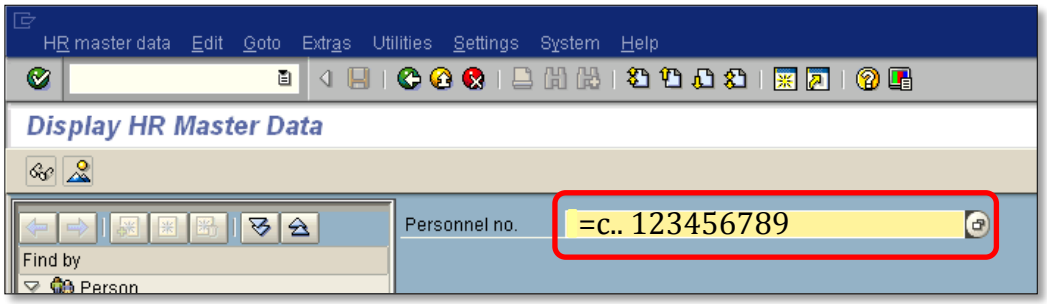
HRMS Basics Job Aid #7: Other Search Options

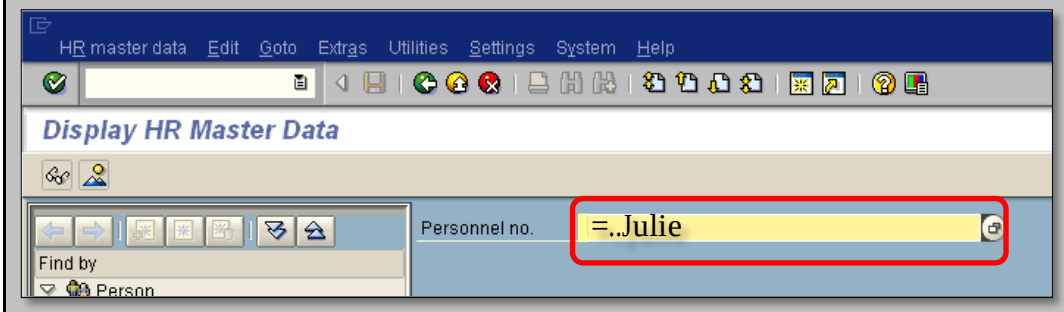
Search by Social Security Number

In the Personnel no. field, type "=c.." and the Social Security number (without dashes) and click the Display icon.



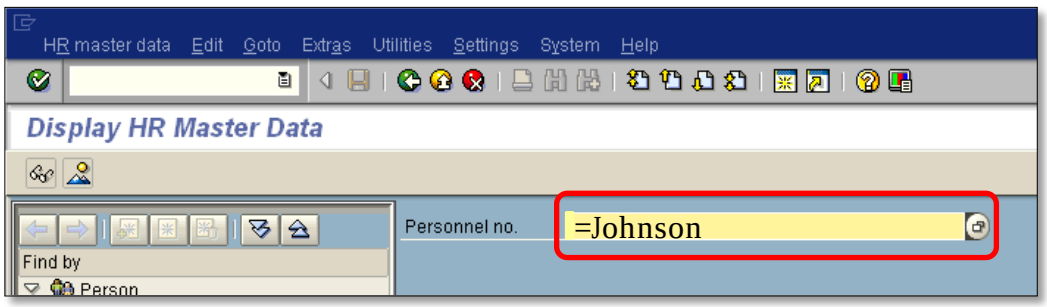
Search by First Name

In the Personnel no. field, type: "=.." followed by the first name of the employee and click the Display icon.



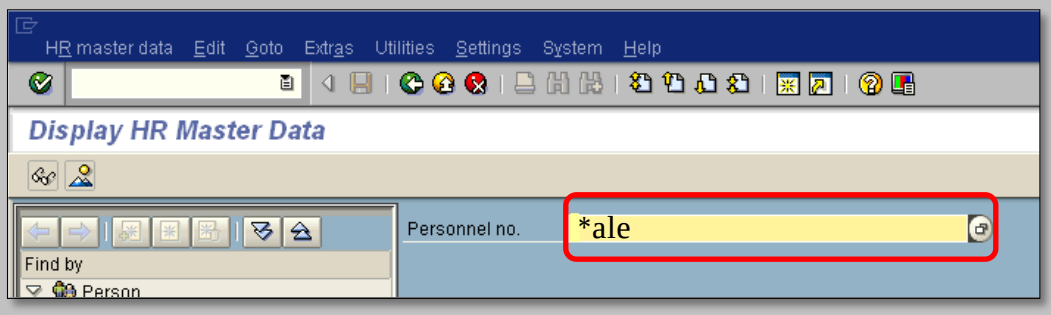
Search by Last Name

In the Personnel no. field, type: "=" followed by the last name of the employee and click the Display icon.



Search using Wildcard(*)

- If you know the first letter of the last name (or first name) but are unsure of the correct spelling, type in the first letter or two followed by an asterisk (*). A list of names starting with these letters will appear.
- The wildcard (*) can be used in many different ways. It can be used at the beginning of a name, at the end of the name, or in the middle of the name.
- In the Personnel no. field, type: "*" followed by the beginning, end or middle of the name and click Display icon.



Example: Your search of "*ale" may produce the following names: Dale, Gale, etc.