



### How to Locate an Employee Separating During the Current Pay Period

- Click magnifying glass in the upper right corner of the home page and key the J# or last name of the employee.
- Select the **Advanced Settings** option to change the timeframe to **Current Pay Period** and click **Search**.
- Select the employee> **Go To>Timecard**.

The screenshot shows a mobile application interface for 'Employee Search'. At the top, there's a search bar with 'smith' entered. Below it, under 'Advanced Settings', the 'Select timeframe' is set to 'Current Pay Period'. A 'Search' button is visible. At the bottom, there's a list of search results. The first result is checked, and a 'Go To' menu is open over it, with 'Timecard' selected. The menu also includes 'Schedule', 'People', and 'Reports'. The second result is unchecked. The interface includes standard mobile UI elements like a close button (X) and a filter icon.