



personnel_employee_directory

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The Employees directory is displayed.

To search for a specific employee, type data in the desired search fields.

To search through all available data, leave all fields blank.

Click **Search**. A list of data that matches the search criteria is displayed.

Select one or more employee numbers from the list and click **OK**. Otherwise, click **Cancel**.

Note: The Personnel Employees directory includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record.