# ADP Time & Attendance: General Tasks

Use the step-action tables in this job aid to perform the following tasks:

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### Find an Employee Using QuickFind

Use the QuickFind widget to search for a particular person or set of people based upon a name or ID.

**Starting Point: Manage My Employees > Manager Links > QuickFind**

| Step | Action |
| --- | --- |
| 1 | In the **Search** field, enter the last name of the employee or leave the default asterisk to view all employees. You can also search by the employee’s ID number.    **Tip:** You can search for names using one or more characters with the asterisk. |
| 2 | To change the time period, click the blue text, select the appropriate time period, and then click **Apply**. |
| 3 | Click the magnifying glass button. The search results are displayed.    **Tip:** To access your employees’ timecards, select the employees’ names, click **Go To**, and then select **Timecards**. |

Tips for selecting multiple employees are as follows:

* Select all employees: Click **Select All Rows**.
* Select multiple employees: Press the Ctrl key and select individual employees.
* Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first name and last name will be selected.

### Find an Employee Using Search

Use the Search workspace to search for a particular person. This option will only work for managers with less than 1,000 employees.

| Step | Action |
| --- | --- |
| 1 | Click the magnifying glass icon to access the Search workspace. |
| 2 | Begin the search by entering the first three characters of the employee’s last name. |
| 3 | From the search results, select the employee’s name. |
| 4 | Review the employee’s information in the right pane. |
| 5 | If necessary, click the **Go To** icon to access a widget or workspace for the selected employee. |

### Find a Group of Employees Using Search

Use the Search workspace to search for a group of employees by searching for a time data element, such as pay rules or employee groups.

| Step | Action |
| --- | --- |
| 1 | Click the magnifying glass icon to access the Search workspace. |
| 2 | Begin the search by entering the first three characters of your search query to display suggestions or turn the hints on to display a search list. |

|  |  |
| --- | --- |
| Step | **Action** |
| 3 | From the search results, select the appropriate entry. |
| 4 | Review the employees in the right pane. |
| 5 | If necessary, select the appropriate employees and click the **Go To** icon to access a widget or workspace for the selected employees. |

### Access Online Help

Online Help provides content and key term searches. Many search results provide links to related topics for further exploration of a topic.

**Starting Point: Manage My Employees**

|  |  |  |
| --- | --- | --- |
| Step | Action | |
| 1 | On the **Workspaces** carousel, click **General Maintenance**. |  |
| 2 | In the **Related Items** pane, select **Help**. | |
| 3 | Select the appropriate category and topic in the left pane.    **Tip:** Use the Search field to locate topics by a specific word or phrase. | |

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