




## Quick Access to Active and Terminated Employees

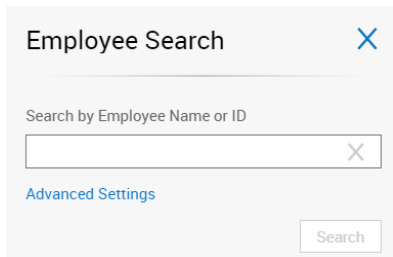
To access time off, schedules, timecards, and more for a particular employee, a search option is available.

### 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 Employees/Access to Terminated Employees

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.



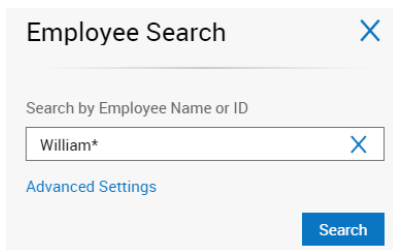
Employee Search ✕

Search by Employee Name or ID

  
[Advanced Settings](#)

Search

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



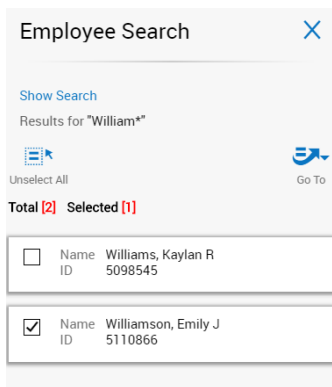
Employee Search ✕

Search by Employee Name or ID

  
[Advanced Settings](#)

Search

4. A list of possible employees will come up. Select the correct employee and click 'Go To'.



Employee Search ✕

Show Search

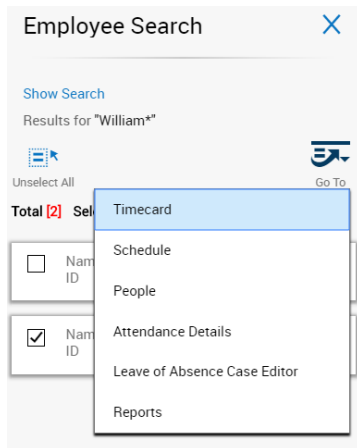
Results for "William\*"

Unselect All  Go To

Total **[2]** Selected **[1]**

<input type="checkbox"/>	Name: Williams, Kaylan R ID: 5098545
<input checked="" type="checkbox"/>	Name: Williamson, Emily J ID: 5110866

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.

