User ID/Social Security Number Search
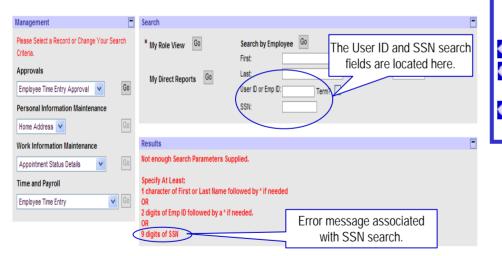## HR Professionals

User ID Search

- The ability to search for employees by using their "User ID" (also known as the "Logon" ID) is incorporated into the Employee ID search field on the Management tab.
- The functionality works for both active and terminated employee searches.
- Search results are based on security level (role code).
- Active search results, based on security level, will display all of the employee's IDs associated with all active positions held with the State.
- Termed search results, based on security level, will display all of the employee's IDs associated with all termed positions held with the State.

Social Security Number Search

- The ability to search using an employee's Social Security Number (SSN) is located under the "**My Role View**".
- The functionality works for both active and terminated employee searches.
- Only A, H, G and Z roles can search by Social Security Number.
- For security purposes, asterisks (•) will display when typing in the SSN field. The field will also be cleared of any entry once the "Go" button has been clicked.
- All nine (9) digits of the SSN must be entered, there is no wildcard (*) available for this search field. The following error message will display when less than 9 digits are entered:

  "Not enough Search Parameters supplied.
  Specify at least:
  9 digits of SSN"

- Search results are based on security level (role code).
- Active search results, based on security level, will display all of the employee's IDs associated with all active positions held with the State.
- Termed search results, based on security level, will display of the employee's IDs associated with all termed positions held with the State.

The User ID and SSN search fields are located here.

Error message associated with SSN search.