

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.

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

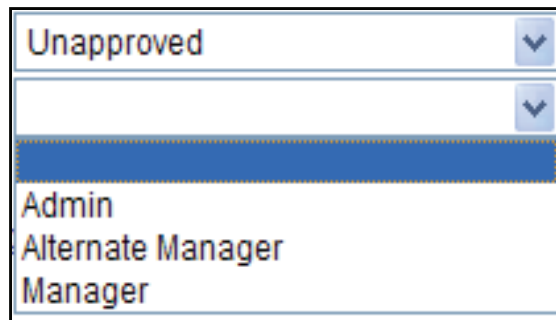
[Find an Existing Value](#) [Add a New Value](#)

EmpID:	begins with	<input type="text"/>			
Empl Rcd Nbr:	=	<input type="text"/>			
Pay Period End Date:	=	<input type="text"/>			<input type="text" value="31"/>
Request Number:	=	<input type="text" value="0"/>			
Last Name:	begins with	<input type="text"/>			
Department:	begins with	<input type="text"/>			
Request Status:	=	Unapproved			<input type="text"/>
Search View:	=	Manager			<input type="text"/>

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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



The image shows a dropdown menu with the following items: Unapproved, Admin, Alternate Manager, and Manager. The 'Admin' option is currently selected and highlighted in blue.

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.

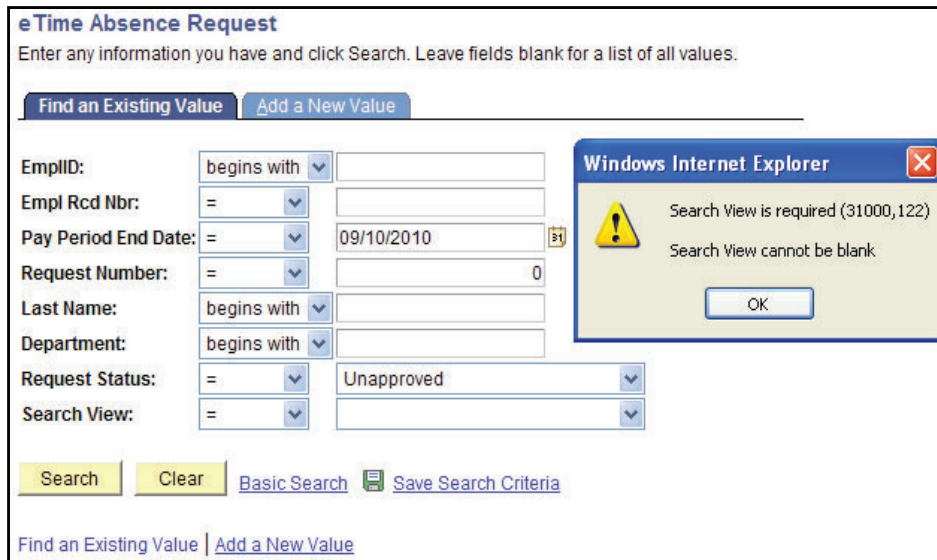
County of San Bernardino DIRECT DEPOSIT INSTRUCTIONS

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:



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

Find an Existing Value | Add a New Value

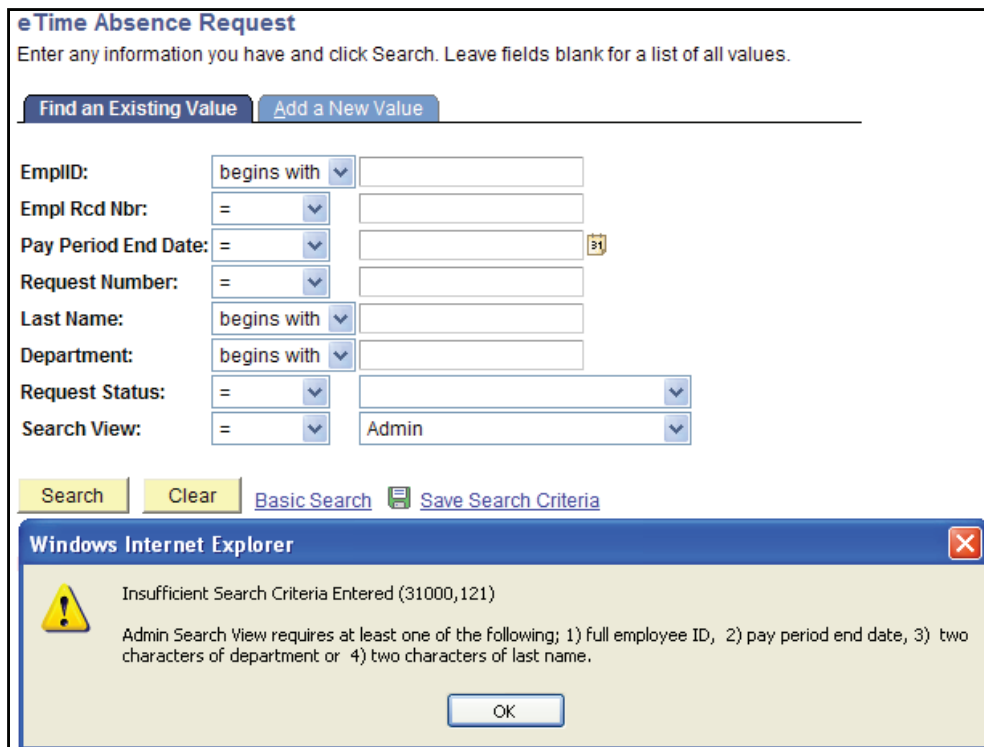
EmpID: begins with []
 Empl Rcd Nbr: = []
 Pay Period End Date: = [] 09/10/2010 []
 Request Number: = [] 0
 Last Name: begins with []
 Department: begins with []
 Request Status: = [] Unapproved []
 Search View: = [] []

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Windows Internet Explorer
 Search View is required (31000,122)
 Search View cannot be blank
 OK

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



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

Find an Existing Value | Add a New Value

EmpID: begins with []
 Empl Rcd Nbr: = []
 Pay Period End Date: = [] []
 Request Number: = []
 Last Name: begins with []
 Department: begins with []
 Request Status: = [] []
 Search View: = [] Admin []

Search Clear Basic Search Save Search Criteria

Windows Internet Explorer
 Insufficient Search Criteria Entered (31000,121)
 Admin Search View requires at least one of the following; 1) full employee ID, 2) pay period end date, 3) two characters of department or 4) two characters of last name.
 OK