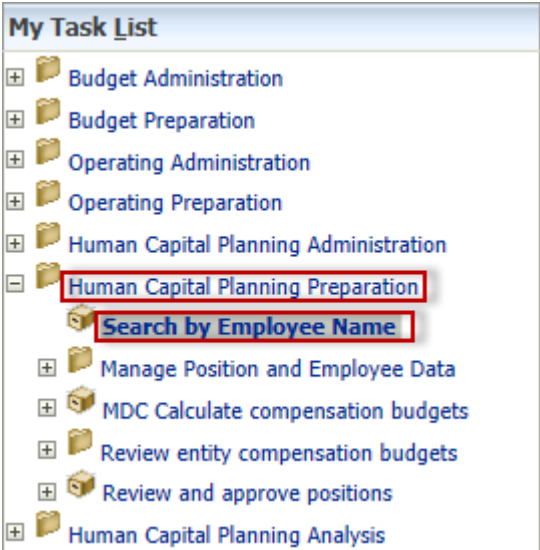
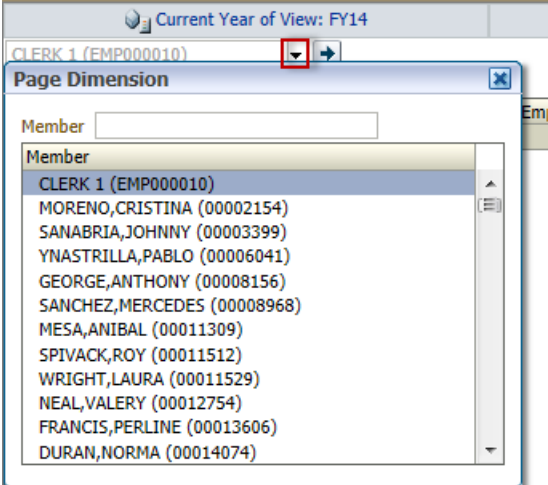
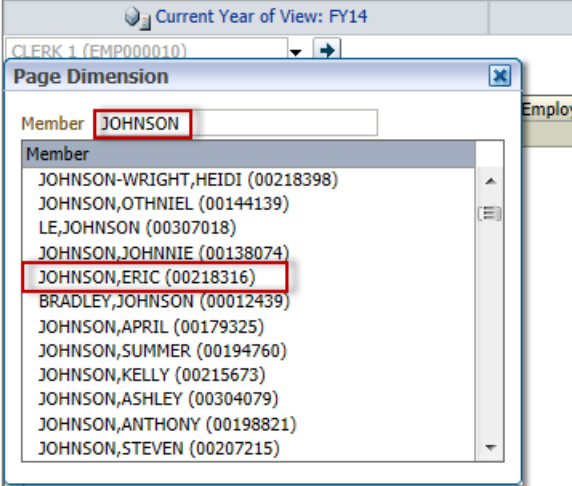
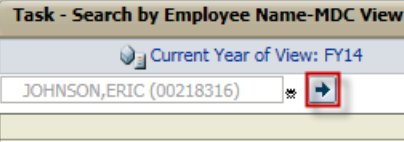
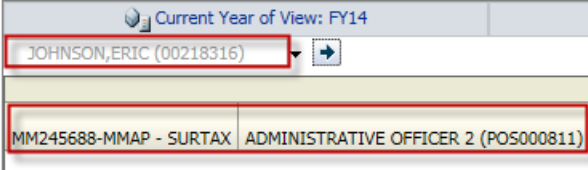
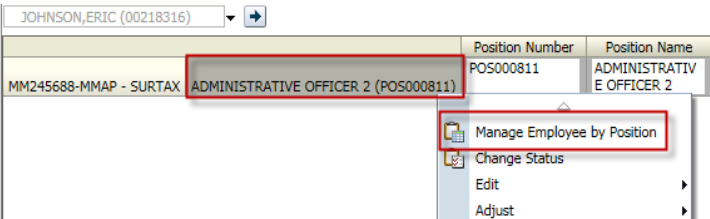
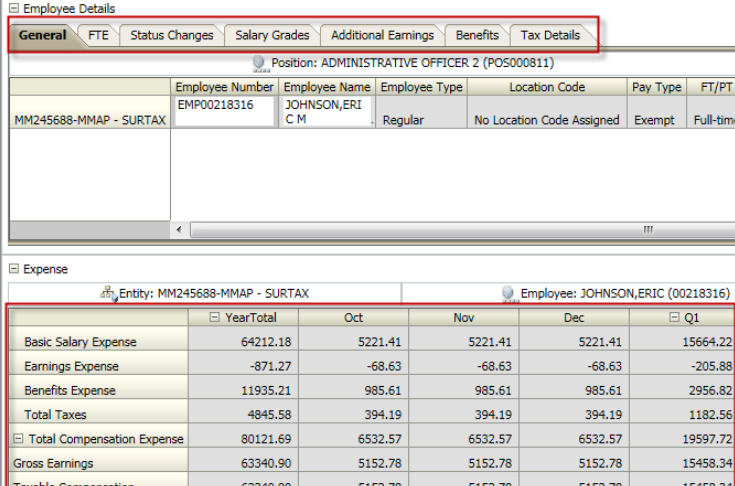


Job Aide – Search by Employee Name

This job aide will guide you through the steps to **Search by Employee Name** in HCP. As you are working through the Position and Employee information in your department, you may need to search for existing employees and view their assignment details.

Step	Action	Notes
1.	<p>From the Task List, navigate to Human Capital Planning Preparation > Search by Employee Name.</p> 	
2	<p>To search for an employee, click the down-arrow next to the Employee Search field.</p> 	

Step	Action	Notes
3.	<p>Type any part of the Employee Name or Employee Number in the search filed.</p> <p>Make your selection by clicking the Employee Name.</p> 	
4.	<p>Click the Go arrow.</p> 	
5.	<p>The Employee Details (Position, Entity, etc.) display on the screen.</p> 	
6.	<p>Right-click the Position Name. From the menu select Manage Employee by Position.</p> 	

Step	Action	Notes
7.	<p>The employee details, including earnings, display on the screen.</p> 	
8.	<p>You may search for additional employees using the same steps above.</p>	

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