



Payroll Enhancement Program

Office of the State Comptroller
Bureau of State Payroll Services

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Searching in Unsecured Inquiry Transaction Pages

As a result of the PayServ EMPLID conversion to a non-SSN based EMPLID, new search procedures are required for the following Unsecured Inquiry Transaction pages:

1. Employee Info History Summary page
2. Statewide Job Summary page

To search for an individual using either the Employee Info History Summary page or the Statewide Job Summary page, follow these steps:

1. Navigate to the **PayServ Custom > Employee History Info Summary History** menu
2. On the **Employee History Info Summary** page enter the FULL 9 digit SSN in the **Employee Search ID** field:

The screenshot shows the 'Employee History Info Summary' search interface. On the left is a 'Menu' sidebar with 'PayServ Custom > Employee History Info Summary' selected. The main content area has a search form with the following elements:

- Header: 'Employee History Info Summary'
- Instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- Buttons: 'Find an Existing Value', 'Search', 'Clear', 'Basic Search', 'Save Search Criteria'
- Search Criteria Section:
 - 'Employee Search ID: begins with' (text input field, circled in red)
 - 'Empl Rcd Nbr:' (text input field) followed by '=' and a dropdown menu.
- Annotation: A red box on the right contains the text 'Enter FULL 9 Digit SSN' with an arrow pointing to the 'Employee Search ID' field.

Important! If the employee does NOT have a Social Security Number, you **must** search by EMPLID (the new non-SSN based EMPLID). Enter the N01xxxxxx EMPLID in the **Employee Search ID** field.

If the employee has a Social Security Number, you **must** search by the full 9 digit SSN.