

SECTION 2: AKPAY FEATURES

Employee Name Search X12 Screen

INTRODUCTION

The 2001/2003 AKPAY Releases provided an employee name search function in addition to the 151 Phonetic Inquiry and X15 Position Incumbent Search screens. The new X12 Employee Name Search screen is limited to an alpha character only search function. Access to this screen is granted through an AKPAY Certifying Officer's Affidavit (COA). If you have inquiry authority for the 151 Phonetic Inquiry screen, you also have access to the X12 Employee Name Search screen.

PROCEDURE

In AKPAY, enter the screen destination: **X12** and press <F8> to transfer to the Employee Name Search screen. In the **SEARCH VALUE** field, enter the full name of the employee (LAST,FIRST) or any combination of the examples below with a wild card, asterisk (*) behind the letters (LAST*,FIRST*). Press Enter to display results of the search.

There are different ways to look up an employee:

1. Enter the employee's name exactly. The search function will not assist you in finding the name if you spell it incorrectly:

```
X121      * * *  EMPLOYEE NAME SEARCH  * * *
SEARCH VALUE: SMITH,SUSETTA                (PATTERN: LAST*,FIRST*)
SEL EMPLOYEE   EMPLOYEE   EMPLOYEE NAME           STATUS  TITLE
  NUM         ID
      123456789      123456 SMITH SUSETTA M           T      STATISTICAL CLERK
TS0039-NO MORE RECORDS TO DISPLAY
```

2. Enter the last name followed by an * to display all employees with that exact spelling of that last name:

```
X121      * * *  EMPLOYEE NAME SEARCH  * * *
SEARCH VALUE: SMITH*                        (PATTERN: LAST*,FIRST*)
SEL EMPLOYEE   EMPLOYEE   EMPLOYEE NAME           STATUS  TITLE
  NUM         ID
      234567891      123457 SMITH BETTY C           A      COMM CENTER SUPERVISOR
      123456789      987654 SMITH KELLY H           T      ELECTION WORKER
      345678912      321456 SMITH LISA M            T      DEPUTY CLERK
      456789123      111111 SMITH MELANIE F         T      GRADUATE INTERN II
      567891234      999999 SMITH REBECCA R         A      NATURAL RESOURCE SPEC III
      678912345      824824 SMITH SUZANNE B         A      FINANCE SECRETARY
TS0039-NO MORE RECORDS TO DISPLAY
```

SECTION 2: AKPAY FEATURES, EMPLOYEE NAME SEARCH - X12 SCREEN

3. Enter an initial or any portion of the last name with an asterisk (*) comma and the initial or any portion of the first name with an * to display all last names and first names that start with the search criteria combination:

```
X121      * * *  EMPLOYEE NAME SEARCH  * * *
```

SEARCH VALUE: S*,L* (PATTERN: LAST*,FIRST*)

SEL NUM	EMPLOYEE ID	EMPLOYEE NAME	STATUS	TITLE
	112233445	121212 SACKETT LORI M	A IC	MASTER
	223344556	212121 SANDERS LISA F	T SP	TEACHER - ACSEA
	334455667	565656 SARGENT LYNN E	A IC	SENIOR ASST PURSER
	445566778	109109 LEANN L	A AP	TEACHER MT. EDGE CUMBE HS
	556677889	369963 SHEPARD LESLIE C	T SP	STEWARD
	667788991	789987 SHORT-JONES LANE D	A PR	THIRD MATE
	123456789	465564 SMITH LORRAINE G	T SP	ELECTION WORKER
	345678912	279279 SMITH LYNDA M	T SP	LEGISLATIVE ASSISTANT
	778899112	498984 STADLER LUCY C	A IC	DEPUTY CLERK II
	889911223	769854 STEELMAN LILLIAN R	A IC	FIELD INFORMATION OFFICER
	991122334	112233 STEVENS LAVINA K	T SP	THIRD MATE

TS1772-INQUIRY LIMIT REACHED; PF11 TO OVERRIDE

```
X121      * * *  EMPLOYEE NAME SEARCH  * * *
```

SEARCH VALUE: S* (PATTERN: LAST*,FIRST*)

SEL NUM	EMPLOYEE ID	EMPLOYEE NAME	STATUS	TITLE
	111111111	222333 SACKETT KELLY N	A IC	WILDLIFE BIOLOGIST
	222222222	333222 SAGE PATRICK K	A IC	THIRD MATE
	333333333	669922 SALITA LESLIE C	A AP	WIPER
	444444444	787896 SAMANIEGO BENJAMIN L	A IC	ELIG TECHNICIAN
	555555555	545454 SANDERS MARK E	A IC	SECOND ASST ENGINEER
	666666666	444444 SANDERS LESLIE J	T SP	TEACHER - ACSEA
	777777777	797979 SANFORD LARRY JR	A PR	FOREST TECH IV
	888888888	656565 SARGENT EILENE E	A IC	SENIOR ASST PURSER
	999999999	545454 SARKA TED D	A IC	TEACHER - AVTEC
	101010101	323232 SARVER ELIZABETH	T SP	FIELD INFORMATION OFFICER
	123123123	899889 SAVIERS DEBORAH B	A IC	ACCOUNTANT IV
	456456456	646465 SAWA ISABELL	A IC	ORDINARY SEAMAN PORTER
	234234234	252525 SAWYER MARK L	A IC	A/B BOS 'N
	345345345	585858 SCHATZEL PHILLIP J	A DM	THIRD ASST ENGINEER
	200020002	696969 SCHMITZ WILMA	T SP	SECOND ASST ENGINEER

TS0093-INQUIRY SUCCESSFUL; PF2 TO PAGE

Note the messages at the bottom of the screens on the previous two entries.

TS0093-INQUIRY SUCCESSFUL; PF2 TO PAGE
 TS1772-INQUIRY LIMIT REACHED; PF11 TO OVERRIDE

TS0093 - This message will be encountered when the search has found more than 15 names that meet the search criteria. Press <F2> to page to additional names.

TS1772 - This message occurs when there is a more specific search criteria. The program will search through the first 100 names in the database, then prompt you to F11 to override the limit and search through the next 100 names. For example, if the search criteria is M*,S*, AKPAY will search through all the last names beginning with M to find any first names beginning with S. In the first 100 last names beginning with M, it may only find and display 10 that have a first name beginning with S. You can press <F11> to continue searching, if necessary.

SECTION 2: AKPAY FEATURES, EMPLOYEE NAME SEARCH - X12 SCREEN

4. If a search value is not found, the following message will display:

```
X121      * * *  EMPLOYEE NAME SEARCH  * * *  
  
SEARCH VALUE:  MOUSE,MICKEY                (PATTERN: LAST*,FIRST*)  
  
SEL EMPLOYEE  EMPLOYEE  EMPLOYEE NAME          STATUS  TITLE  
  NUM          ID  
  
TS0404-UNABLE TO DISPLAY, NO DATA AVAILABLE
```

Selecting a Name and transferring to an AKPAY record for the employee

Once you find the name of the person you wish to see, place an **X** or any other character on the space to the left of the SSN. Press the <HOME> key and enter the destination of the screen you want to view (101, A91, etc.) in the screen transfer field. Press <F8> to transfer to the selected screen. The current record for the selected employee will display on the screen.