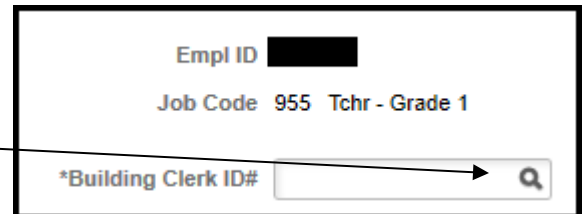


Using the eForm Search Function


For Supplemental Pay and Other eForms

The below instructions provide information on how to use the search function to identify your school clerk and/or principal on the supplemental pay form. However, the search function works the same in all e-forms.

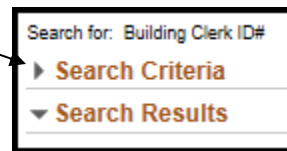
1. The “Building Clerk” field is requesting the Employee ID of the clerk. Since most employees do not readily know the employee ID of others, they can search for their clerk by clicking on the magnifying glass.
- 2.
3. Click on the arrow icon to expand the search criteria.



Empl ID [REDACTED]
Job Code 955 Tchr - Grade 1

*Building Clerk ID# 

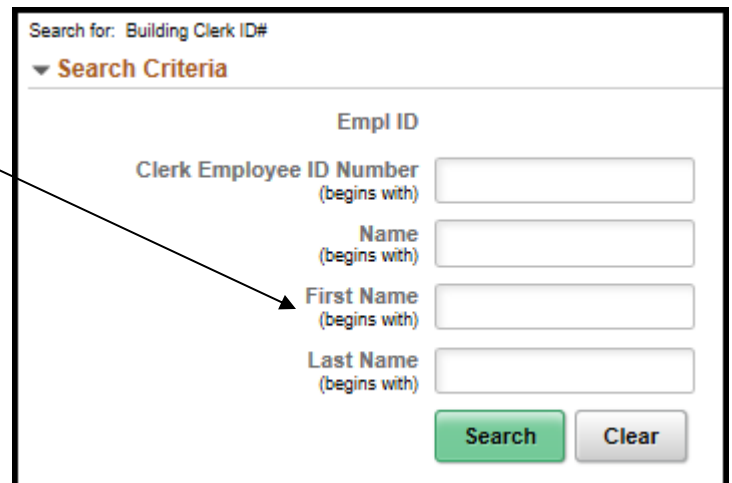
4. To search by name, enter the either the clerks first name in the first name field or the last name in the last name field. Click SEARCH



Search for: Building Clerk ID#

- ▶ Search Criteria
- ▼ Search Results

5. This will populate a list of employees with the name you have typed. If the person you are looking for doesn't show up, try just searching the first name only or last name only. Employees may have a hyphenated last name or use their legal name in the system.



Search for: Building Clerk ID#

▼ Search Criteria

Empl ID

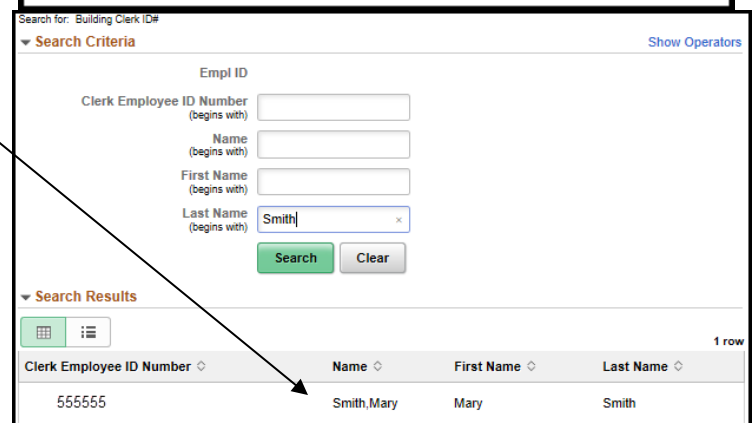
Clerk Employee ID Number (begins with)

Name (begins with)

First Name (begins with)

Last Name (begins with)

6. Click on the row of the employee you want to select.



Search for: Building Clerk ID# [Show Operators](#)

▼ Search Criteria

Empl ID

Clerk Employee ID Number (begins with)

Name (begins with)

First Name (begins with)

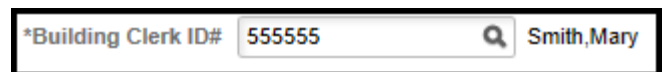
Last Name (begins with)

▼ Search Results

Clerk Employee ID Number	Name	First Name	Last Name
555555	Smith, Mary	Mary	Smith

1 row

7. When you select the row, the name and employee ID of the person you selected will populate into the field on the form. Your search is complete.



*Building Clerk ID# 