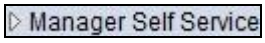
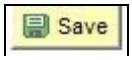
Manager Search Options

Step	Action
1.	Click the **Manager Self Service** link. 
2.	Click the **Time Management** link.
3.	Click the **Manager Search Options** link.
4.	You can narrow the **Employee Selection Criteria** displayed on TIMEaccess pages by deselecting the **Include in Criteria** option for those fields you would like to exclude on your search pages. By doing this, you can customize the page to display only the criteria that you typically use.
5.	Deselect the **Include in List** options for those fields that should not display in the list results.
6.	Click the **Save** button. 
7.	The **Employee Search Criteria** is now set to the desired criteria and will display this criteria on all TIMEaccess pages. At any point you can return to the Manager Search Options page to edit criteria.
8.	**End of Procedure.**