET	JED			Hourly

Show: Active Inactive Terminated

5 Employee Number Order Employee Name Order

Find

8 OK 9 Cancel

- 1.** You can click directly on the Employee you are seeking and click “OK” to select it, OR you can use your arrow keys to move the highlighter to the Employee you are seeking, and click “OK” (or hit Enter) to select it.

Payroll

2. **Show: Active:** Check this option to have Active Employees appear in the list. Active Employees appear in green.
3. **Show: Inactive:** Check this option to have Inactive Employees appear in the list. Inactive Employees appear in blue.
4. **Show: Terminated:** Check this option to have Terminated Employees appear in the list. Terminated Employees appear in red.
5. **Employee Number Order:** Click this option to have the list appear in order by Employee number.
6. **Employee Name Order:** Click this option to have the list appear in alphabetical order by Employee name.
7. **Find:** Begin typing information into the field related to the “Order” you selected (see 5 and 6 above) and the window will scroll to the nearest match.
8. **OK:** Once you have selected the Employee you are seeking, click “OK.”
9. **Cancel:** Click “Cancel” to return to the previous screen.