Search Employee Processes

To Search for a specific employee, click on the Search icon, as highlighted below:

Once the Search icon is clicked, the following dialog box populates on the screen. Select or enter the appropriate criteria by using Process Type, Process Status, Affected Personnel #, or Reference #. The personnel populated from the search is based on the initiator’s security access. Search by Name is not currently available.

If you remove Initiator Username you can search a listing of electronic PARS that have been submitted for your current organization structure.

Note: Date Initiated populates a date range that can be changed, but not required for the search. Initiator Username populates the user that is completing the search.
**Process Type:** Click on the dropdown arrow to search by All process types or specific process types.

**Process Type:**
- All
- Part-time Faculty Pay
- Separation/Retirement
- Status/Salary Change
- Supplemental Payment

**Process Status:** Choose the appropriate radio button to search by All, Open or Complete Statuses. **All** Status will return open and complete process types. **Open** status will return all Open processes that are in workflow and **Complete** Status will return completed processes approved through workflow.

**Process Status:**
- All
- Open
- Complete

**Affected Personnel #:** Enter the Personnel # of the employee.

**Affected Personnel #:**

12345

**Reference #:** Enter the Reference # of the PAR.

**Reference #:**

73970