

# Search Time and Leave

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## Employee by Paygroup

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

SetID:	=	KSUNV	
Department:	begins with	3670005050	🔍
Pay Period End Date:	=	05072005	🔍
Pay Group:	begins with		🔍
Name:	begins with		
EmplID:	begins with		🔍
Empl Rcd Nbr:	=		🔍
Last Name:	begins with		

**Search Page**

Search Clear [Basic Search](#)  [Save Search Criteria](#)

**Search or Enter Key**  
Provides access to the page.

**Clear**  
Wipes out search data.

**Basic Search**  
Provides alternative search criteria