

## **Employee Search List**

ADP Workforce Now ®



## **Create Employee Search List**

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

HOME RESOURCES MY TEAM	PEOPLE PROCESS	REPORTS SETUP	
Company Mission a	<ul> <li>Personal Information</li> <li>Employment</li> <li>Pay</li> <li>Benefits</li> <li>Time &amp; Attendance</li> <li>Time Off</li> </ul>	Personal Profile Personal ID Code (PIC) Employee Profile Employee Notes Statutory Compliance Talent Profile	nmental 3y a wide ncourage tions!!
Company Events	Talent ACA	available when logged in as an	not

## Step 2: Click the Employee Search button

HOME	MY TEAM	PEOPLE	PROCESS	REPORTS	SETUP				Search	Q
Perso	onal Pro	ofile 0	27							
SA	Albright, - Home Depart	Susan	> - Manufacturing		Tax ID	Position ID 44258879N 5	Hire Date 02/02/2016	Status Active	Employee Search	REFRESH

## 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		
Mana	aae My L	ists						
Please se	ect a list to edit or	add a new list.						
O ADD		OPY	View All	Lists	~			
	LIST NAME						LIST PRIVACY	
	ActiveOnLeave						Public	
	Dept 301000						Public	
	Empty Cost Cen	ter					Public	
	Empty Home De	partment					Public	
	Empty Reports T	o					Public	
	Hourly						Public	
	International						Public	
	Non-Profit						Public	
	ReportsTo						Public	
	Salary						Public	
								Rows P
RET								

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	Q
Mana	age My L	ists								
Add -	Employee	e List								
List Name ActiveOr List Privacy Public Include Futt	ILeave Jre New Hires?	<b>_</b> • 0								
										Ø
Field Name			Compa	rison			Field Value			
Status		~	is in			~	SELECT VALUE(S) V			
ADD CR	TERIA TO THIS SE	т					Available		Selected	
CREAT	TE AN ADDITIONA	L CRITERIA SE	г				Deceased Terminated	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Active Leave	
							C B 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

Active OnLeave     Public       Empty Cost Center     Public       Empty Home Department     Public       Hourly     Public       International     Public       Non-Profit     Public       Salary     Public   Revors Page 10 ▼ (2) (2) (1) of 12 (2) (2) (2)		LIST NAME	LIST PRIVACY			
Image: Cost Center       Public         Empty Home Department       Public         Empty Reports To       Public         Hourly       Public         International       Public         Non-Profit       Public         Salary       Public         Revurs Per Page       10 of 12 ◊ ◊	Ľ.	Dept 301000	Public			
Empty Home Department       Public         Empty Reports To       Public         Hourly       Public         International       Public         Non-Profit       Public         Salary       Public         Rows Per Page       1 - 10 of 12         RETURN       RETURN		Empty Cost Center	Public			
Image: Construction of the second		Empty Home Department	Public			
Hourly     Public       International     Public       Non-Profit     Public       ReportsTo     Public       Salary     Public   Rows Per Page 10 ✓ 10 of 12 2 2 2		Empty Reports To	Public			
International Public   Non-Profit Public   ReportsTo Public   Salary Public   Rows Per Page 10 ✓ 13 1-10 of 12 3 3		Hourly	Public			
Non-Profit       Public         ReportsTo       Public         Salary       Public         Rows Per Page       1 - 10 of 12         RETURN       Public		International	Public			
ReportsTo     Public       Salary     Public   Rows Per Page 10 v 3 1 - 10 of 12 3 3		Non-Profit	Public			
Salary       Public         Rows Per Page       10 v       1 - 10 of 12       10 0         RETURN       Image: Constraint of the second seco		ReportsTo	Public			
Rows Per Page 10 v 2 1 - 10 of 12 2 2		Color	Public			
		Salary	Rows Per Pa	ge 10 🗸 K C 1-10	0 of 12 🔊 刘	

Step 7: Use the employee list in the queryName filter

Workforce Now<sup>®</sup> 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.

