



A more human resource.™

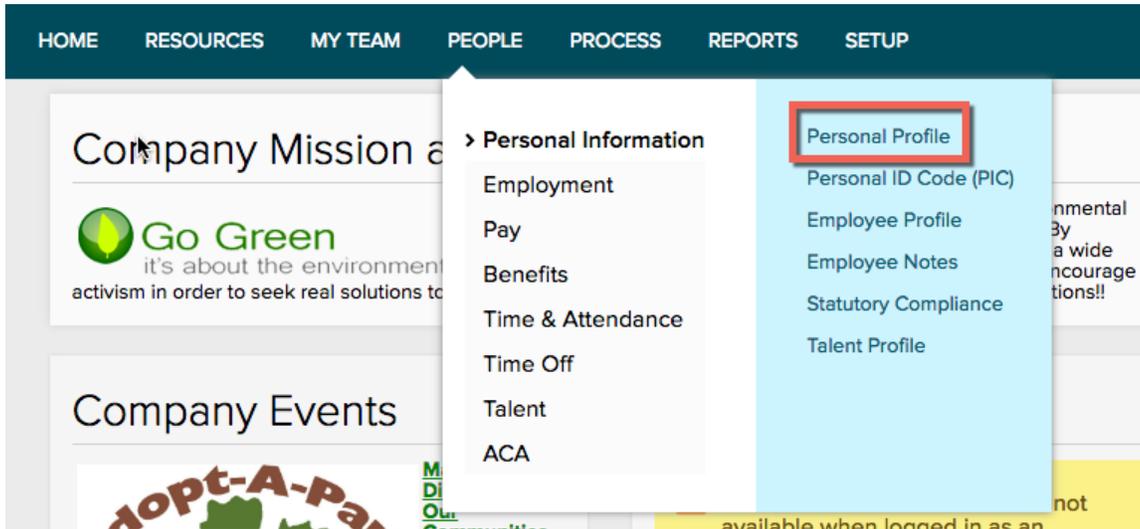
Employee Search List

ADP Workforce Now®



Create Employee Search List

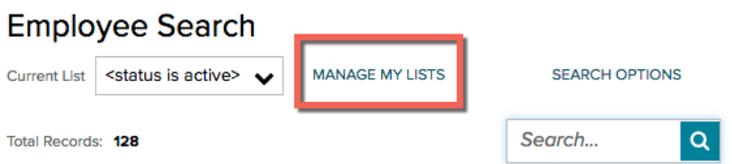
Step 1: Proceed to PEOPLE > Personal Information > Personal Profile



Step 2: Click the Employee Search button



Step 3: Click Manage My Lists on the Employee Search window



Step 4: Click ADD to create a new employee search list

HOME RESOURCES MY TEAM PEOPLE PROCESS REPORTS SETUP

Manage My Lists

Please select a list to edit or add a new list.

+ ADD - DELETE | COPY | View All Lists

	LIST NAME	LIST PRIVACY
<input type="checkbox"/>	ActiveOnLeave	Public
<input type="checkbox"/>	Dept 301000	Public
<input type="checkbox"/>	Empty Cost Center	Public
<input type="checkbox"/>	Empty Home Department	Public
<input type="checkbox"/>	Empty Reports To	Public
<input type="checkbox"/>	Hourly	Public
<input type="checkbox"/>	International	Public
<input type="checkbox"/>	Non-Profit	Public
<input type="checkbox"/>	ReportsTo	Public
<input type="checkbox"/>	Salary	Public

Rows P

RETURN

Step 5: Setup the new employee search list

- Enter "ActiveOnLeave" in the List Name field
- Leave List Privacy set to default (Public)
- Leave Include Future New Hires set to default (No)
- Select "Status" under Field Name
- Select "is in" under Comparison
- Select Active and Leave under Field Value

HOME RESOURCES MY TEAM PEOPLE PROCESS REPORTS SETUP Search

Manage My Lists

Add - Employee List

List Name *

List Privacy

Include Future New Hires? Yes No

Field Name Comparison Field Value

ADD CRITERIA TO THIS SET

+ CREATE AN ADDITIONAL CRITERIA SET

Available: Deceased, Terminated

Selected: Active, Leave

OK CANCEL

Note: Lists can be customized by the client to include desired criteria.

Step 6: The new list will now be active in your employee lists

HOME RESOURCES MY TEAM PEOPLE PROCESS REPORTS SETUP Search

Manage My Lists

Please select a list to edit or add a new list.

+ ADD | - DELETE | COPY | View:

LIST NAME	LIST PRIVACY
<input type="checkbox"/> ActiveOnLeave	Public
<input type="checkbox"/> Dept 301000	Public
<input type="checkbox"/> Empty Cost Center	Public
<input type="checkbox"/> Empty Home Department	Public
<input type="checkbox"/> Empty Reports To	Public
<input type="checkbox"/> Hourly	Public
<input type="checkbox"/> International	Public
<input type="checkbox"/> Non-Profit	Public
<input type="checkbox"/> ReportsTo	Public
<input type="checkbox"/> Salary	Public

Rows Per Page: 1 -10 of 12

RETURN



Step 7: Use the employee list in the queryName filter

Workforce Now® supports the use of the queryName filter in your API calls. The following URI shows the example list in the queryName filter.

<https://api.adp.com/hr/v2/workers?queryName=ActiveOnLeave>

This will return all of the workers who are Active or on Leave.

Reminder: You can customize the list to include the criteria you desire when creating the list.