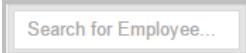


Search for an Employee in Evolution Payroll

Overview

You can search for an existing employee in Evolution Payroll from the Main Employees screen in either Table View or Form View, using the search box in the upper left of the screen.



First though, make sure you have the correct **Client** and **Company** selected at the top right of the screen.

Client: 0001 - Fantasy World
 Company: 0001A - Fantasy World

This guide describes how to:

- Search for an Employee in Table View
- Search for an Employee in Form View

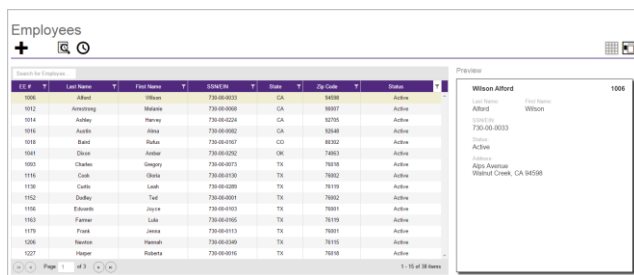
To search for an employee, you need to be in an Employees module screen:

- ▶ On the menu bar on the left side of the screen, click on the **Employees** menu item.



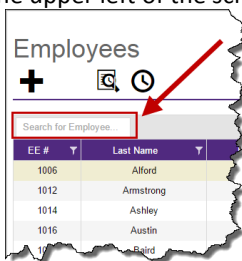
Search for an Employee in Table View

Employee screen - Table View



To search for an employee in Table view:

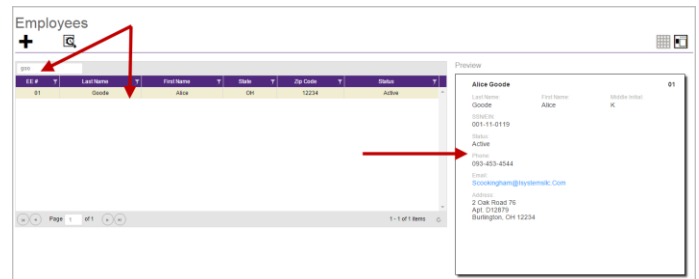
1. Enter search criteria in the **Search for Employee** field in the upper left of the screen (above the grid).



You can search for an employee (in Table View) by entering any of the following criteria in the Search for Employee field:

- Employee name
- Employee code (number)
- State
- Zip Code

2. As you type the search criteria into the search field, the system displays any matches in the grid section of the Employees screen below (the row is highlighted) and also displays information in the **Preview** pane on the right to help you determine if this is the employee you are searching for.

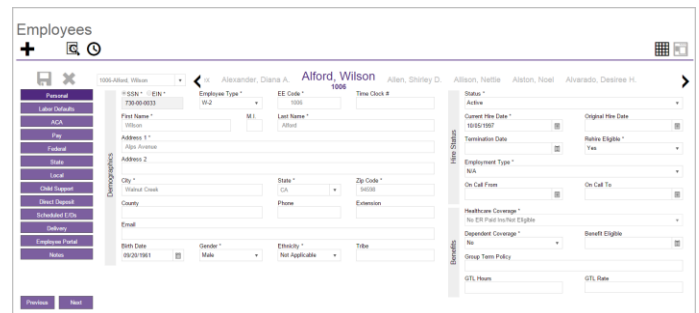


Note: You cannot edit information in the Preview pane.

3. Double-click on the highlighted row to display the Employees – Personal screen for the selected employee. Or, you can also click on the Form View button at the top right of the screen.



Make sure the row for the employee you want is selected. The system then displays the Employee-Personal screen for that employee.



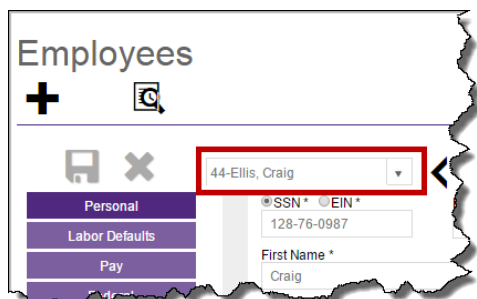
Search for an Employee in Form View



Employee screen – Form View

To search for an employee in Form view:

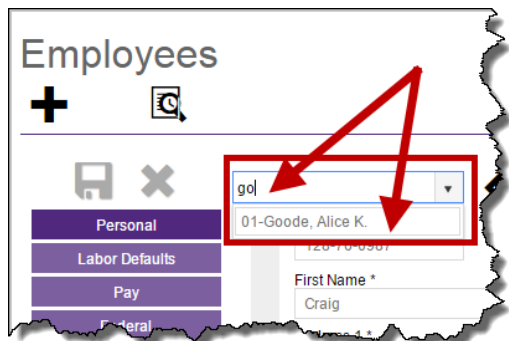
1. Enter search criteria in the employee search field in the upper left of the screen. Highlight the employee name currently displaying in the field and then enter the first few search characters of the new employee you are searching for.



You can search for a different employee (in Form View) by entering the following criteria *only* in the search field box:

- Employee's last name
- Employee code (number)

2. As you type the search criteria into the search field, the system displays any matches below in the employee dropdown field.



3. Click on the employee name you want from the employee search dropdown. The system displays the Employee – Personal screen for that employee.



For overview information about the Employees screens, see the *Evolution Payroll Employees Menu At a Glance* job aid; for detailed information, see the *Evolution Payroll User Guide*.

