

Browse By Name

[BALU]

NAME	SEX	CLASS	STATUS	ORGANIZATION
1 - A-MUHAMMAD, ABDUL-KH	M	TECH	ACT	BLDG OPERATIONS
2 - A-RAHIM, YOUSIF	M	ACAD	ACT	
3 - AABAKKEN, JORN	M	ACAD	TER	MINERAL ECONOMICS
4 - AARON, FREDERICK	M	STFF	TER	EARTH SYSTEM SCIENCE
5 - AARON, GLOSTER	M	STFF	TER	
6 - AARON, JASON	M	NA	TER	H&FS - HAZLETON
7 - AARON, LUKE	M	NA	TER	
8 - AARON, PATRICA	F	TECH	ACT	Nittany Lion Inn
9 - AARON, REBECCA	F	STFF	TER	LIBRARY
10 - AARON, REBECCA	F	NA	TER	
11 - AARON, STEVEN	M	STFF	TER	COMMUNICATIONS
12 - AARONS, BRENDAN	M	NA	ACT	
13 - AARONS, VERA	F	ACAD	TER	COUNSELING AND PSYCH

Selection Number:
LAST NAME: AASERUD
NEXT FUNCTION: █

FIRST NAME: DAVID
<MENU,KEYS,END>

Purpose:

To identify an employee's database selection number (Social Security Number) using the Browse Alpha Lookup (BALU) function.

Security Access Requirements:

None

Use of this function is available to all users who have an IBIS account.

> Note:

The "Last Name:" and "First Name:" fields will contain the name of the first employee on the next screen. Each field can be keyed over with the requested name.

To use BALU from any IBIS Function Screen:

At "**NEXT FUNCTION:**" key in BALU; if known, key in the employee's last name; key in the first name; press **ENTER**, an alphabetical employee listing by last name beginning with the requested last name will be displayed.

Example:

NEXT FUNCTION: BALU Jones Mary

To use the BALU Function:

At "**LAST NAME:**" key in the employee's last name; at "**FIRST NAME:**" key in the employee's first name, press **ENTER**, an alphabetical employee listing by last name beginning with the requested last name will be displayed.

Example:

LAST NAME: Jones FIRST NAME: Mary

or

At "**Selection Number:**" key in the number to the left of the employee's name; key in any valid HRIS function name at "Next Function:", press **ENTER**, the employee's Social Security Number will be located at "SSN:". The requested HRIS function screen will then be displayed.

Example:

Selection Number: 2

Next Function: IPOS

> Note:

If the complete spelling of a last name is not known, it is possible to indicate only the first few characters of a last name. The system is able to search with a limited number of characters. This approach will list all last names beginning with the characters indicated.