# Payroll Enhancement Project
### Office of the State Comptroller
### Bureau of State Payroll Services

**Date: 09/21/2012**

# Searching in the Time Entry Page

As a result of the PayServ EMPLID conversion to a non-SSN based EMPLID, new search procedures are provided for the Time Entry page for both **Find an Existing value** and **Add a New Valu**e:

To search for an individual using the Time Entry Page (Find an Existing Value tab):

1. Navigate to the **Payroll for North America > Employee Pay Data USA > Time Entry** search page
2. On the **Time Entry** search page enter the search fields that are available. Note that the "**SSN Last 4 Digits**" has been added as a search field. Enter a full or partial "SSN Last 4 Digits" to retrieve a record. Note that the Searach Results List box also displays the "SSN Last 4 Digits" field in the display.

To search for an individual using the Time Entry Page (Find an Existing Value tab):

1. Navigate to the **Payroll for North America > Employee Pay Data USA > Time Entry > Add a New Value** search page
2. On the **Time Entry** search page enter the search fields that are available. To utilize the "**SSN Last 4 Digits**" search feature, click on the Empl ID field and **"SSN Last 4 Digits"** is available in the resulting search box. The "SSN Last 4 Digits" also displays in the Search Results list box.