

# Search Results display – Right Click menu

Right click on an employee in the Search results grid to bring up the Right Click menu. The Right click menu contains your favorite data forms and already set up Quik Peeks.

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The search panel at the top indicates a search by SSN for employee 900003. The search results grid displays a list of employees with columns for Name, SSN, Ty, BU, RC, LG, Terminated, Ext Ref, Last Check Date, Hire Date, OP, PC, and W4/PS. A right-click context menu is open over the first row (SSN 900003), listing various data forms and QuikPeek options such as 'Pay Lines (PR) for', 'Deductions (PD) for', 'Payroll History for', 'QuikPeek: Comments', 'QuikPeek: All Positions', 'QuikPeek: All Positions/Pay', 'QuikPeek: Prime Position', 'QuikPeek: Deductions', 'QuikPeek: Pay Lines', 'QuikPeek: Pay Lines w/Accts', 'QuikPeek: Checks Calendar YR', 'QuikPeek: Check Fiscal YR', 'QuikPeek: Last Check', 'QuikPeek: Checks Date Range (07/01/2015 - 03/15/2016)', 'QuikPeek: W4 Data', 'QuikPeek: Leave Balances', 'QuikPeek: Absence FY', and 'Remove [Employee Name] from Grid'.

Name	SSN	Ty	BU	RC	LG	Terminated	Ext Ref	Last Check Date	Hire Date	OP	PC	W4/PS
Pay Lines (PR) for [REDACTED]	900003						900003	02/29/2016	02/11/2013		02	E11B07
Deductions (PD) for [REDACTED]	900004						900004	02/29/2016	08/23/2006		02	EOMREG
Payroll History for [REDACTED]	904507						904507	02/29/2016	04/21/2014		02	E11B07
QuikPeek: Comments	904927						904927	02/29/2016	03/23/2015		02	E11B07
QuikPeek: All Positions	900844						900844	02/29/2016	08/29/2005		02	EOMREG
QuikPeek: All Positions/Pay	904500						904500	02/29/2016	08/19/2013		02	E11B07
QuikPeek: Prime Position	900017						900017	02/29/2016	05/14/2013		02	E11B07
QuikPeek: Deductions	900023						900023	02/29/2016	11/07/1994	N	02	EOMREG
QuikPeek: Pay Lines	905415						905415	02/29/2016	01/05/2016		02	E11B07
QuikPeek: Pay Lines w/Accts	900025						900025	02/29/2016	02/02/2004	N	02	EOMREG
QuikPeek: Checks Calendar YR	900026						900026	02/29/2016	08/01/2008		02	EOMREG
QuikPeek: Check Fiscal YR	900027						900027	02/29/2016	10/25/2006		02	E11B07
QuikPeek: Last Check	900030						900030	02/29/2016	07/10/2006		02	EOMREG
QuikPeek: Checks Date Range (07/01/2015 - 03/15/2016)	904283						904283	02/29/2016	01/14/2013		02	E11B07
QuikPeek: W4 Data	900033						900033	02/29/2016	10/24/2005		02	EOMREG
QuikPeek: Leave Balances	903740						903740	02/29/2016	10/16/2013		02	E11B07
QuikPeek: Absence FY	904164						904164	02/29/2016	01/22/2015		02	E11B07
Remove [REDACTED] from Grid	904341						904341	02/29/2016	11/20/2015		02	E11B07
	900038						900038	02/29/2016	01/31/2007		02	EOMREG
	900039						900039	02/29/2016	07/05/2005		02	EOMREG

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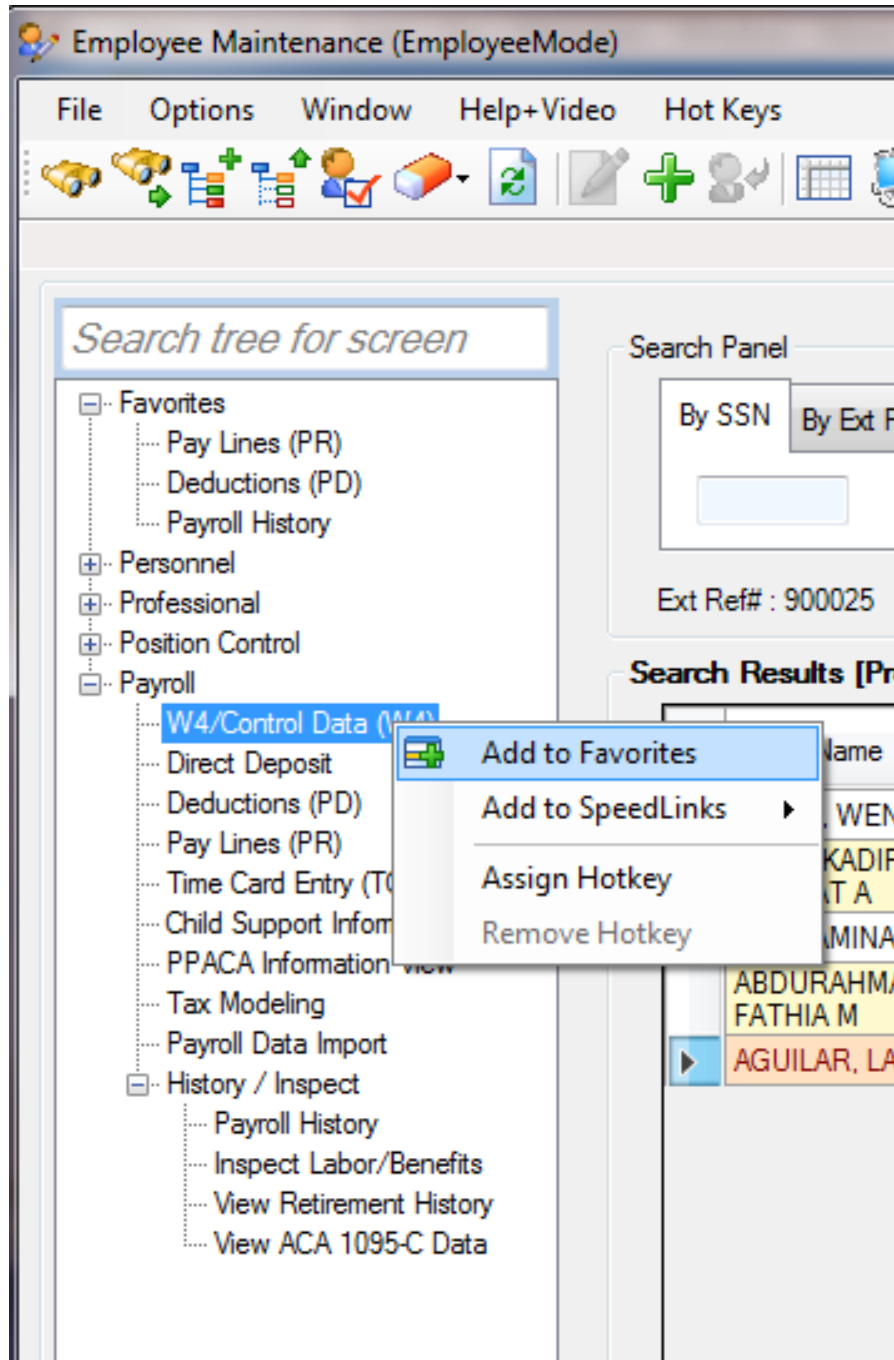
Your Favorites tree menu determines your Right click content.

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The search panel is set to 'By SSN' with 'District: 90' and 'Include Terminated' checked. The search results table displays columns: Name, SSN, Ty, BU, RC, LG, Terminated, and Ext Ref. A context menu is open over the first row, listing options such as 'Pay Lines (PR) for [redacted]', 'Deductions (PD) for [redacted]', 'Payroll History for [redacted]', and 'Remove [redacted] from Grid'. A red arrow points from the 'Pay Lines (PR)' item in the 'Search tree for:' sidebar to the 'Pay Lines (PR) for [redacted]' option in the context menu.

Name	SSN	Ty	BU	RC	LG	Terminated	Ext Ref
Pay Lines (PR) for [redacted]	[redacted]						900003
Deductions (PD) for [redacted]	[redacted]						900004
Payroll History for [redacted]	[redacted]						904507
QuikPeek: Comments	[redacted]						904927
QuikPeek: All Positions	[redacted]						900844
QuikPeek: All Positions/Pay	[redacted]						904500
QuikPeek: Prime Position	[redacted]						900017
QuikPeek: Deductions	[redacted]						900023
QuikPeek: Pay Lines	[redacted]						905415
QuikPeek: Pay Lines w/Accts	[redacted]						900025
QuikPeek: Checks Calendar YR	[redacted]						900026
QuikPeek: Check Fiscal YR	[redacted]						900027
QuikPeek: Last Check	[redacted]						900030
QuikPeek: Checks Date Range (07/01/2015 - 03/15/2016)	[redacted]						904283
QuikPeek: W4 Data	[redacted]						900033
QuikPeek: Leave Balances	[redacted]						903740
QuikPeek: Absence FY	[redacted]						904164
Remove [redacted] from Grid	[redacted]						904341

## Search Results display – Right Click menu

To add to your Favorites, right-click on the data form and choose “Add to Favorites”.



## Search Results display – Right Click menu

The new favorite item will now be available on your Right Click content menu.

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The title bar indicates '90 - SANTA CLARA COU'. The menu bar includes 'File', 'Options', 'Window', 'Help+Video', and 'Hot Keys'. A toolbar contains various icons for navigation and actions.

On the left, a 'Search tree for screen' panel shows a tree structure with 'Favorites' expanded, listing 'Pay Lines (PR)', 'Deductions (PD)', 'Payroll History', and 'W4/Control Data (W4)'. Other categories include 'Personnel', 'Professional', 'Position Control', and 'Payroll'.

The 'Search Panel' on the right has search criteria set to 'By SSN'. The 'District' is '9'. The search results show 'Ext Ref# : 900106' and 'SSN : \*\*\*-\*\*-3077'.

The 'Search Results' table has columns for 'Name', 'SSN', and 'Ext Ref'. A right-click context menu is open over the first row, which is highlighted. The menu items are:

- Pay Lines (PR) for [redacted]
- Deductions (PD) for [redacted]
- Payroll History for [redacted]
- W4/Control Data (W4) for [redacted]** (highlighted with a red box)
- QuikPeek: Deductions
- QuikPeek: Pay Lines w/Accts
- QuikPeek: Check Fiscal YR
- QuikPeek: Last Check
- QuikPeek: W4 Data
- QuikPeek: Demographic
- Remove [redacted] from Grid

# Search Results display – Right Click menu

Clicking on the W4 favorite menu item will bring up the W4 data screen for the selected employee.

W4/Control 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options Navigation Window

\*\*\*-\*\*-3077 SEID 8409279448 PR TE Char

Show SSN 8976-09/23/2015

W-4 Information

E X E M P T

	Status	Exemptions	Tax-CC	Y	A	N	Special Tax Rules	Additional	Hold/Ignore	Deduction Schedule
Federal:	S	00 00	00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.00	0.00		
State:	S	00 00	05	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.00	0.00		
County:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
City:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Local:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Control Information

Check sort: 5000 - HEAD START ADMINISTRATION Alt check sort: 5331 - LAIRON

Pay code: 01 - CERTIFICATED SALARIED Primary RS: 01 - SIRS CERTIFICATED RETIREMENT Unit: 000

Ret code: 57-3-1 Secondary RS: 00 - NO CODE Unit: 000

Pay schedule: E10B06 - EOM 10MOS OFF-JUN, JUL DS-REG Statutory ded: TMNS - FIT SIT MEDI STRS

DPO: SUI: 1 - Regular funding EIC: Sub: 0 - Not sub Def Pay Bal: 0.00

Control group: HS - HEAD START

Ret rate: 0.000000 Member ID:

User def (1): DD=Y (2) DENTAL (3) (4) (5)

ACA Class  
 Current: 0000  
 Previous: 0000  
 Model: 0000

Pending ret: SMF status/date: 01 - STRS MEMBER - 08/11/2014

## Search Results display – Right Click menu

Any Quik Peeks that have been set up will be displayed on the bottom portion of the Right Click menu.

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The search panel is set to 'By SSN' with 'District: 90' and 'Include Terminated' checked. The search results table is displayed below, with a right-click context menu open over a row. The context menu includes options for 'Pay Lines (PR)', 'Deductions (PD)', 'Payroll History', and various 'QuikPeek' reports. A 'Remove from Grid' option is also visible at the bottom of the menu.

Name	SSN	Ty	BU	RC	LG	Terminated	Ext Ref
Pay Lines (PR) for [REDACTED]	[REDACTED]						900003
Deductions (PD) for [REDACTED]	[REDACTED]						900004
Payroll History for [REDACTED]	[REDACTED]						904507
QuikPeek: Comments	[REDACTED]						904927
QuikPeek: All Positions	[REDACTED]						900844
QuikPeek: All Positions/Pay	[REDACTED]						904500
QuikPeek: Prime Position	[REDACTED]						900017
QuikPeek: Deductions	[REDACTED]						900023
QuikPeek: Pay Lines	[REDACTED]						905415
QuikPeek: Pay Lines w/Accts	[REDACTED]						900025
QuikPeek: Checks Calendar YR	[REDACTED]						900026
QuikPeek: Check Fiscal YR	[REDACTED]						900027
QuikPeek: Last Check	[REDACTED]						900030
QuikPeek: Checks Date Range (07/01/2015 - 03/15/2016)	[REDACTED]						904283
QuikPeek: W4 Data	[REDACTED]						900033
QuikPeek: Leave Balances	[REDACTED]						903740
QuikPeek: Absence FY	[REDACTED]						904164
Remove [REDACTED] from Grid	[REDACTED]						904341

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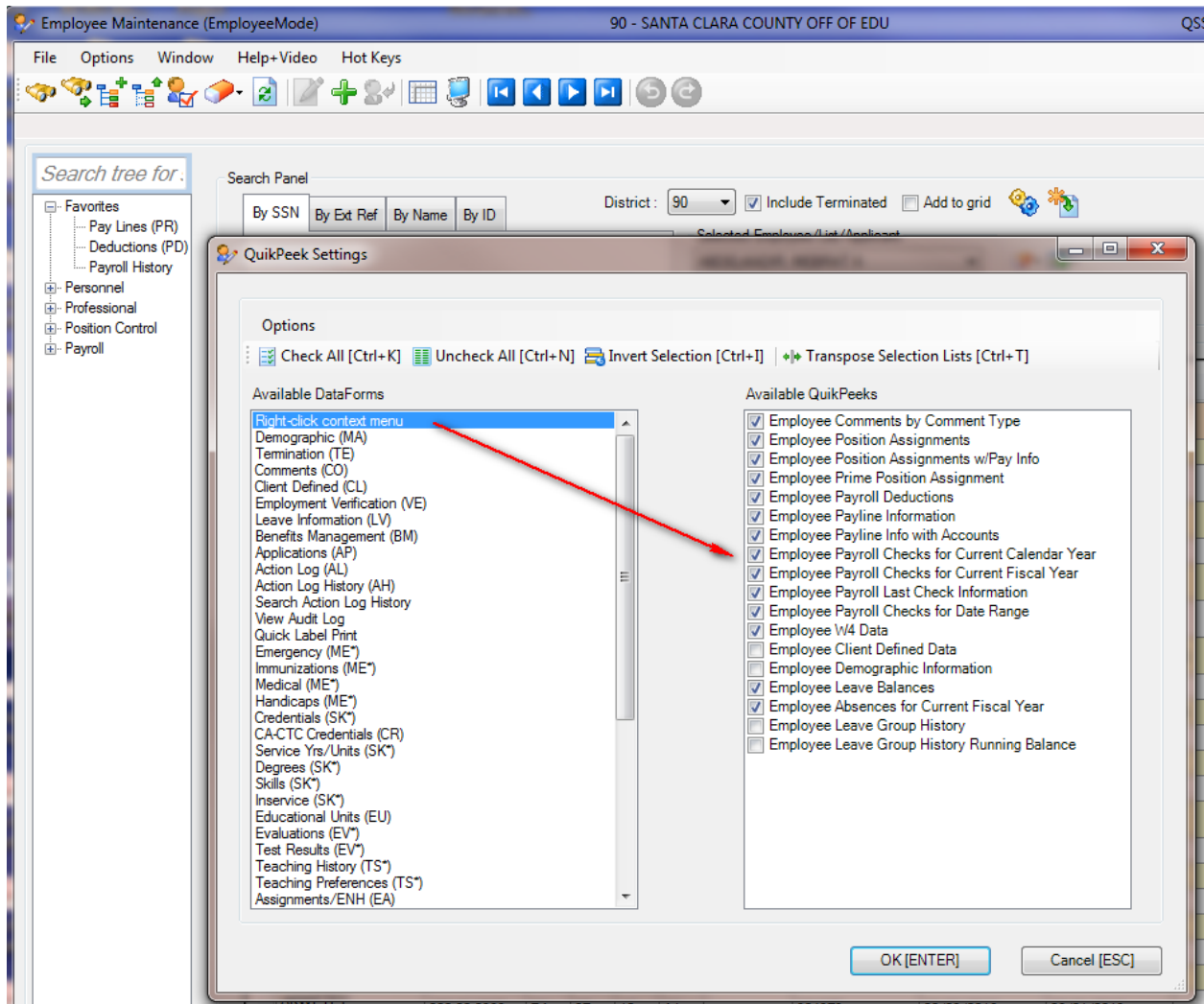
To set up Quik Peeks, go to File/Settings/QuikPeek on the Employee Maintenance screen.

The screenshot shows the 'Employee Maintenance (EmployeeMode)' application window. The 'File' menu is open, and the 'Settings' option is selected. A sub-menu is displayed, showing 'QuikPeek...' as the selected option. The background shows a search results table with columns for Name, SSN, and Hire date.

Name	SSN	Hire
[Redacted]	-00-0773	02/11/
[Redacted]	-00-0342	08/23/
[Redacted]	-00-0550	04/21/
[Redacted]	-00-0432	03/23/
[Redacted]	-00-0736	08/29/
[Redacted]	-00-0971	08/19/
[Redacted]	-00-0356	05/14/
[Redacted]	-00-0685	11/07/
[Redacted]	-00-0022	01/05/
[Redacted]	-00-0495	02/29/2016
[Redacted]	RA 05 10 C2	900025
[Redacted]	RA 07 10 A2	000000

## Search Results display – Right Click menu

In the Available DataForms selection area, highlight “Right-click content menu”, then put a check mark on the QuikPeeks you would like available under that menu. Click on OK to save your selection.





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Clicking on the W4 Quik Peek menu choice will bring up a display only window with the selected employees W4 information.

Field	Value
Federal Status	S/00-00/N
Federal Additional Amount	0.00
Federal Deduction Schedule	
State Status	S/00-00/N
State Additional Amount	0.00
State Deduction Schedule	
Check Sort	5000 - HEAD START ADMINISTRATION
Alternate Check Sort	5331 - LAIRON
Pay Code	01 - CERTIFICATED SALARIED
Primary RS	01 - STRS CERTIFICATED RETIREMENT
Secondary RS	00 - NO CODE
Ret Code	57-3-1
Pay Schedule	E10B06 - EOM 10MOS OFF-JUN,JUL DS-REG
Statutory Ded Profile	TMNS - FIT SIT MEDI STRS
DPO	
SUI	1 - Regular Funding
Def Pay Bal	0.00
Control Group	HS - HEAD START
Ret Rate	0.000000
User def (1)	DD=Y
User def (2)	DENTAL
User def (3)	
User def (4)	
User def (5)	