

# 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 "Ligon" 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 of the employee's IDs associated with all termed positions held with the State.

Management

Please Select a Record or Change Your Search Criteria.

Approvals

Employee Time Entry Approval

Personal Information Maintenance

Home Address

Work Information Maintenance

Appointment Status Details

Time and Payroll

Employee Time Entry

Search

\* My Role View

Search by Employee

First:

Last:

User ID or Emp ID:

SSN:

Term

The User ID and SSN search fields are located here.

Results

Not enough Search Parameters Supplied.

Specify At Least:

1 character of First or Last Name followed by \* if needed

OR

2 digits of Emp ID followed by a \* if needed.

OR

9 digits of SSN

Error message associated with SSN search.