

Searching for an Employee

In this guide

Learn how to locate an employee on the OHIO System.

The Employee Section

This section of OHIO is used to store data for all employees located in the areas of OHIO where you are a **Referring Manager** or an **Authorised Manager**.

- 1) From the Dashboard, go into Employees from the side menu.

You will be presented with a list of all employees (alphabetically sorted by surname) where you are the assigned **Referring Manager**.

This list can be filtered using various search criteria, such as **Surname**, **Person ID/ESR** or **ERN** number.

By ticking the **“see all”** box, this will display employees where you are not the referring manager, but still have access to the record.

Employees Add New
Manage, create & edit employees

ERN Person ID/ESR Flu Vaccination Date See All
 Employee Name Client Record Status
 Live

											Show 20 records per page.
<input type="checkbox"/>	ERN	Name	Person ID/ESR	Client	DoB	Job Title	Telephone	Mobile	Vaccination Date	Status	Action
<input type="checkbox"/>	3074011	Bond James		Apple App Store	01/01/1960	Spy		07999999999		Live	<input type="button" value="View"/> <input type="button" value="Print"/>
<input type="checkbox"/>	2573440	Nighthawker Chloe		Apple App Store	07/02/1991	admin				Live	<input type="button" value="View"/> <input type="button" value="Print"/>
<input type="checkbox"/>	3154183	Osmond Donny		Apple App Store	01/01/1960	manager				Live	<input type="button" value="View"/> <input type="button" value="Print"/>

Total: 3

If the employee you are searching for still does not appear, it will be because:

- a) They are located in a department you do not have access to
- b) They have not been created as an employee on OHIO
- c) They are undergoing a Fit4jobs Employment questionnaire

You must contact one of the designated “superusers” in your Company and they can reassign the employee into the correct area.