

Search for an Employee

1. From the *Welcome* screen, in the Employee Search section, enter the employee's Last Name, First Name (no spaces between) in the **Name** field *OR* enter the employee's **UID** or **SSN** in the corresponding fields.
2. Select either the **Search by Name** *OR* **Search by UID or SSN** button.
 - If the employee is in the database, the *Employee Selection List* screen will appear. Multiple lines will appear (one for Payroll Name, one for Primary Name and any other Additional Names that have been added). Select the employee's Last Name to proceed to the *Employee-Appointment Menu* screen.
 - If the employee is not in the database, the *Message Page* screen will appear, indicating "No Records Found". Select **Add Employee** to [Add New Employee Data](#) or **Search** to begin a new search.

Report: Use the **PHR EDV** report to see this data. Go to the [WOW Front Page](#) to use this report.