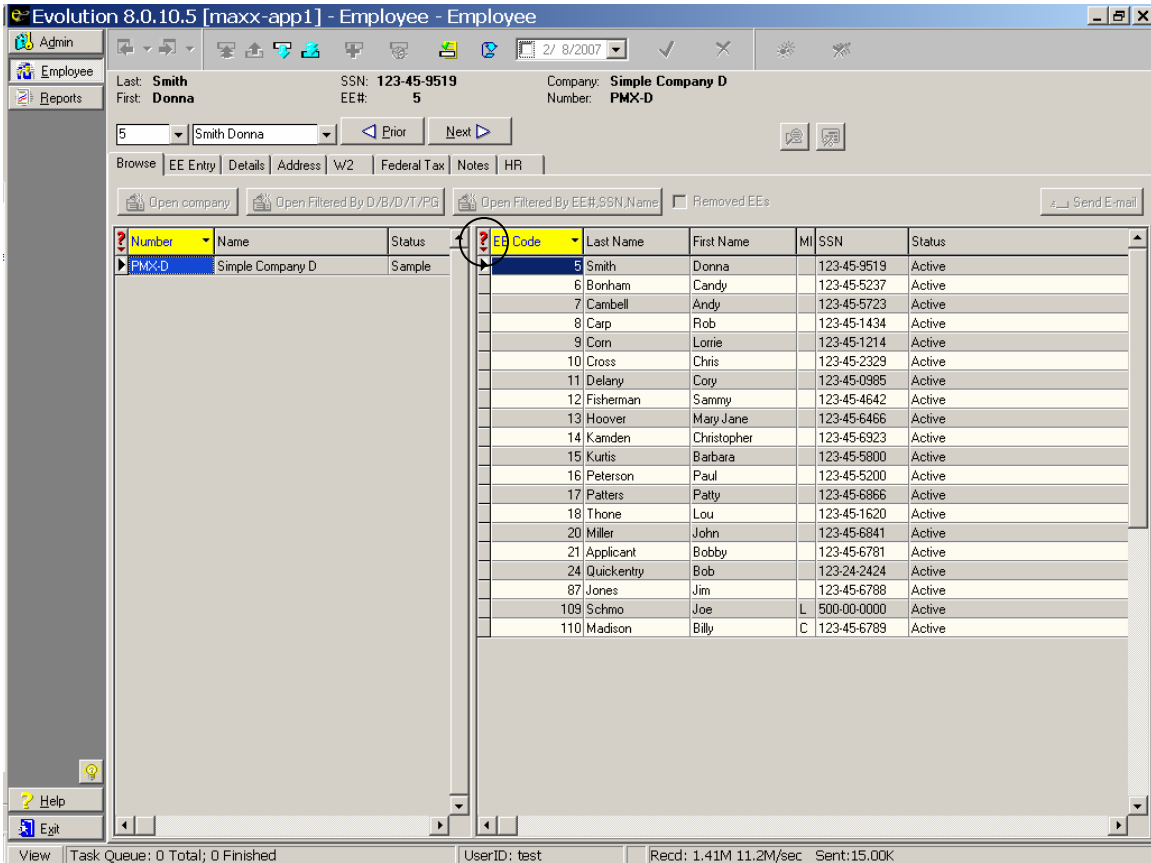


How to pull up a Terminated Employee



Go to Employee -> Employee

Click on the red question mark next to the EE Code in towards the center of the screen.

The following pop up box will appear.

Field names	Filter
EE Code	
Last Name	
First Name	
MI	
SSN	
Status	ACTIVE

Clear all Not Exact Match

In the pop up box labeled Filter records to view, click on the **Clear all** button. This will remove the word ACTIVE from the Status box. Click on **OK**.

Evolution 8.0.10.5 [maxx-app1] - Employee - Employee

Admin Employee Reports

Last: **Smith** SSN: 123-45-9519 Company: **Simple Company D**
 First: **Donna** EE#: 5 Number: **PMX-D**

5 | Smith Donna | < Prior | Next >

Browse | EE Entry | Details | Address | W2 | Federal Tax | Notes | HR

Open company | Open Filtered By D/B/D/T/PG | Open Filtered By EE#,SSN,Name | Removed EEs | Send Email

Number	Name	Status	EE Code	Last Name	First Name	MI	SSN	Status
PMX-D	Simple Company D	Sample						
1	Atkinson-Smith	Betty					12-3451873	Involuntary Layoff
3	Baddy	Chelsey					123-99-1234	Seasonal
4	Berretta	Jess					123-45-4321	Termination Due to Death
5	Smith	Donna					123-45-9519	Active
6	Bonham	Candy					123-45-5237	Active
7	Cambell	Andy					123-45-5728	Active
8	Carp	Rob					123-45-1434	Active
9	Corn	Lorrie					123-45-1214	Active
10	Cross	Chris					123-45-2129	Active
11	Delary	Cory					123-45-0985	Active
12	Fisherman	Sammy					123-45-4642	Active
13	Hoover	Mary Jane					123-45-6866	Active
14	Kanden	Christopher					123-45-6823	Active
15	Kurtis	Barbara					123-45-5800	Active
16	Peterson	Paul					123-45-5200	Active
17	Patters	Patty					123-45-6866	Active
18	Thone	Lou					123-45-1630	Active
19	Wander	Jane					123-45-2828	Leave of Absence
20	Miller	John					123-45-6841	Active
21	Applicant	Bobby					123-45-6781	Active
24	Quickentry	Bob					123-24-2424	Active
87	Jones	Jim					123-45-6788	Active
109	Schmo	Joe	L				500-00-0000	Active
110	Madison	Billy	C				123-45-6789	Active

Help Exit

View | Task Queue: 0 Total; 0 Finished | UserID: test | Recd: 1.41M 11.2M/sec | Sent:15.00K

On the right hand side of your screen, you will now be able to see all employees instead of only the Active employees as before when the filter was applied.