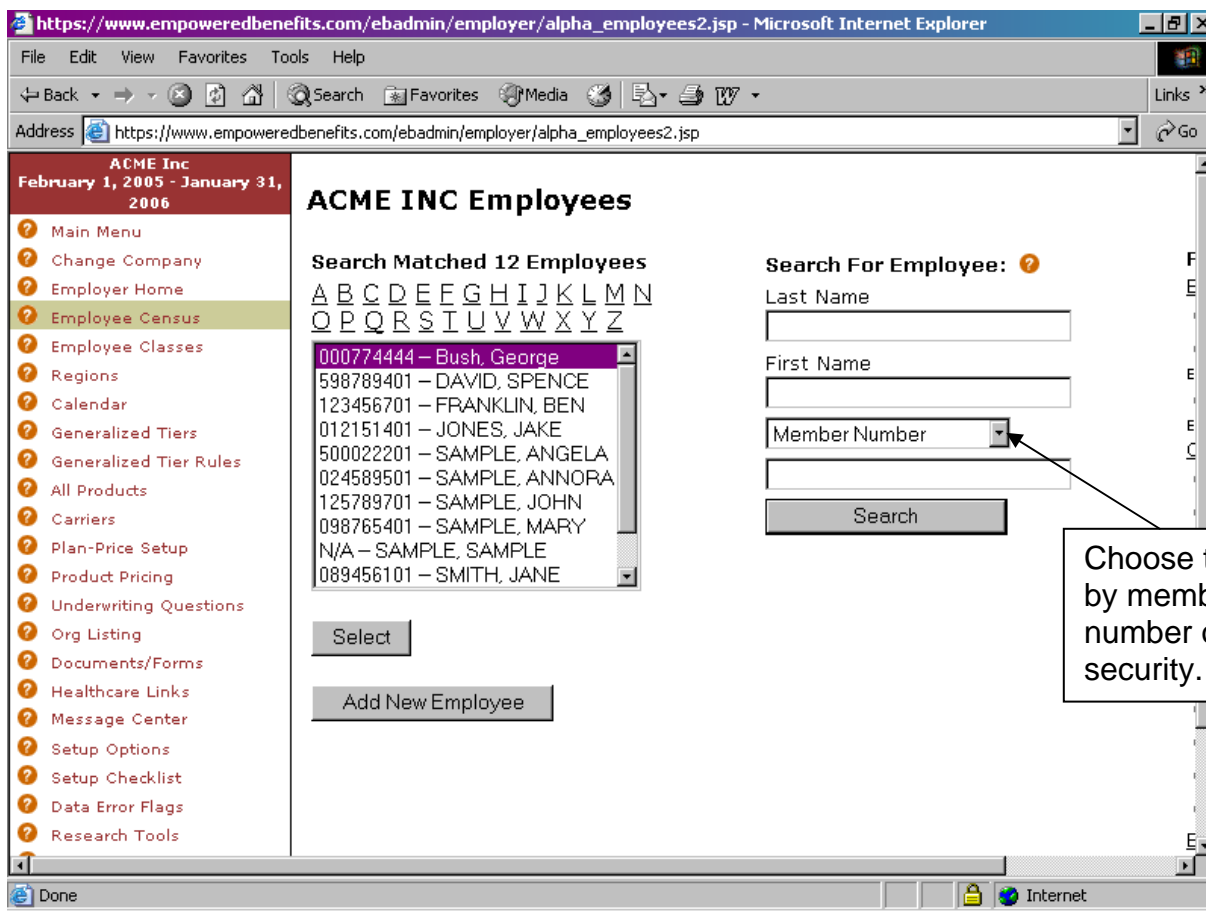


## FIND EMPLOYEE RECORD

Select the Find an Employee link on the left-hand side or click the word Employee Census on the main menu: This option will display the employee information. Employee adds, terms and changes are also done through this screen.



### Employee Search:

There are several ways to locate an employee.

- **Name Search:** - enter the employee name in the name fields and then click the “Search” button. The system will locate the requested employee and display the Employee Details of the requested member.
- **Alpha Search** – Click on the 1<sup>st</sup> letter of the last name. The box will display only the employees whose last name starts with the selected letter. Highlight the employee and click the Select button. The system will locate the requested employee and display the Employee Details of the requested member.
- **Member Number or Employee social security number** – Choose from the drop down selection to search by member number or social security. Enter the member number or ssn# in the field below drop down and press search. The system will locate the requested employee and display the Employee Details of the requested member.