Overview

- Supervisors can use the magnifying glass to search for an employee.
- Navigate to a variety of locations using the ‘Go To’ feature.

Quick Access to Active and Terminated Employees

To access time off, schedules, timecards, and more for a particular employee, a search option is available.

1. With access to view employee data, users will notice a magnifying glass in the top right corner that is available throughout the site.

2. Upon clicking the magnifying glass, an employee search box will appear.

3. Type in an employee’s last name to search for the employee. Click Search.

4. A list of possible employees will come up. Select the correct employee and click ‘Go To’.
5. From the ‘Go To’ selection, you can choose to navigate to the employee’s timecard, schedule, and more.

Notes

- Type the first few letters followed with an asterisk to finish the search with a ‘wildcard’.
- To search for a terminated employee, choose ‘Advanced Settings’ at Step 3, and choose ‘All Employees’ in the additional options.