

Searching for Employees by Effective Date on the Employment Detail Screen


You can search for employees on the **Employment Detail** screen by their Effective Date using the **Advanced Filter**.


1. On the **Employment Details** screen (**HR Admin - Employee Maintenance - Employment Detail**), click on the **Advanced Filter** button and the system displays the **Advanced Filter** popup screen.




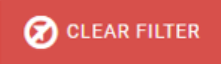
Advanced Filter

Effective Date ⓘ

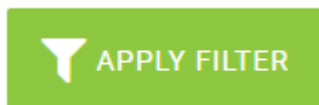
Start UTC 

End UTC 

You can use the Advanced Filter to specify the list of employees that you want to display on the **Employment Detail** screen by their **Effective Date**.

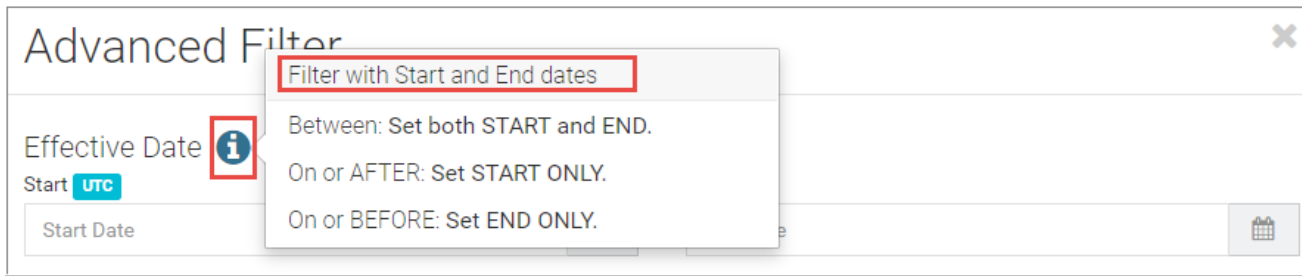
2. Enter the **Start** and **End** date(s) and click the **Apply Filter** button



You can enter dates as follows:

- To filter employees between different effective dates, enter both a **Start** and an **End** date.
- To filter the list of employees **on or after** a certain date, enter a **Start** date only.
- To filter the list of employees **on or before** a certain date, enter an **End** date only.

Note that you can display a Help topic of the guidelines above by clicking on the blue 'i' Information icon. Click on the 'i' icon again to hide the Help topic.



Any filter settings you make will remain on the screen. To delete the filter settings, click on the **Clear Filter** button

