<p align="center">Payroll</p>

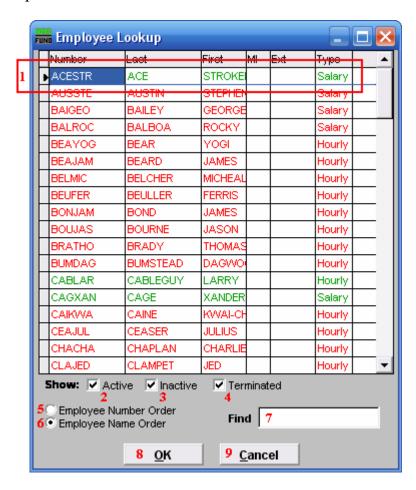# Employee Lookups

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

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

1. You can click directly on the Employee you are seeking and click "OK" to select it, <u>OR</u> 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.

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.