



A more human resource.™

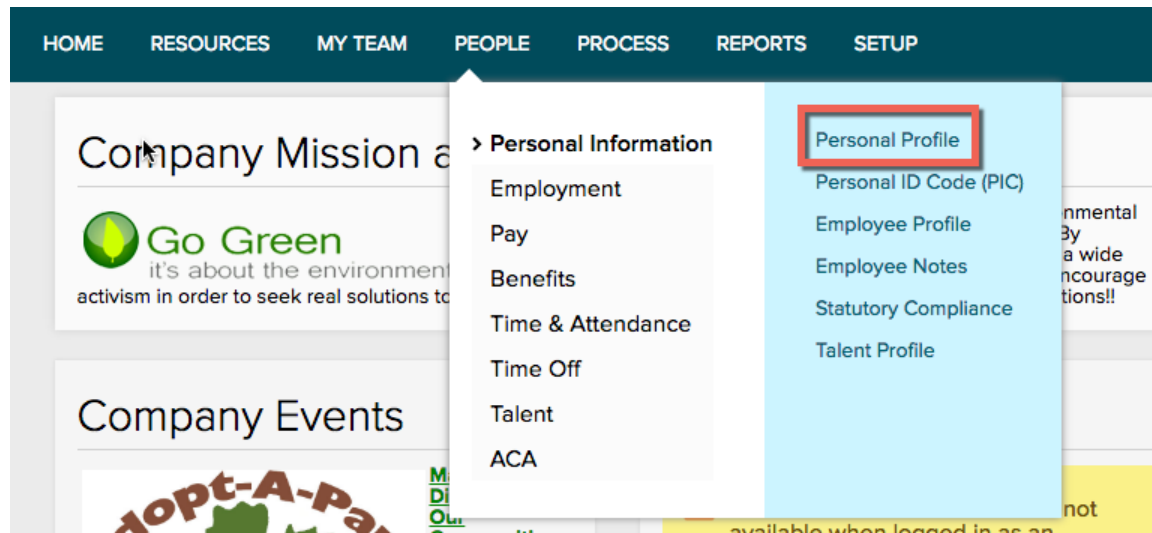
Employee Search List

ADP Workforce Now®



Create Employee Search List

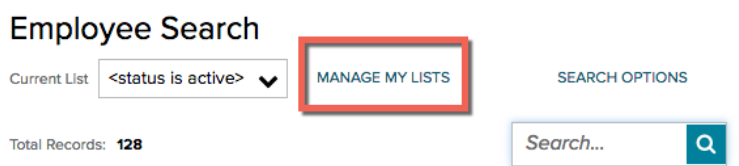
Step 1: Proceed to PEOPLE > Personal Information > Personal Profile



Step 2: Click the Employee Search button



Step 3: Click Manage My Lists on the Employee Search window



Step 4: Click ADD to create a new employee search list

HOME RESOURCES MY TEAM PEOPLE PROCESS REPORTS SETUP

Manage My Lists

Please select a list to edit or add a new list.

+ ADD **DELETE** **COPY** View **All Lists**

	LIST NAME	LIST PRIVACY
☐	ActiveOnLeave	Public
☐	Dept 301000	Public
☐	Empty Cost Center	Public
☐	Empty Home Department	Public
☐	Empty Reports To	Public
☐	Hourly	Public
☐	International	Public
☐	Non-Profit	Public
☐	ReportsTo	Public
☐	Salary	Public

Rows P

RETURN

Step 5: Setup the new employee search list

- Enter "ActiveOnLeave" in the List Name field
- Leave List Privacy set to default (Public)
- Leave Include Future New Hires set to default (No)
- Select "Status" under Field Name
- Select "is in" under Comparison
- Select Active and Leave under Field Value

HOME RESOURCES MY TEAM PEOPLE PROCESS REPORTS SETUP Search

Manage My Lists

Add - Employee List

List Name *
ActiveOnLeave

List Privacy
Public

Include Future New Hires?
☐ Yes ☒ No

Field Name Comparison Field Value

Status is in SELECT VALUE(S)

ADD CRITERIA TO THIS SET

+ CREATE AN ADDITIONAL CRITERIA SET

Available
Deceased
Terminated

Selected
Active
Leave

OK CANCEL

Note: Lists can be customized by the client to include desired criteria.

Step 6: The new list will now be active in your employee lists

HOME RESOURCES MY TEAM PEOPLE PROCESS REPORTS SETUP Search

Manage My Lists

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+ ADD | - DELETE | COPY | View All Lists

LIST NAME	LIST PRIVACY
☒ ActiveOnLeave	Public
☐ Dept 301000	Public
☐ Empty Cost Center	Public
☐ Empty Home Department	Public
☐ Empty Reports To	Public
☐ Hourly	Public
☐ International	Public
☐ Non-Profit	Public
☐ ReportsTo	Public
☐ Salary	Public

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RETURN

Step 7: Use the employee list in the queryName filter

Workforce Now® supports the use of the queryName filter in your API calls. The following URI shows the example list in the queryName filter.

<https://api.adp.com/hr/v2/workers?queryName=ActiveOnLeave>

This will return all of the workers who are Active or on Leave.

Reminder: You can customize the list to include the criteria you desire when creating the list.

