

# ServiceLink Existing Employee Search Criteria

As of July 31, 2023, ServiceLink will search and display existing (Lived) Name or Name in support of the UC GRLN policy. A (Lived) Name or Name is a self-chosen or personal and/or preferred professional name used instead of Legal Name.

1. Start by searching for an existing employee. If you find the intended employee, then select enter for employee information to populate. If you receive 'Invalid reference' (see below), proceed by clicking magnify glass (advance search).

**Employee Information**

▼ Note:  
If the employee, in which the transaction is for has

\* Employee Name (First Name Last Name)

Employee Name (First Name, Last Name)

Search by (Lived) Name

Invalid reference

\*Please note the grayed-out fields will populate information once the employee is selected.

positions the employee's primary job information will populate on the Employee Information section.

2. Click the magnify glass for Advance Search

3. Advance Search

Employee First Name

Employee Last Name

Employee ID

Job Code

Job Description

Organization Code

Organization Description

Division Code

Division Description

Department Code

Department Description

3a. In Advance Search, you can refine your search and filter by Employee ID, Dept Code, Department Description, Job Code, Job Description, Division Code, Div Description, Org Code, Organization Description.

3b. Be sure to review your results closely to ensure the selected employee is correct.