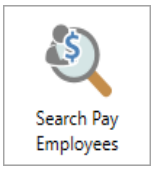
Search Pay Employees

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The instructions in this article relate to ***Search Pay Employees***. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Search Pay Employees is used to query the setup of Employee Payments for a single building or across your portfolio. It reports on employee details such as Employee Name and Next Pay Date.

This search assists with reviewing employee payment setup and identifying which employees are due to be paid next. Search results can be saved for ongoing use and, where needed, exported to Excel or produced as a PDF-style document.

Searches

Many search screens use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

Search Pay Employees | Security

To access ***Search Pay Employees***, the user must have permission set to *Allow* for *Search Pay Employees* under the *Payments* category in ***Security Setup***.

NOTE: Access to 'Edit Pay Employee' is only accessible in the Search if 'Pay Employees' security permission is granted.

Search Pay Employees | What it can report on

Search Pay Employees reports on employee payment setup records for the current building or across your portfolio. Depending on the search values selected, the results can show details such as Current Building, Employee Name, and Next Pay Date.

This is useful when you need to review which employees are attached to a building, check upcoming pay dates, or narrow the results using fields such as Employee Code, Gross Pay Code, Overtime Pay Code, Super Expense Code, and Super Creditor Code.

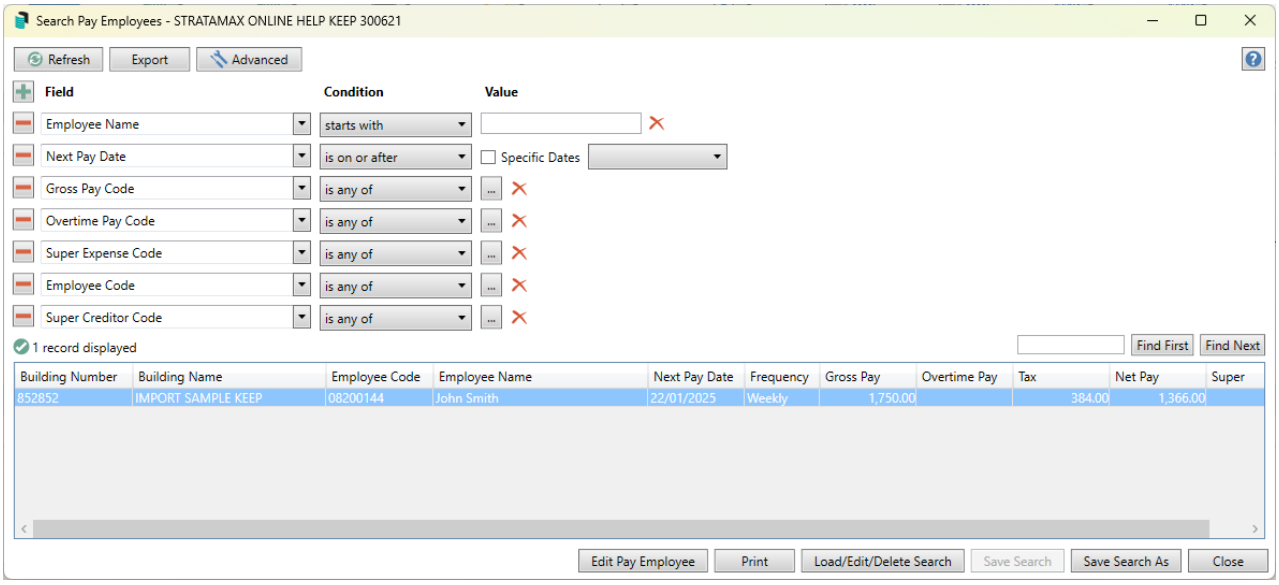
Search Pay Employees | Recommended search examples

Review employee payment setup for the current building

This search can be used to review employee payment setup for the current building and check each

employee's next pay date.

1. Search for or select ***Search Pay Employees***.
2. Leave the default search values in place, including *Current Building, Employee Name,* and *Next Pay Date*.
3. Click *Refresh* to display the employee records.
4. Review the results to confirm the employee names and next pay dates for the building.



Search employee payment setup across your portfolio

This search can assist with finding employee payment setup records across multiple buildings instead of limiting the results to the current building.

1. Search for or select ***Search Pay Employees***.
2. Remove the **Current Building** field using the red minus button, or change it to another field as required.
3. Click *Refresh* to display employee payment setup records across your portfolio.
4. Review the results by employee name and next pay date, or export the results if needed.

Find employees linked to selected pay or super codes

This search can be used to identify employees linked to selected pay or super-related codes.

1. Search for or select ***Search Pay Employees***.
2. Click the green plus button to add a field.
3. Select one of the available code fields, such as *Gross Pay Code, Overtime Pay Code, Super Expense Code, Employee Code*, or *Super Creditor Code*.
4. Set the *Condition* to *is any of.*
5. Select the required codes, then click *Refresh* to display the matching employee records.