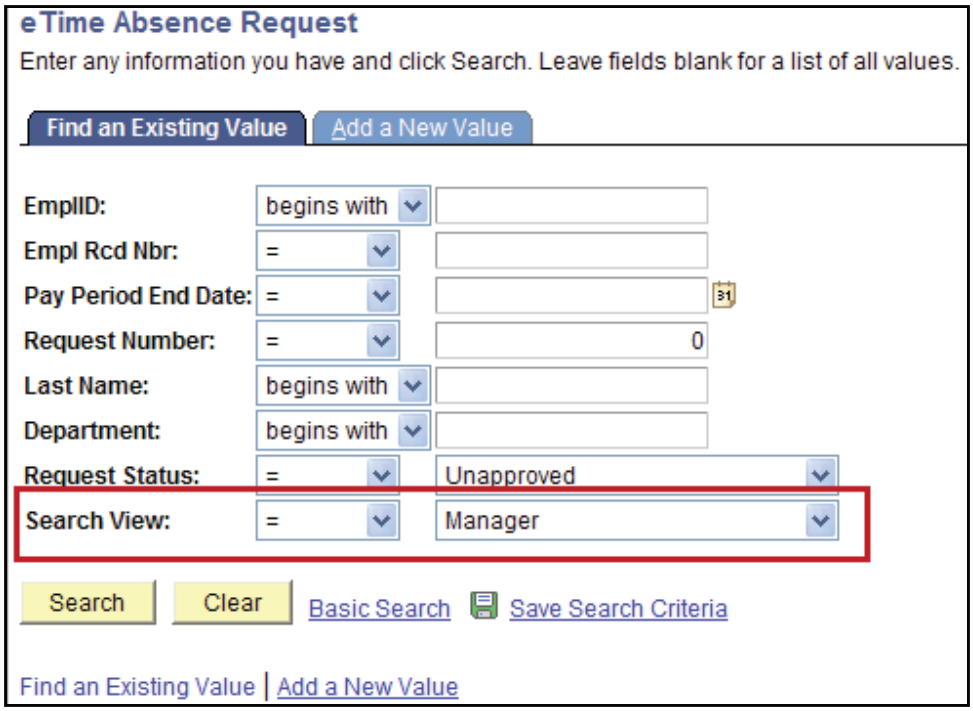
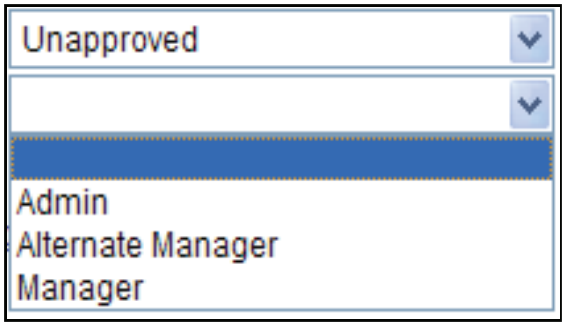
Search Views

To improve performance on the eTime Absence Requests, eTime Entry Pages and eTime Overtime Requests, a new field, **'Search View'**, has been added to the Search page.



Selections on the **Search View** drop down menu are Admin, Alternate Manager and Manager.



When you open the page, the Search View field will be populated with a default value appropriate to your eTime role(s). You may change the selection if necessary.

Depending on your eTime role and the Search View you select, the search will return different results.

Managers and Alternate Managers - When looking up employees, your search criteria must include a `Search View' selection, either Manager or Alternate Manager.

Manager - This search view will return a list of your direct report employees, limited by the other search criteria you enter on the page. For example, if the Request Status criterion is `Unapproved', then all your direct report employees with a request not approved will show in the list.

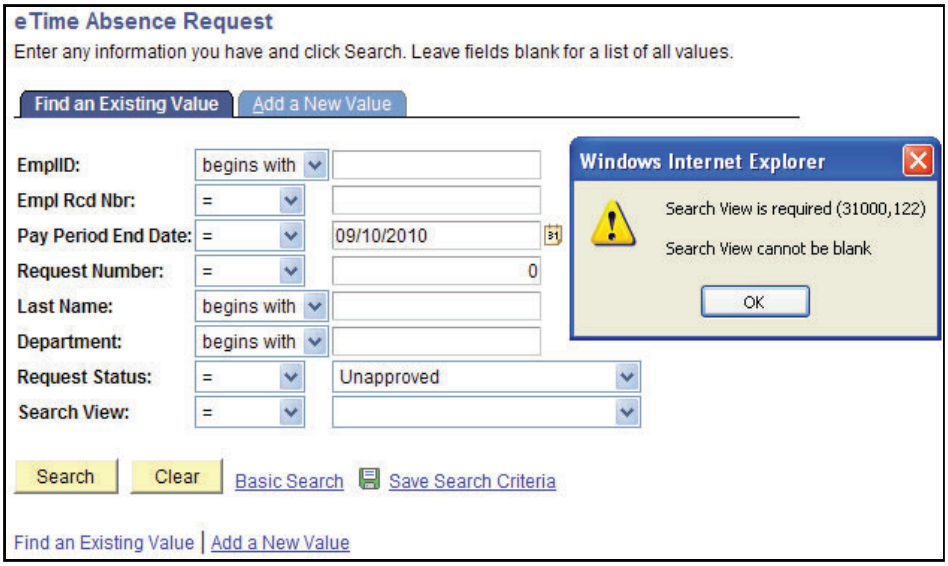
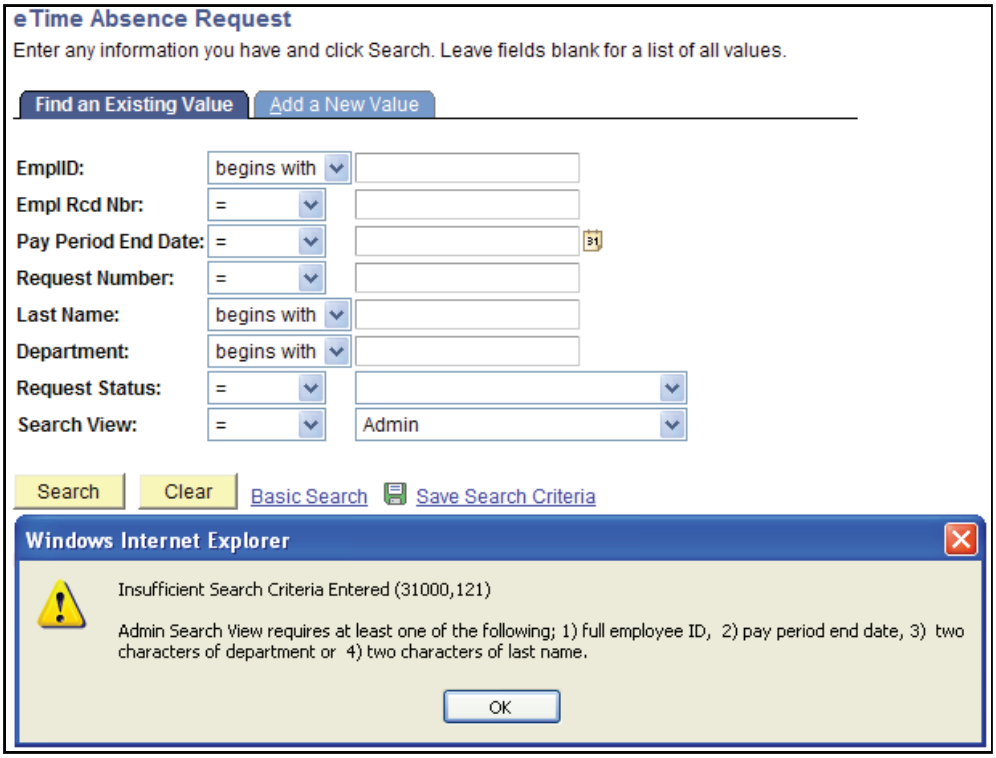
Alternate Manager - This search view will return a list of employees to whom you are assigned as an Alternate Manager. The list will not include your direct report employees.

Admin - This search view is used by Departmental Time Administrators and requires at least one of the following as an additional search criterion:

- Full Employee ID
- Pay Period End Date
- Department ID - at least the first two characters
- Name - at least the first two characters of the employee's last name.

Error Messages

If you attempt to run a search with no Search View selected, you will receive the following error message:



You will receive the following error message if you select the 'Admin' Search View with no other criteria: