



Locating Comprehensive Employee Information

To find an employee, click , located at the top of the menu. Type the employee's name (first or last) in the Search field on the Employee Properties tab. To return results, either press ENTER or wait a few seconds. Click the appropriate employee to browse to his or her information.

Alternately, you can find an employee by workgroup. Click . Click the Workgroups tab. Type the workgroup name, number, or code in the Workgroups field. To return results, either press ENTER or wait a few seconds. Click the appropriate employee to browse to his or her information.