U.S. Coast Guard

User Guide

for

“Find an Employee” Functionality

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Navigation in Portal for <u>Find an Employee</u>

Purpose The primary purpose of the Portal for Direct Access II Users is quick and easy navigation directly to specific information within Direct Access. With just a click on the hyperlink of choice from the desired pagelet the user may navigate to carry out various business processes.

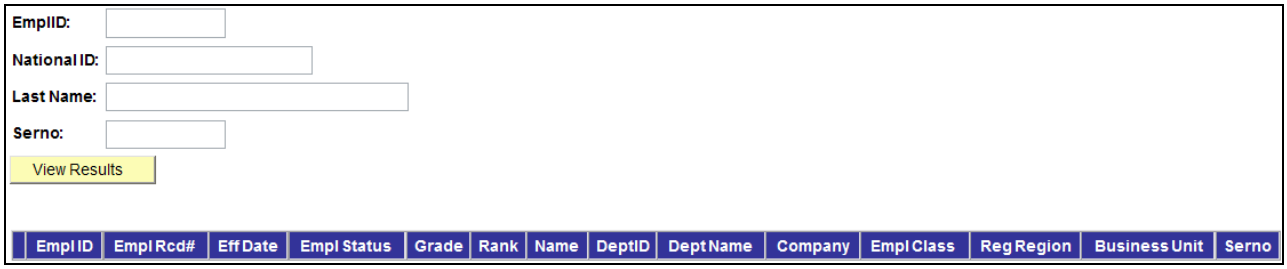
The HR Data Shortcuts pagelet will be displayed on the Portal page as follows:

The Portal Link Navigation for the HR Data Shortcuts pagelet is as follows:

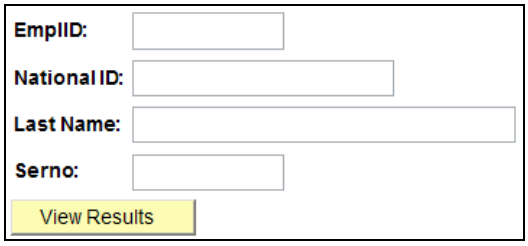
Portal Link	Description	Navigation
Find an Employee	Find an Employee	Home Human Resources, Find an Employee

How to Find an Employee

Purpose The "Find an Employee" search allows users to search for a member based on four different search criteria. The results that are populated are detailed rows that give member-specific information that can further be used to narrow the search for multiple employees with the same last name. The information found using this functionality can then be used to carry out other business processes.

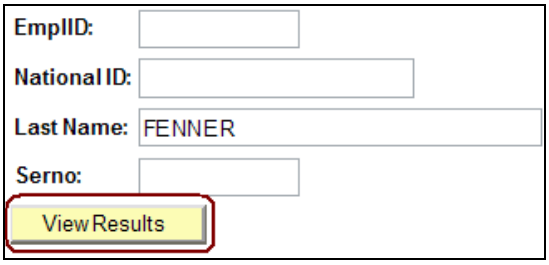
Step	Action
1	To navigate to the Find an Employee page, click on the Find an Employee hyperlink within the **HR Data Shortcuts** pagelet from the Portal. The following will be displayed:  Note: Navigation via the Enterprise Menu may also be used to run the Find an Employee. Navigation: Home, Human Resources, Find an Employee

Step	Action
2	There are four fields that can be used to search for a member.

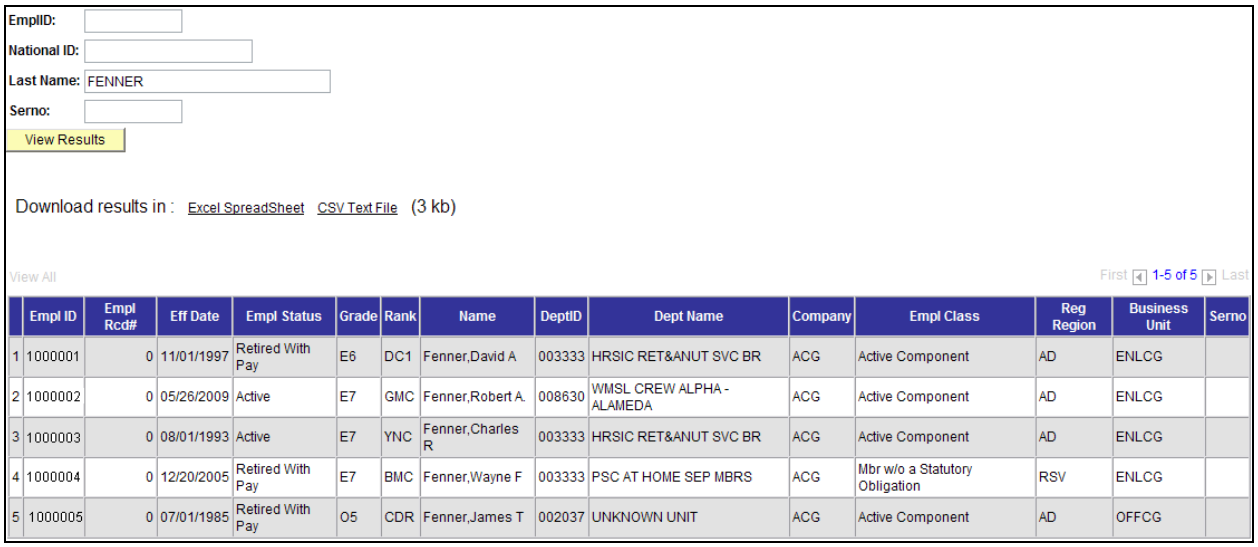


Field	Description
EmplID	This is where you enter the member's Employee ID
National ID	This is where you enter the member's Social Security number without dashes.
Last Name	This is where you enter the member's Last Name. This field is <u>not</u> case sensitive. When you enter the Last Name, you may use a tool called "wildcard". o Using a % (percent symbol) will match one or more characters. For example, entering "Gray%" will return all last names that begin with "Gray". o Using a _ (underscore) will match any single character. For example, entering "Sm_th" will return all last names that have a single letter located between the "Sm" and "th", such as Smith or Smyth.
Serno	This is where you enter the member's Serial Number, if applicable.

Step	Action
3	Once you have entered the search criteria, click on the **View Results** button to submit the request.



Results similar to the example below will be displayed:



	Empl ID	Empl Rcd#	Eff Date	Empl Status	Grade	Rank	Name	DeptID	Dept Name	Company	Empl Class	Reg Region	Business Unit	Serno
1	1000001	0	11/01/1997	Retired With Pay	E6	DC1	Fenner,David A	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD	ENLCG	
2	1000002	0	05/26/2009	Active	E7	GMC	Fenner,Robert A.	008630	WMSL CREW ALPHA - ALAMEDA	ACG	Active Component	AD	ENLCG	
3	1000003	0	08/01/1993	Active	E7	YNC	Fenner,Charles R	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD	ENLCG	
4	1000004	0	12/20/2005	Retired With Pay	E7	BMC	Fenner,Wayne F	003333	PSC AT HOME SEP MBRS	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
5	1000005	0	07/01/1985	Retired With Pay	O5	CDR	Fenner,James T	002037	UNKNOWN UNIT	ACG	Active Component	AD	OFFCG	

Step	Action

Notes:

- If you choose to enter search criteria in more than one field, the results will be all members that match at least one of the criteria entered. I.e., if you use all of the search fields, the system will search for the EmplID OR the National ID OR the Last Name OR the Serno. Anything that matches each of the search criteria will be returned. Results similar to the example below will be displayed.

EmplID: 1111111
National ID:
Last Name: CARLO
Serno:
View Results

Download results in : Excel SpreadSheet CSV Text File (3 kb)

View All First 1-5 of 5 Last

	Empl ID	Empl Rcd#	Eff Date	Empl Status	Grade	Rank	Name	DeptID	Dept Name	Company	Empl Class	Reg Region	Business Unit	Serno
1	1000001	0	01/24/2010	Active	E4	MK3	CARLO,GIOVANNI D	000445	CG STA SAN JUAN	ACG	Prior Svc CG Enl w/in 8 yr obl	RSV	ENLCG	
2	1000002	0	12/01/1973	Retired With Pay	E9	BMCM	Carlo,Joseph	002037	UNKNOWN UNIT	ACG	Active Component	AD	ENLCG	
3	1111111	0	04/01/2010	Active	E8	YNCS	Curry,Evelyn C.	008282	SFO GALVESTON	ACG	Enl non-prior svc direct PO	RSV	ENLCG	
4	1000004	0	04/20/2007	Terminated	E4	YN3	Carlo,Alberto	003333	PSC AT HOME SEP MBRS	ACG	Prior Svc CG Enl w/in 8 yr obl	RSV	ENLCG	
5	1000005	0	06/25/2007	Active	O2	LTJG	CARLO,REBECCA VALLADARES	010922	ACM4	PHS	Reserve Component	PHS	OFFPH	

- If you would like to see all members whose last names begins with certain combination of letters, such as “Carlo”, you can do so using the “%” wildcard. Results similar to the example below will be displayed.

EmplID:
National ID:
Last Name: CARLO%
Serno:
View Results

Download results in : Excel SpreadSheet CSV Text File (7 kb)

View All First 1-11 of 11 Last

	Empl ID	Empl Rcd#	Eff Date	Empl Status	Grade	Rank	Name	DeptID	Dept Name	Company	Empl Class	Reg Region	Business Unit	Serno
1	1000001	0	12/01/1973	Retired With Pay	E9	BMCM	Carlo,Joseph	002037	UNKNOWN UNIT	ACG	Active Component	AD	ENLCG	
2	1000002	0	01/16/1978	Retired With Pay	E7	FSC	Carlos,Francis A	002037	UNKNOWN UNIT	ACG	Active Component	AD	ENLCG	
3	1000003	0	07/01/2001	Retired With Pay	W3	PERS3	Carlow,Robert L	003333	HRSIC RET&ANUT SVC BR	ACG	Mbr w/o a Statutory Obligation	RSV	WARCG	
4	1000004	0	04/20/2007	Terminated	E4	YN3	Carlo,Alberto	003333	PSC AT HOME SEP MBRS	ACG	Prior Svc CG Enl w/in 8 yr obl	RSV	ENLCG	
5	1000005	0	06/25/2007	Active	O2	LTJG	CARLO,REBECCA VALLADARES	010922	ACM4	PHS	Reserve Component	PHS	OFFPH	
6	1000006	0	04/18/2009	Active	O2	LTJG	Carlough,Kenneth C.	000377	CGC MONOMOY	ACG	Active Component	AD	OFFCG	
7	1000007	0	08/23/2006	Active	E4	MK3	Carlos,Mark E.	000619	CG STA WRIGHTSVILLE BE	ACG	Active Component	AD	ENLCG	
8	1000008	0	05/01/1987	Retired With Pay	E6	FS1	Carlotti,Joseph P	002037	UNKNOWN UNIT	ACG	Active Component	AD	ENLCG	
9	1000009	0	12/05/2009	Active	O5	CDR	CARLOCK,PATRICIA K.	010922	ACM4	PHS	Reserve Component	PHS	OFFPH	

Step	Action
	o An example of the search results when a "_" wildcard (for single character replacement) is used is located below.

EmplID:

National ID:

Last Name: F_NNER

Serno:

View Results

Download results in : Excel SpreadSheet CSV Text File (4 kb)

View All

	Empl ID	Empl Rcd#	Eff Date	Empl Status	Grade	Rank	Name	DeptID	Dept Name	Company	Empl Class	F
1	1000001	0	11/01/1997	Retired With Pay	E6	DC1	Fenner,David A	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD
2	1000002	0	05/26/2009	Active	E7	GMC	Fenner,Robert A.	008630	WMSL CREW ALPHA - ALAMEDA	ACG	Active Component	AD
3	1000003	0	08/01/1993	Active	E7	YNC	Fenner,Charles R	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD
4	1000004	0	12/20/2005	Retired With Pay	E7	BMC	Fenner,Wayne F	003333	PSC AT HOME SEP MBRS	ACG	Mbr w/o a Statutory Obligation	RS
5	1000005	0	07/01/1985	Retired With Pay	O5	CDR	Fenner,James T	002037	UNKNOWN UNIT	ACG	Active Component	AD
6	1000006	2	08/05/2009	Active	12	GS-12	Fonner,Brent L	007175	SEC MIAMI CP/READINESS STF	ACG	Civilian Component	NC
7	1000007	0	04/01/2003	Retired With Pay	W3	MAT3	Fonner,Brent L	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD

Step	Action
4	Users can also export the search results to an Excel Spreadsheet or a CSV Text File by clicking on the desired hyperlink. Results similar to the examples below will occur.

Download results in : Excel SpreadSheet CSV Text File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Lookup			207										
2	Empl ID	Empl Rcd#	Eff Date	Empl Status	Grade	Rank	Name	DeptID	Dept Name	Company	Empl Class	Reg Region	Business Unit	Serno
3	2000010	0	12/31/2009	Active	05	WG-5	Gray Jr,Harry A	002182	YARD MECHANICAL SHOP	ACG	Civilian Component	NOMIL	CIVCG	
4	2000011	0	1/1/2010	Active	E5	BM2	GRAY Jr,JOHN D	000626	CG STA NOYO RIVER	ACG	Active Component	AD	ENLCG	
5	2000012	0	7/1/2009	Active	O6	CAPT	GRAY Jr,MARSHALL S.	021234	PR1B	PHS	Active Component	PHS	OFFPH	
6	2000013	0	1/1/2010	Active	E4	BM3	Gray Jr,Richard A	000255	CGC HATCHET	ACG	Active Component	AD	ENLCG	
7	2000014	0	7/7/2008	Active	E5	BM2	GRAY Jr,RONALD KAY	002817	CGPC RESERVE PERS MGMT	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
8	2000015	0	12/5/2008	Terminated	E2	SA	Gray V,Joseph W	003333	PSC AT HOME SEP MBRS	ACG	Active Component	AD	ENLCG	
9	2000016	0	1/9/2008	Active	E3	SN	Gray,Aaron D.	002817	CGPC RESERVE PERS MGMT	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
10	2000017	0	5/1/1968	Retired With Pay	E7	BMC	Gray,Charles C	002037	UNKNOWN UNIT	ACG	Active Component	AD	ENLCG	
11	2000019	0	3/14/2007	Retired With Pay	O4	LCDR	Gray,Robert G	003333	PSC AT HOME SEP MBRS	ACG	Mbr w/o a Statutory Obligation	RSV	OFFCG	
12	2000020	0	7/1/1996	Retired With Pay	E6	SK1	Gray,Zane S	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD	ENLCG	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Lookup			208										
2	Empl ID	Empl Rcd#	Eff Date	Empl Status	Grade	Rank	Name	DeptID	Dept Name	Company	Empl Class	Reg Region	Business Unit	Serno
3	2000010	0	12/31/2009	Active	05	WG-5	Gray Jr,Harry A	002182	YARD MECHANICAL SHOP	ACG	Civilian Component	NOMIL	CIVCG	
4	2000011	0	1/1/2010	Active	E5	BM2	GRAY Jr,JOHN D	000626	CG STA NOYO RIVER	ACG	Active Component	AD	ENLCG	
5	2000012	0	7/1/2009	Active	O6	CAPT	GRAY Jr,MARSHALL S.	021234	PR1B	PHS	Active Component	PHS	OFFPH	
6	2000013	0	1/1/2010	Active	E4	BM3	Gray Jr,Richard A	000255	CGC HATCHET	ACG	Active Component	AD	ENLCG	
7	2000014	0	7/7/2008	Active	E5	BM2	GRAY Jr,RONALD KAY	002817	CGPC RESERVE PERS MGMT	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
8	2000015	0	12/5/2008	Terminated	E2	SA	Gray V,Joseph W	003333	PSC AT HOME SEP MBRS	ACG	Active Component	AD	ENLCG	
9	2000016	0	1/9/2008	Active	E3	SN	Gray,Aaron D.	002817	CGPC RESERVE PERS MGMT	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
10	2000017	0	5/1/1968	Retired With Pay	E7	BMC	Gray,Charles C	002037	UNKNOWN UNIT	ACG	Active Component	AD	ENLCG	
11	2000019	0	3/14/2007	Retired With Pay	O4	LCDR	Gray,Robert G	003333	PSC AT HOME SEP MBRS	ACG	Mbr w/o a Statutory Obligation	RSV	OFFCG	
12	2000020	0	7/1/1996	Retired With Pay	E6	SK1	Gray,Zane S	003333	HRSIC RET&ANUT SVC BR	ACG	Active Component	AD	ENLCG	
13	2000021	0	7/1/2009	Active	E6	BM1	Graybill,Jeremy D.	000005	CG STA YANKEETOWN	ACG	Active Component	AD	ENLCG	
14	2000022	0	3/10/2010	Terminated	13	GS-13	Gray-broughton,Linda T	036194	COMMANDANT (CG-54224)	ACG	Civilian Component	NOMIL	CIVCG	
15	2000023	0	10/5/2006	Active	E4	MK3	Grayot,Delon G.	003333	PSC AT HOME SEP MBRS	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
16	2000024	0	7/11/2006	Terminated	15	GS-15	Grayson,Anthony S	006912	COMMANDANT (CG-851)	ACG	Civilian Component	NOMIL	CIVCG	
17	2000025	0	7/26/2008	Terminated	E1L	SR	Grayson,Calder B	003333	PSC AT HOME SEP MBRS	ACG	Active Component	AD	ENLCG	
18	2000026	0	8/28/2009	Terminated	E5	EM2	Grayson,Christopher	003333	PSC AT HOME SEP MBRS	ACG	Mbr w/o a Statutory Obligation	RSV	ENLCG	
19	2000027	1	5/19/2002	Active	07	GS-7	Grayson,Diane M	008231	D13 PREVENTION DIV (DP)	ACG	Civilian Component	NOMIL	CIVCG	
20	2000028	0	9/22/1994	Active	E4	YN3	Graysonbeard,Wendy M.	002103	AT HOME	ACG	Active Component	AD	ENLCG	

This functionality is very helpful when an employee search returns a large number of people. Once exported to Microsoft Excel, the results can be sorted for further analysis. For example, if you know the Dept Name of the employee you are searching for; the data can be sorted and filtered based on that information.

5	To return to the home menu, click on the Home hyperlink located in the upper right hand corner of the page.