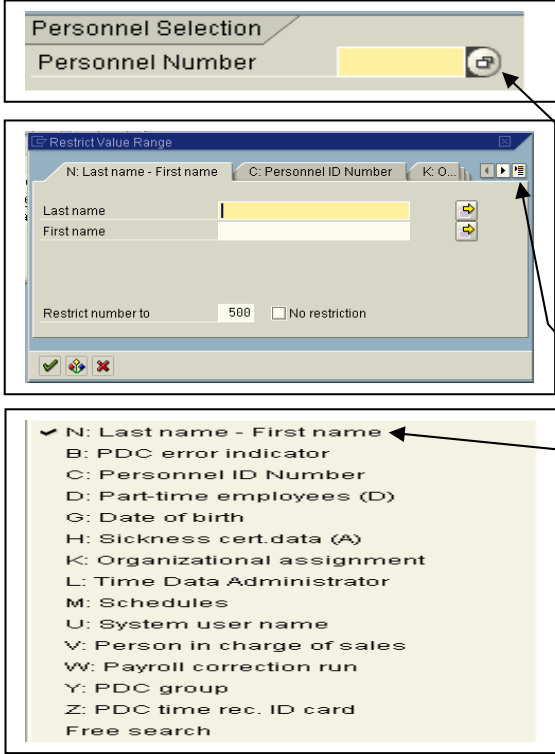

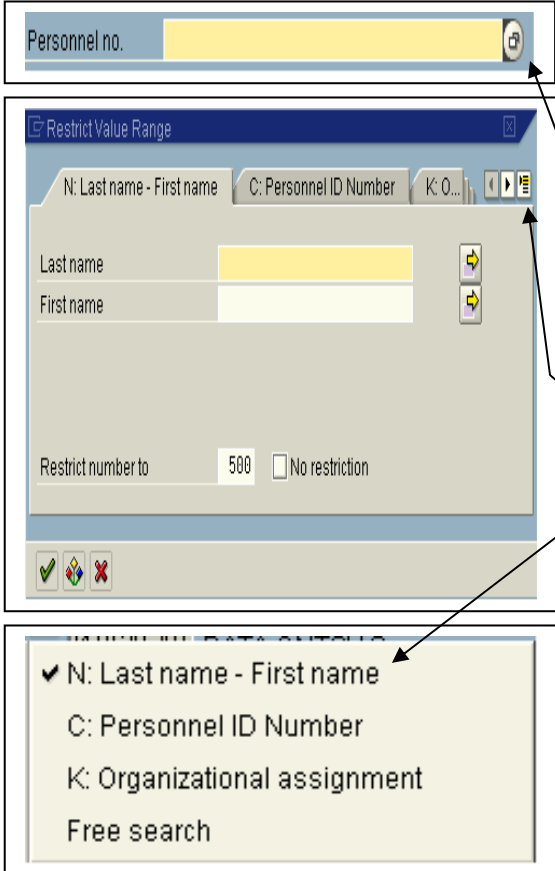
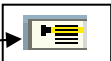
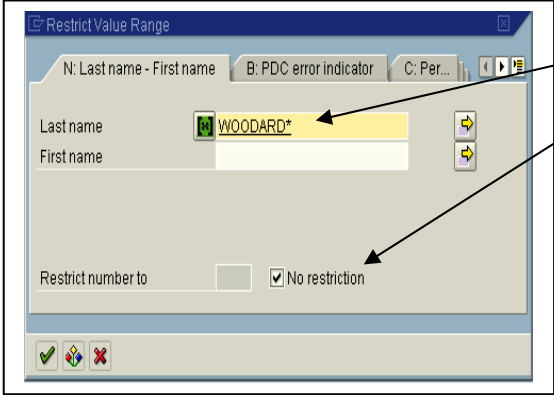
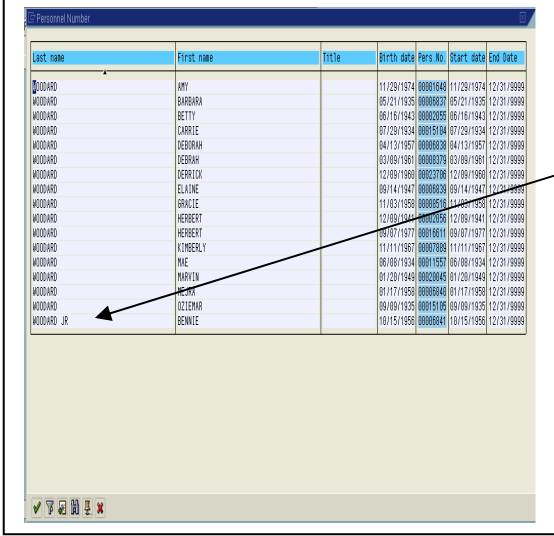
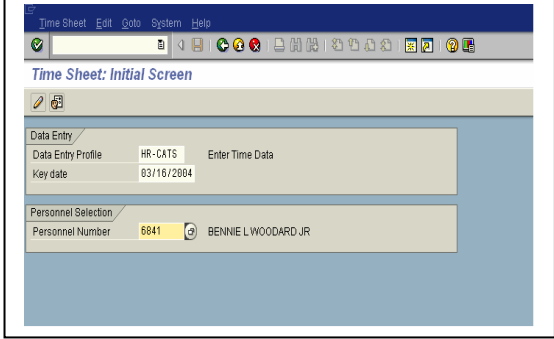
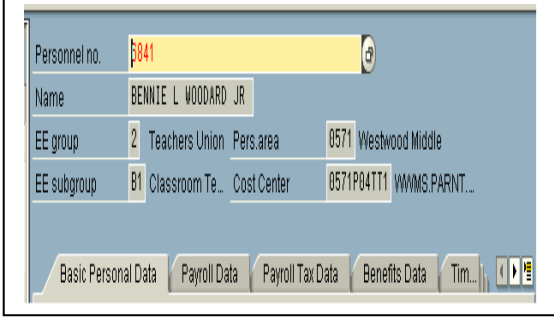




## Personnel number search (SAP #) in Payroll and HR Modules

Steps	Screen Displayed	Procedures
1		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>Time Sheet: Initial Screen</b></p> </div> <p>To search for a specific employee number while inputting Negative or Positive time follow these steps:</p> <ul style="list-style-type: none"> <li>Click the icon to the right of the <b>Personnel Number</b></li> </ul> <p>It's recommended that you use <b>N: Last name – First name</b> search mode. If <b>N: Last name – First name</b> isn't displayed follow these steps:</p> <ul style="list-style-type: none"> <li>Click this icon </li> <li>Click anywhere in the <b>N: Last name – First name</b> row (Note these selections appear by the icon)</li> </ul> <p><b>Go to step three.</b></p>
2		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>Display HR Master Data</b></p> </div> <p>To search for a specific employee number while Displaying or Maintaining HR Master Data follow these steps:</p> <ul style="list-style-type: none"> <li>Click the icon to the right of the <b>Personnel Number</b></li> </ul> <p>It's recommended that you use <b>N: Last name – First name</b> search mode. If <b>N: Last name – First name</b> isn't displayed follow these steps:</p> <ul style="list-style-type: none"> <li>Click this icon </li> <li>Click anywhere in the <b>N: Last name – First name</b> row (Note these selections appear by the icon)</li> </ul> <p><b>Go to step three.</b></p>

## Personnel number search (SAP #) in Payroll and HR Modules

Steps	Screen Displayed	Procedures
3		<p style="text-align: center;"><b>Drop Down Search Box</b></p> <ul style="list-style-type: none"> <li>• Type <b>Last name</b> of employee</li> <li>• Click in the <b>No restriction</b> box to allow all possible names to be displayed</li> </ul> <p>If the employee's name doesn't appear close the list then check your spelling and add an asterisk after the end of the last name (this will bring in employees with hyphenated last names and any suffix's)</p>
4	  	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">  </div> <p>• Double click anywhere in the row of the employee desired</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> <p><i>Time Sheet: Initial Screen</i></p> </div> <p>The <b>Personnel Number</b> is populated with your selection</p> <ul style="list-style-type: none"> <li>• Press <b>Enter</b> to show employee name</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">  </div> <p>The <b>Personnel Number</b> is populated with your selection</p> <ul style="list-style-type: none"> <li>• Press <b>Enter</b> to show employee name</li> </ul>