



General Payroll Intake Job Aid:

HC Supervisor

September 2022

Document Control Information History

The table below captures the historical changes made to this document in order to provide transparency and traceability.

Document Information

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Overview

This job aid outlines the required steps for HC Supervisors to view HC Supervisor Dashboards and access payroll cases. It will highlight the various steps HC Supervisors will need to navigate when using ServeU, including all screens, buttons, and fields they will interact with as they view dashboards and payroll cases.

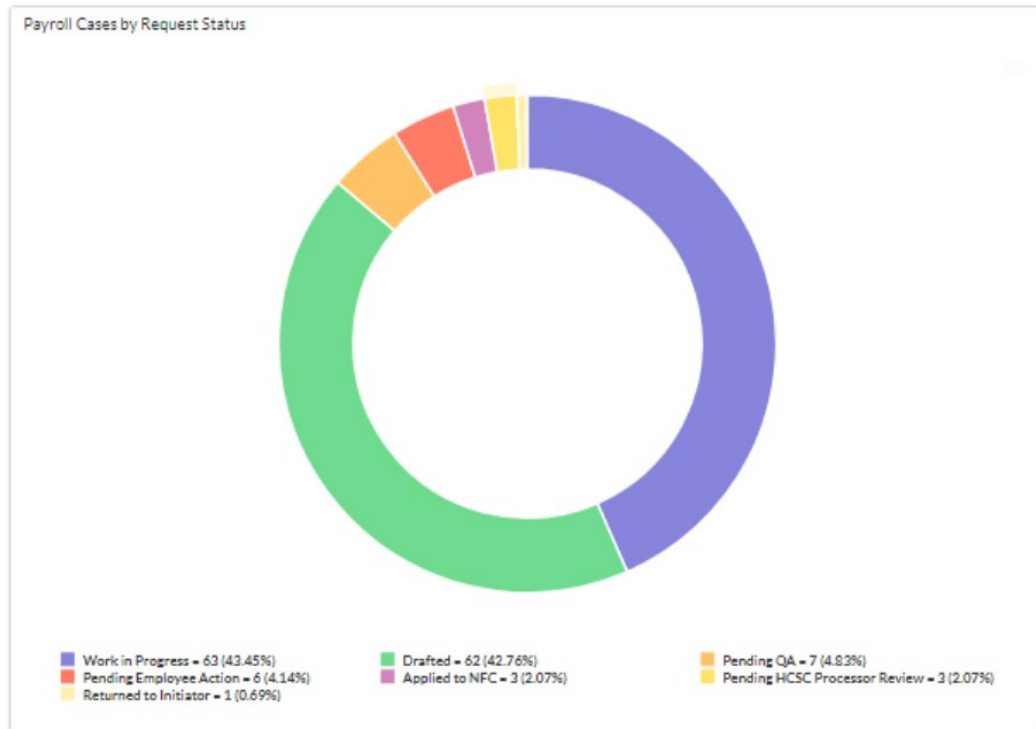
Roles & Responsibilities

HC Supervisors will be responsible for managing and reporting on all payroll cases. They will be able to do so by accessing and filtering the Payroll Case Table, as well as viewing the HC Supervisor Dashboards.

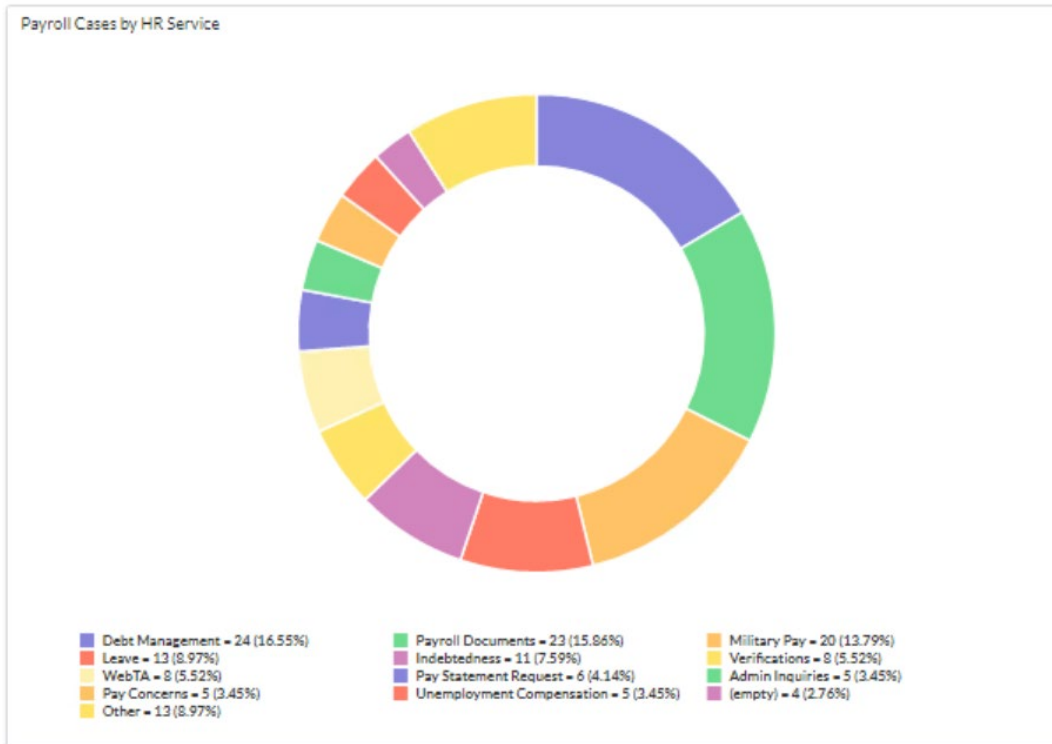
HC Supervisor Dashboard

The HC Supervisor Dashboard includes six components: Payroll Cases by Request Status, Payroll Cases by HR Service, Payroll Cases by HR Specialist, Payroll Cases by Region, Payroll Cases by HCSC Processor, and Total Payroll Cases.

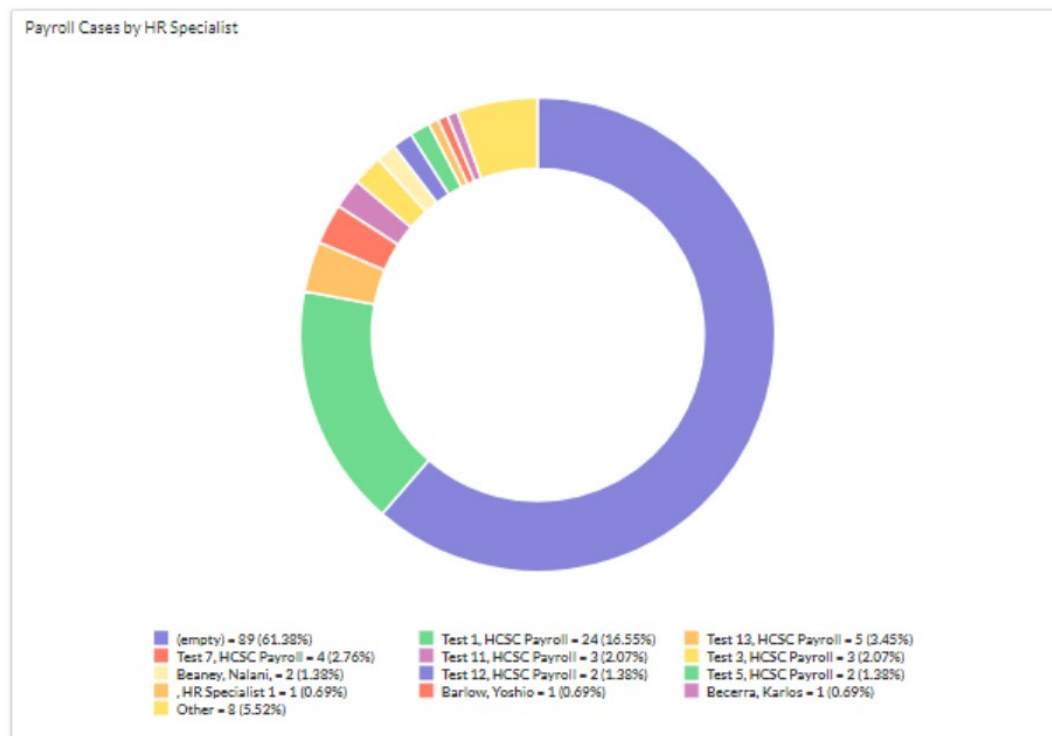
- a) **Payroll Cases by Request Status** provides a visual representation of all Payroll cases broken down by request status.



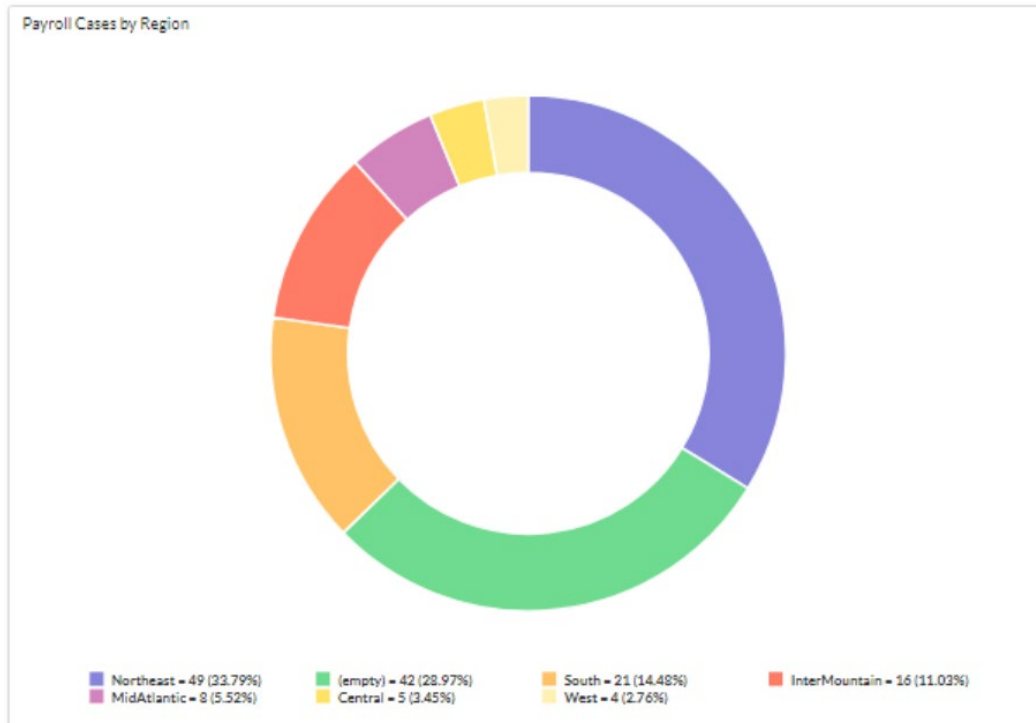
- b) **Payroll Cases by HR Services** provides a visual representation of all Payroll cases broken down by HR Service.



- c) **Payroll Cases by HR Specialist** provides a visual representation of all Payroll cases broken down by HR Specialist.



- d) **Payroll Cases by Region** provides a visual representation of all Payroll cases broken down by region.



- e) **Payroll Cases by HCSC Processor** provides a list of all Payroll cases and who it's assigned to.

Payroll Cases by HCSC Processor										
Request Status	Request Number	Initiator	Employee Name	HR Service	HR Service Type	Short Description	Assignment group	Assigned to	Airport Code	
Drafted		Crotts, Ruben, Andres	Crotts, Ruben, Andres	Military Pay	(empty)	Military Pay case for Ruben Crotts	HCSC Payroll	Test 1, HCSC Payroll	JFK	
Drafted		Synnot, Gerard	Synnot, Gerard	Debt Management	(empty)	Debt Management case for Gerard Synnot	HCSC Payroll	Test 1, HCSC Payroll	ORH	
Drafted		Smaleman, Rogers	Smaleman, Rogers	Military Pay	Military Reserve Pay Differential	Military Pay case for Rogers Smaleman	HCSC Payroll	Test 1, HCSC Payroll	TYR	
Drafted		Have, Powell	Have, Powell	Debt Management	Child Support	Debt Management case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	
Drafted		Have, Powell	Have, Powell	eTAS	System Performance	eTAS case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	
Drafted		Have, Powell	Have, Powell	Payroll Documents	Address Change	HR Documents case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	
Drafted		Have, Powell	Have, Powell	Indebtedness	Debt Waiver	Indebtedness case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	
Drafted		Have, Powell	Have, Powell	On the Job Pay Incentives	Coaching Incentives	On the Job Pay Incentives case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	
Drafted		Have, Powell	Have, Powell	Pay Concerns	No Pay	Pay Concerns case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	
Drafted		Have, Powell	Have, Powell	Pay Documents	EPP SINQ Errors	Pay Documents case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll	ABI	

- f) **Total Payroll Cases** provides a list of all submitted payroll cases.

Total Payroll Cases									
(empty)	Drafted	Have, Powell,	Have, Powell,	Pay Documents	EPP SINQ Errors	ABI	Pay Documents case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll
(empty)	Drafted	Have, Powell,	Have, Powell,	Pay Statement Request	W2 Reports	ABI	Pay Statement Request case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll
(empty)	Drafted	Have, Powell,	Have, Powell,	Unemployment Compensation	Employee Upload Form	ABI	Unemployment Compensation case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll
(empty)	Drafted	Have, Powell,	Have, Powell,	Verifications	Mortgage/Rental VOE	ABI	Verifications case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll
⊙ (empty)	Drafted	Have, Powell,	Have, Powell,	WebTA	Timecard Force Validations	ABI	WebTA case for Powell Have	HCSC Payroll	Test 1, HCSC Payroll
(empty)	Drafted	may, april	may, april	Military Pay	Military Reserve Pay Differential	DCA	Military Pay case for april may	HCSC Payroll	Test 1, HCSC Payroll
(empty)	Drafted	may, april	may, april	Debt Management	Tax Levies	DCA	Debt Management case for april may	HCSC Payroll	Test 1, HCSC Payroll
(empty)	Drafted	Crotts, Rubin, Andres	Crotts, Rubin, Andres	Military Pay	Military Reserve Pay Differential	JFK	Military Pay case for Rubin Crotts	HCSC Payroll	Test 1, HCSC Payroll
TYR-22-070416	Drafted	Smaleman, Rogers	Smaleman, Rogers	Unemployment Compensation	Employee Upload Form	TYR	Unemployment Compensation case for Rogers Smaleman	HCSC Payroll	Test 1, HCSC Payroll
TSA-22-070417	Drafted	Barajas, Eunice,	Barajas, Eunice,	Debt Management	Processing Fees Returned	000	Debt Management case for Eunice Barajas	HCSC Payroll	Test 1, HCSC Payroll
JFK-22-070418	Drafted	Crotts, Rubin, Andres	Crotts, Rubin, Andres	Military Pay	Military Reserve Pay Differential	JFK	Military Pay case for Rubin Crotts	HR Tier 1	(empty)

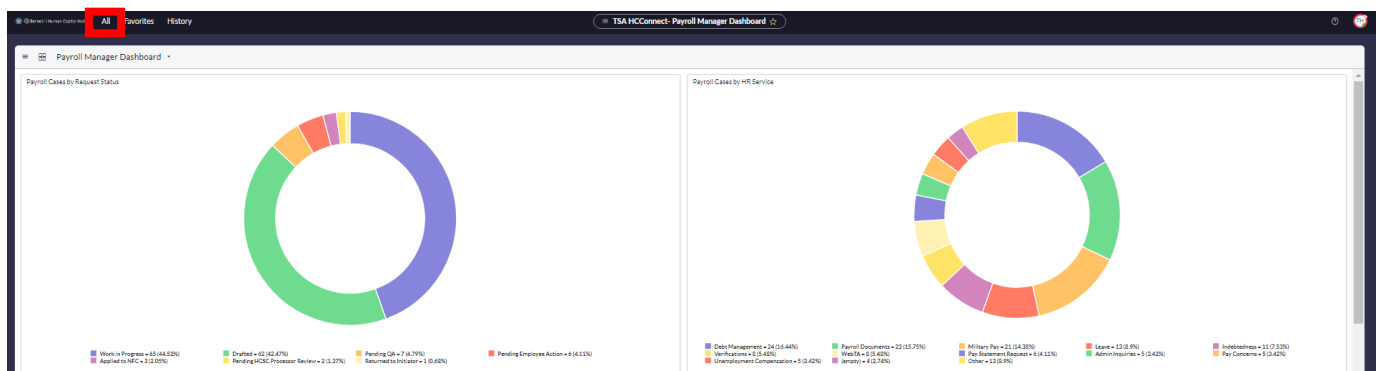
Payroll Case Table

The Payroll Case table displays all submitted payroll cases. Within the table, you can customize the column headers that appear on top of each column, the order in which columns appear, and the sorting of cases within each column. You can also search through these columns using the search function and filtering cases via the asterisk shortcut and condition builder.

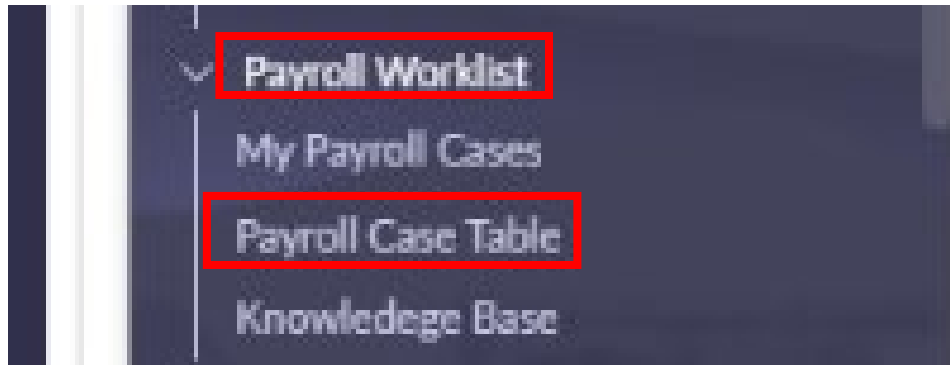
Viewing and Accessing Payroll Cases

To view and access payroll cases, you will need to navigate to the Payroll Cases table. To get to the table:

1. Click on the “All” tab located at the top left.



- Upon clicking “All,” a drop-down list will appear. Navigate to the section titled “Payroll Worklist” and click “Payroll Case Table.”



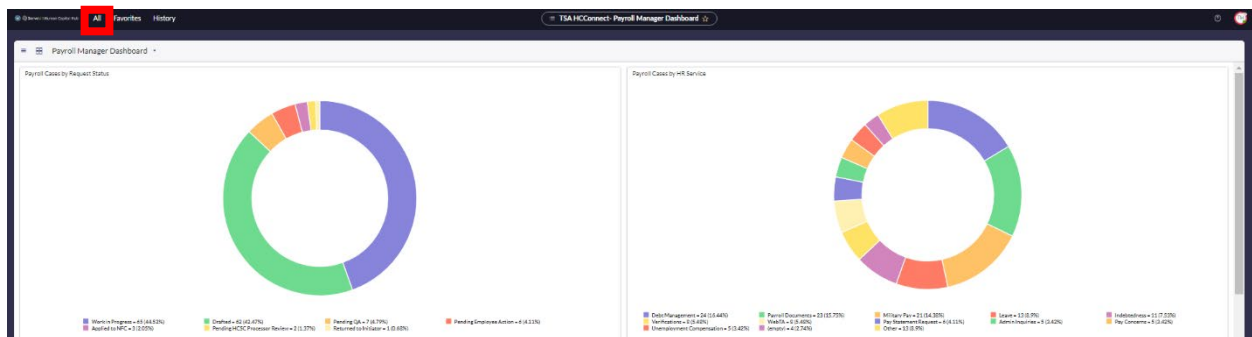
- From there, you will be redirected to the Payroll Case Table, listing all submitted payroll cases.

TSA HCCConnect: HR Payroll Cases									
All Favorites History									
HR Payroll Cases for test Search									
All	Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
<input type="checkbox"/>	(empty)	Drafted	Crotts, Rubin, Andreas	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 1, HCSC Payroll	JFK - John F. Kennedy International
<input type="checkbox"/>	(empty)	Drafted	Symons, Gerard	815109579	08/19/2022 16:39:53	Debit Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
<input type="checkbox"/>	(empty)	Drafted	Smoleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:37:57	Debit Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:40:15	WTD	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:43:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:43:47	Indebtedness	Debit Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:43:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:43:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:47:19	Pay Documents	ERP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:48:44	Verifications	Mortgage Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	Hank, Powell	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
<input type="checkbox"/>	(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
<input type="checkbox"/>	(empty)	Drafted	may, april	123456789	08/22/2022 14:05:10	Debit Management	Tax Levies	Test 1, HCSC Payroll	DCA - Washington Reagan National
<input type="checkbox"/>	(empty)	Drafted	Crotts, Rubin, Andreas	123456789	08/22/2022 14:44:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International
<input type="checkbox"/>	(empty)	Closed Complete	Crotts, Rubin, Andreas	123456789	08/23/2022 19:34:44	(empty)	(empty)	Test 1, HCSC Payroll	JFK - John F. Kennedy International
<input type="checkbox"/>	TYR-22-075416	Drafted	Smoleman, Rogers		08/23/2022 20:34:21	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
<input type="checkbox"/>	TSA-22-075417	Drafted	Barnes, Eunice	189176203	08/23/2022 20:35:33	Debit Management	Processing Fees Returned	Test 1, HCSC Payroll	Support Operations Division

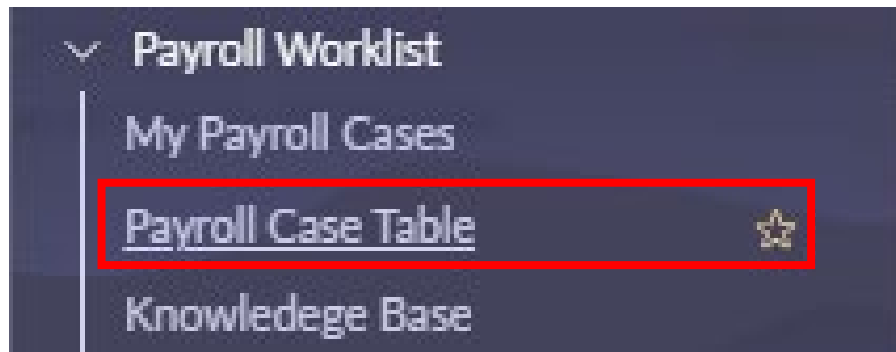
Adding Payroll Case Table to Favorites

For easier access to the Payroll Case Table, you can add it to your Favorites. To do so:

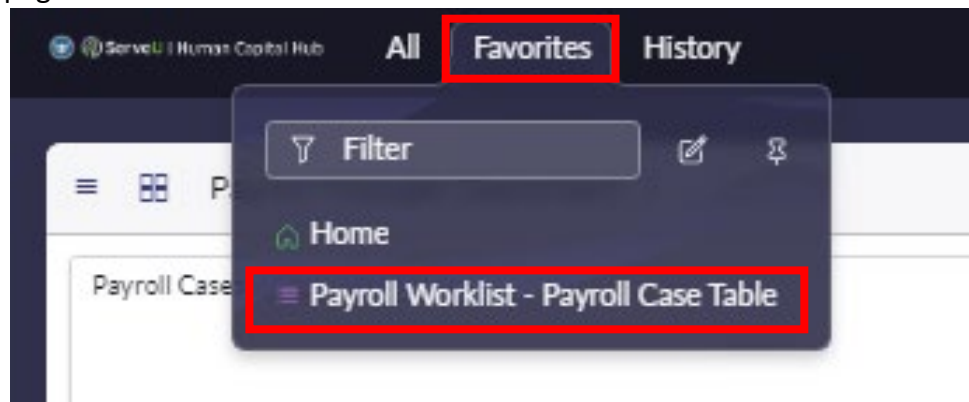
- Click the “All” tab located at the top left.



- Hover over “Payroll Case Table,” listed under the “Payroll Worklist” section and a yellow star will appear.



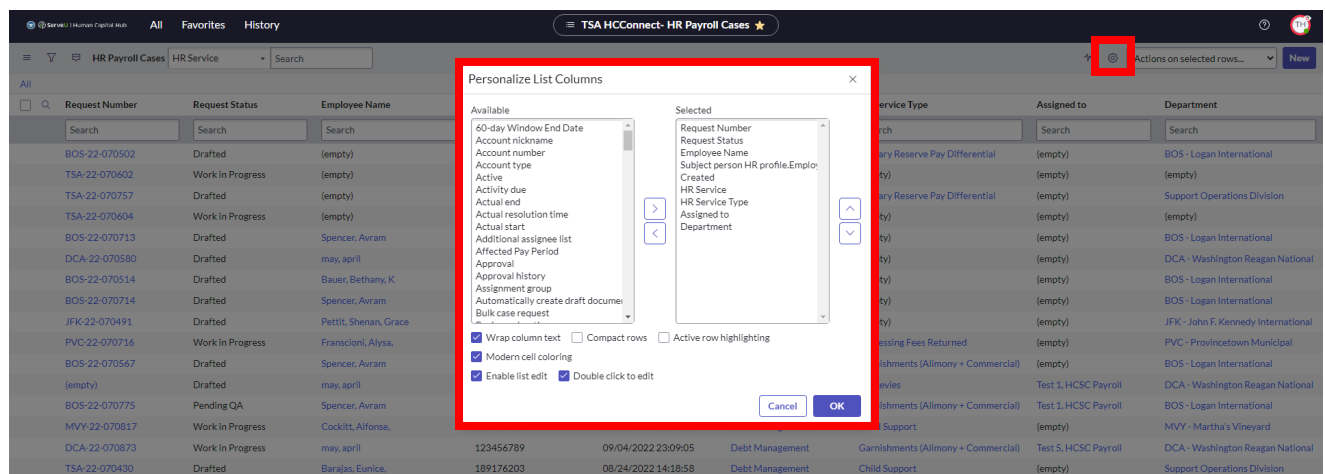
3. Click the yellow star and the table will be added to your favorites, located at the top left of the page.



Personalizing Column Headers

When personalizing column orders, **please note that your edits will not affect anyone else's view.** To add and/or remove columns:

1. Click the gear icon in the top right corner to open the "Personalize List Columns" pop-up.



2. On the left, a box titled “Available” is displayed with all available columns to choose from and display in your table. On the right, a box titled “Selected” is displayed with every column that has been chosen and can be currently seen on the table.

Personalize List Columns

Available

- 60-day Window End Date
- Account nickname
- Account number
- Account type
- Active
- Activity due
- Actual end
- Actual resolution time
- Actual start
- Additional assignee list
- Affected Pay Period
- Approval
- Approval history
- Assignment group
- Automatically create draft document
- Bulk case request

Selected

- Request Number
- Request Status
- Employee Name
- Subject person HR profile.Employ
- Created
- HR Service
- HR Service Type
- Assigned to

> <

☒ Wrap column text ☐ Compact rows ☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit ☒ Double click to edit

Cancel OK

3. To **remove** a column, select the column name from the “Selected” box and click the < button.

Personalize List Columns

Available

- Type of Emergency
- Union Transaction Code
- Union Transaction Code Desc.
- Universal Request
- Updated by
- Updates
- Upon approval
- Upon reject
- Urgency
- User input
- VLTP Effective Date
- Voluntary Deduction Code
- Who is affected by medical emergency
- Work notes
- Workflow
- Workflow invoked

Selected

- Request Number
- Request Status
- Employee Name
- Subject person HR profile.Employ
- Created
- HR Service
- HR Service Type
- Assigned to

> <

☒ Wrap column text ☐ Compact rows ☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit ☒ Double click to edit

Cancel OK

4. In doing so, the column name will be moved from the “Selected” box to the “Available” box.
 - a. In this case, the “Request Number” column was removed.

Personalize List Columns

Available

- Union Transaction Code Desc.
- Universal Request
- Updated by
- Updates
- Upon approval
- Upon reject
- Urgency
- User input
- VLTP Effective Date
- Voluntary Deduction Code
- Who is affected by medical emergency
- Work notes
- Workflow
- Workflow invoked
- Affected Pay Period
- Request Number**

Selected

- Request Status
- Employee Name
- Subject person HR profile.Employ
- Created
- HR Service
- HR Service Type
- Assigned to
- Department

> <

☒ Wrap column text ☐ Compact rows ☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit ☒ Double click to edit

Cancel OK

5. To **add** a column, select the column name from the “Available” box and click the > button.

Personalize List Columns

Available

- Union Transaction Code Desc.
- Universal Request
- Updated by
- Updates
- Upon approval
- Upon reject
- Urgency
- User input
- VLTP Effective Date
- Voluntary Deduction Code
- Who is affected by medical emergency
- Work notes
- Workflow
- Workflow invoked
- Request Number
- Affected Pay Period**

Selected

- Request Status
- Employee Name
- Subject person HR profile.Employ
- Created
- HR Service
- HR Service Type
- Assigned to
- Department

> <

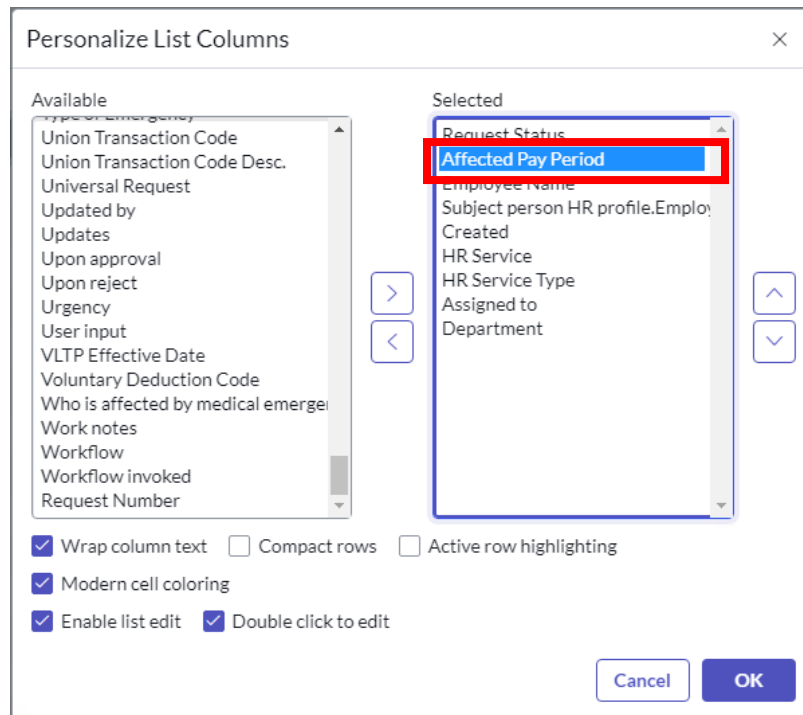
☒ Wrap column text ☐ Compact rows ☐ Active row highlighting

☒ Modern cell coloring

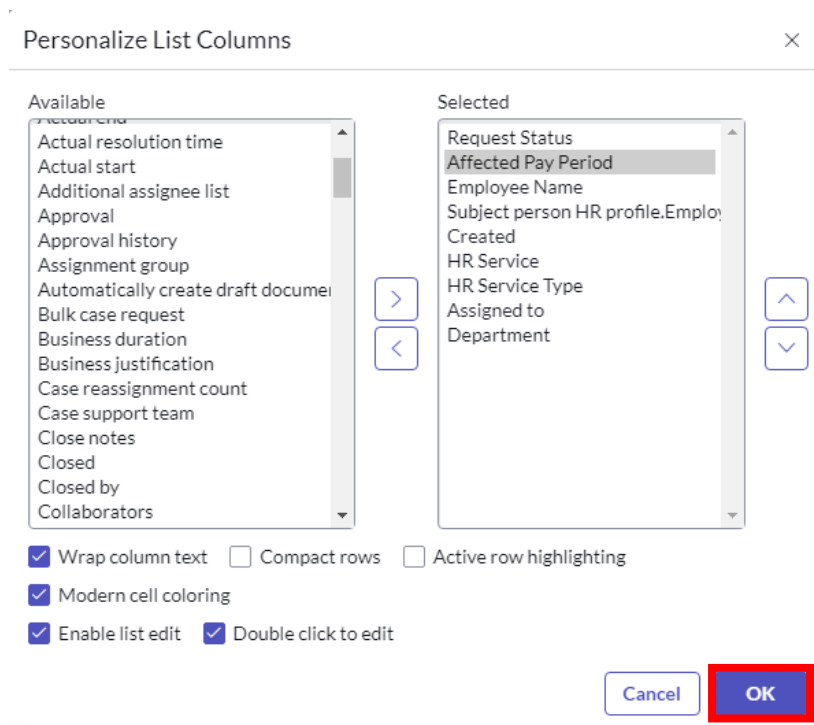
☒ Enable list edit ☒ Double click to edit

Cancel OK

6. In doing so, the column name will be moved from the “Available” box to the “Selected” box.
 - a. In this case, the “Affected Pay Period” column was added.



7. When you have finished customizing, click ok to confirm.



8. The table will now display the added/removed columns.
 - a. In this case, the “Request Number” column was removed, and the “Affected Pay Period” column was added.

Request Status	Affected Pay Period	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
Work In Progress	(empty)	(empty)	(empty)	08/30/2022 17:13:49	(empty)	(empty)	(empty)	(empty)
Drafted	(empty)	(empty)	(empty)	09/01/2022 02:30:11	(empty)	Military Reserve Pay Differential	(empty)	Support Operations Division
Work In Progress	(empty)	(empty)	(empty)	08/30/2022 17:30:12	(empty)	(empty)	(empty)	(empty)
Drafted	2022-01	(empty)	(empty)	08/25/2022 15:27:39	(empty)	Military Reserve Pay Differential	(empty)	BOS - Logan International
Drafted	(empty)	may, april	123456789	08/29/2022 17:50:14	Admin Inquiries	(empty)	(empty)	DCA - Washington Reagan National
Drafted	(empty)	Bauer, Bethany, K	150470493	08/25/2022 18:41:10	Admin Inquiries	(empty)	(empty)	BOS - Logan International
Drafted	(empty)	Spencer, Avram	876931408	08/31/2022 19:09:07	Admin Inquiries	(empty)	(empty)	BOS - Logan International
Drafted	(empty)	Pettit, Shenan, Grace	1231231223	08/24/2022 20:46:32	Admin Inquiries	(empty)	(empty)	JFK - John F. Kennedy International
Drafted	2022-03	Spencer, Avram	876931408	08/31/2022 19:07:22	Admin Inquiries	(empty)	(empty)	BOS - Logan International
Work In Progress	(empty)	Barajas, Eunice,	189176203	09/02/2022 17:59:57	Debt Management	Garnishments (Alimony + Commercial)	(empty)	Support Operations Division
Work In Progress	(empty)	Barajas, Eunice,	189176203	09/02/2022 17:58:30	Debt Management	Garnishments (Alimony + Commercial)	(empty)	Support Operations Division
Work In Progress	(empty)	Perf19, User0001	262088699	09/02/2022 18:13:50	Debt Management	Garnishments (Alimony + Commercial)	(empty)	MIA - Miami International
Drafted	(empty)	Beaney, Nalani,	355172874	08/30/2022 19:36:58	Debt Management	Garnishments (Alimony + Commercial)	(empty)	MIA - Miami International
Applied to NFC	2022-01	Bauer, Bethany, K	150470493	09/01/2022 18:25:32	Debt Management	Child Support	Test 13, HCSC Payroll	BOS - Logan International

Organizing Column Headers

When personalizing column orders, **please note that your edits will not affect anyone else's view.** To organize the order of columns:

1. Click the gear icon in the top right corner to open the “Personalize List Columns” pop-up.

Personalize List Columns

Available

- 60-day Window End Date
- Account nickname
- Account number
- Account type
- Active
- Activity due
- Actual end
- Actual resolution time
- Actual start
- Additional assignee list
- Affected Pay Period
- Approval
- Approval history
- Assignment group
- Automatically create draft document
- Bulk case request

Selected

- Request Number
- Request Status
- Employee Name
- Subject person HR profile
- Employ
- Created
- HR Service
- HR Service Type
- Assigned to
- Department

☒ Wrap column text
 ☐ Compact rows
 ☐ Active row highlighting

☒ Modern cell coloring
 ☒ Double click to edit

Cancel OK

2. Click on a column name from the “Selected” box and use the up and down arrows located to the right of the “Selected” box to move the column further right or left of the table.
 - a. Please note that clicking the *up* arrow pushes the column to the *left side* of the table, while clicking the *down* arrow pushes the column to the *right side* of the table.

Personalize List Columns

Available

- 60-day Window End Date
- Account nickname
- Account number
- Account type
- Active
- Activity due
- Actual end
- Actual resolution time
- Actual start
- Additional assignee list
- Affected Pay Period
- Approval
- Approval history
- Assignment group
- Automatically create draft document
- Bulk case request

Selected

- Request Status
- Request Number
- Employee Name
- Subject person HR profile.Empl
- Created
- HR Service
- HR Service Type
- Assigned to
- Department

☒ Wrap column text
 ☐ Compact rows
 ☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit
 ☒ Double click to edit

[Reset to column defaults](#)
[Cancel](#)
[OK](#)

3. When you have finished customizing, click ok to confirm.

Personalize List Columns

Available

- Order
- PDF Template
- Parent
- Pay discrepancy type
- Payload
- Pending approval action
- Predicted HR service
- Previously Assigned To
- Priority
- Reassignment count
- Relation to employee
- Routing number
- SLA
- SLA breached
- SLA due
- Service
- Service offering

Selected

- Request Status
- Employee Name
- Subject person HR profile.Empl
- Request Number
- Created
- HR Service
- HR Service Type
- Assigned to
- Department

☒ Wrap column text
 ☐ Compact rows
 ☐ Active row highlighting

☒ Modern cell coloring

☒ Enable list edit
 ☒ Double click to edit

[Reset to column defaults](#)
[Cancel](#)
[OK](#)

4. The table will now organize the columns in the format you'd like.
- In this case, the "Request Number" column was moved to be the fourth column.

HR Payroll Cases									
Request Status	Employee Name	Employee SSN	Request Number	Created	HR Service	HR Service Type	Assigned to	Department	
Drafted	(empty)		TSA-22-070757	09/01/2022 02:30:11	(empty)	Military Reserve Pay Differential	(empty)	Support Operations Division	
Work in Progress	(empty)		TSA-22-070602	08/30/2022 17:13:49	(empty)	(empty)	(empty)	(empty)	
Drafted	(empty)		BOS-22-070502	08/25/2022 15:27:39	(empty)	Military Reserve Pay Differential	(empty)	BOS - Logan International	
Work in Progress	(empty)		TSA-22-070604	08/30/2022 17:30:12	(empty)	(empty)	(empty)	(empty)	
Drafted	Spencer, Avram	876931408	BOS-22-070714	08/31/2022 19:09:07	Admin Inquiries	(empty)	(empty)	BOS - Logan International	
Drafted	Spencer, Avram	876931408	BOS-22-070713	08/31/2022 19:07:22	Admin Inquiries	(empty)	(empty)	BOS - Logan International	
Drafted	may, april	123456789	DCA-22-070580	08/29/2022 17:50:14	Admin Inquiries	(empty)	(empty)	DCA - Washington Reagan National	
Drafted	Bauer, Bethany, K	150470493	BOS-22-070514	08/25/2022 18:41:10	Admin Inquiries	(empty)	(empty)	BOS - Logan International	
Drafted	Pettit, Shenan, Grace	1231231223	JFK-22-070491	08/24/2022 20:46:32	Admin Inquiries	(empty)	(empty)	JFK - John F. Kennedy International	
Work in Progress	Franscioni, Alysa	303910001	PVC-22-070716	08/31/2022 19:29:42	Debt Management	Processing Fees Returned	(empty)	PVC - Provincetown Municipal	
Applied to NFC	Bauer, Bethany, K	150470493	BOS-22-070809	09/01/2022 18:25:32	Debt Management	Child Support	Test 13, HCSC Payroll	BOS - Logan International	
Work in Progress	Booker, Brett, J	571110197	BOS-22-070548	08/26/2022 18:58:35	Debt Management	Garrishments (Alimony + Commercial)	Test 1, HCSC Payroll	BOS - Logan International	

Sorting Columns

When personalizing column orders, **please note that your edits will not affect anyone else's view.** To sort columns:

1. Hover over the column name that you'd like to sort. In doing so, 3 dots should appear. Click those dots.

TSA HCCConnect- HR Payroll Cases									
Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department	
(empty)	Drafted	Crotts, Ruben, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Drafted	Synnot, Gerard,	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester	
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	

2. Click “Sort (a to z)” to sort the column by ascending order.

The screenshot shows the 'TSA HConnect - HR Payroll Cases' interface. The 'HR Service' column is highlighted with a red box, and its dropdown menu is open, showing 'Sort (a to z)' as the selected option. The table lists various payroll cases with columns for Request Number, Request Status, Employee Name, Employee SSN, Created, HR Service, Assigned to, and Department.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	Assigned to	Department
TSA-22-070604	Work In Progress	(empty)		08/30/2022 17:30:1	(empty)	(empty)	(empty)
BOS-22-070502	Drafted	(empty)		08/25/2022 15:27:3	(empty)	(empty)	BOS - Logan International
TSA-22-070602	Work In Progress	(empty)		08/30/2022 17:13:4	(empty)	(empty)	(empty)
TSA-22-070757	Drafted	(empty)		09/01/2022 02:30:2	(empty)	(empty)	Support Operations Division
BOS-22-070714	Drafted	Spencer, Avram	876931408	08/31/2022 19:09:0	Admin Inquiries	(empty)	BOS - Logan International
JFK-22-070491	Drafted	Pettit, Shenan, Grace	1231231223	08/24/2022 20:46:3	Admin Inquiries	(empty)	JFK - John F. Kennedy International
BOS-22-070713	Drafted	Spencer, Avram	876931408	08/31/2022 19:07:2	Admin Inquiries	(empty)	BOS - Logan International
DCA-22-070580	Drafted	may, april	123456789	08/29/2022 17:50:1	Admin Inquiries	(empty)	DCA - Washington Reagan National
BOS-22-070514	Drafted	Bauer, Bethany, K	150470493	08/25/2022 18:41:1	Admin Inquiries	(empty)	BOS - Logan International
BOS-22-070809	Applied to NFC	Bauer, Bethany, K	150470493	09/01/2022 18:25:3	Debt Management	Child Support	BOS - Logan International
BOS-22-070548	Work In Progress	Booker, Brett, J	571110197	08/26/2022 18:58:3	Debt Management	Test 1, HCSC Payroll	BOS - Logan International
DCA-22-070806	Work In Progress	may, april	123456789	09/01/2022 18:03:2	Debt Management	Garnishments (Alimony + Commercial)	DCA - Washington Reagan National

3. Click “Sort (z to a)” to sort the column by descending order.

The screenshot shows the 'TSA HConnect - HR Payroll Cases' interface. The 'HR Service' column is highlighted with a red box, and its dropdown menu is open, showing 'Sort (z to a)' as the selected option. The table lists various payroll cases with columns for Request Number, Request Status, Employee Name, Employee SSN, Created, HR Service, Assigned to, and Department.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	Assigned to	Department
MIA-22-070822	Work In Progress	Perf16, User0001	651661685	09/01/2022 19:47:48	WebTA	(empty)	MIA - Miami International
LAN-22-070771	Work In Progress	Hadny, Adriana	194667622	09/01/2022 08:03:06	WebTA	(empty)	LAN - Capital City
MIA-22-070863	Work In Progress	Jones, Allison	123456789	09/02/2022 18:55:18	WebTA	Test 10, HCSC Payroll	MIA - Miami International
JFK-22-070493	Drafted	Pettit, Shenan, Grace	1231231223	08/24/2022 20:50:00	WebTA	(empty)	JFK - John F. Kennedy International
BOS-22-070828	Work In Progress	Barlow, Yoshio		09/01/2022 21:53:17	WebTA	WebTA Support	BOS - Logan International
TSA-22-070753	Pending QA	Barajas, Eunice	189176203	09/01/2022 01:34:42	WebTA	(empty)	Test 1, HCSC Payroll
MIA-22-070795	Work In Progress	Perf17, User0001	862069674	09/01/2022 16:41:37	WebTA	Timecard Force Validations	MIA - Miami International
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:49:10	WebTA	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
MDW-22-070590	Drafted	Loehr, Ryan, Iman	123121234	08/29/2022 19:55:55	Voluntary Leave Transfer Program	(empty)	(empty)

Search function

To filter through cases using keywords, use the search function. To do so:

1. Click the magnifying glass icon in the top left corner. In doing so, search fields will appear under each column title.

TSA HConnect- HR Payroll Cases									
HR Payroll Cases for text									
Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department	
Search	Search	Search	Search	Search	Search	Search	Search	Search	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Drafted	Symnot, Gerard,	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester	
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:48:44	Verifications	Mortgage/Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National	
(empty)	Drafted	may, april	123456789	08/22/2022 14:05:10	Debt Management	Tax Levies	Test 1, HCSC Payroll	DCA - Washington Reagan National	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International	

2. Type a keyword into the search field for any column you wish to sort through.

TSA HConnect- HR Payroll Cases									
HR Service HR service name starts with military pay									
Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department	
Search	Search	Search	Search	Search	military pay	Search	Search	Search	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field	
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Closed Complete	Crotts, Rubin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
JFK-22-070418	Drafted	Crotts, Rubin, Andres	123456789	08/23/2022 20:36:30	Military Pay	Military Reserve Pay Differential	(empty)	JFK - John F. Kennedy International	
JFK-22-070451	Drafted	Crotts, Rubin, Andres	123456789	08/24/2022 16:17:40	Military Pay	Military Reserve Pay Differential	JHR Specialist 1	JFK - John F. Kennedy International	
BGR-22-070506	Drafted	de Clercq, Ardath,	770745624	08/25/2022 15:42:02	Military Pay	(empty)	(empty)	BGR - Bangor International	
BOS-22-070508	Work in Progress	Spencer, Avram	123456789	08/25/2022 16:07:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International	
MIA-22-070587	Work in Progress	Beaney, Nalani,	355172874	08/29/2022 19:41:34	Military Pay	Military Reserve Pay Differential	(empty)	MIA - Miami International	
BOS-22-070591	Drafted	Alston, Seth	299199284	08/29/2022 19:58:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International	
MIA-22-070621	Closed Incomplete	Jones, Allison	123456789	08/30/2022 19:26:20	Military Pay	Military Reserve Pay Differential	Test 7, HCSC Payroll	MIA - Miami International	
TSA-22-070759	Work in Progress	Barajas, Eunice,	189176203	09/01/2022 02:48:53	Military Pay	Military Reserve Pay Differential	(empty)	Support Operations Division	
TSA-22-070760	Work in Progress	Barajas, Eunice,	189176203	09/01/2022 04:01:52	Military Pay	(empty)	(empty)	Support Operations Division	
PVC-22-070761	Work in Progress	Evans, Laith		09/01/2022 04:15:22	Military Pay	Military Reserve Pay Differential	(empty)	PVC - Provincetown Municipal	
TSA-22-070762	Work in Progress	Barajas, Eunice,	189176203	09/01/2022 06:06:30	Military Pay	Military Reserve Pay Differential	Test 13, HCSC Payroll	Support Operations Division	
ADK-22-070797	Work in Progress	Goldberg, Aaron		09/01/2022 16:47:11	Military Pay	Military Reserve Pay Differential	(empty)	ADK - Adak Naval Air Station	

3. In doing so, the table will filter to all the values that contain that search term.
 - a. In this case, the table has been filtered to all cases with a "Military Pay" HR Service.

TSA HConnect- HR Payroll Cases									
HR Payroll Cases for text Search									
All > HR Service HR service name starts with military pay									
Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department	
Search	Search	Search	Search	Search	military pay	Search	Search	Search	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field	
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Closed Complete	Crotts, Rubin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
JFK-22-070418	Drafted	Crotts, Rubin, Andres	123456789	08/23/2022 20:36:30	Military Pay	Military Reserve Pay Differential	(empty)	JFK - John F. Kennedy International	
JFK-22-070451	Drafted	Crotts, Rubin, Andres	123456789	08/24/2022 16:17:40	Military Pay	Military Reserve Pay Differential	JHR Specialist 1	JFK - John F. Kennedy International	
BGR-22-070506	Drafted	de Clercq, Ardath,	770745624	08/25/2022 15:42:02	Military Pay	(empty)	(empty)	BGR - Bangor International	
BOS-22-070508	Work in Progress	Spencer, Avram	123456789	08/25/2022 16:07:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International	
MIA-22-070587	Work in Progress	Beaney, Nalani,	355172874	08/29/2022 19:41:34	Military Pay	Military Reserve Pay Differential	(empty)	MIA - Miami International	
BOS-22-070591	Drafted	Alston, Seth	299199284	08/29/2022 19:58:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International	
MIA-22-070621	Closed Incomplete	Jones, Allison	123456789	08/30/2022 19:26:20	Military Pay	Military Reserve Pay Differential	Test 7, HCSC Payroll	MIA - Miami International	
TSA-22-070759	Work in Progress	Barajas, Eunice,	189176203	09/01/2022 02:48:53	Military Pay	Military Reserve Pay Differential	(empty)	Support Operations Division	
TSA-22-070760	Work in Progress	Barajas, Eunice,	189176203	09/01/2022 04:01:52	Military Pay	(empty)	(empty)	Support Operations Division	
PVC-22-070761	Work in Progress	Evans, Laith		09/01/2022 04:15:22	Military Pay	Military Reserve Pay Differential	(empty)	PVC - Provincetown Municipal	
TSA-22-070762	Work in Progress	Barajas, Eunice,	189176203	09/01/2022 06:06:30	Military Pay	Military Reserve Pay Differential	Test 13, HCSC Payroll	Support Operations Division	
ADK-22-070797	Work in Progress	Goldberg, Aaron		09/01/2022 16:47:11	Military Pay	Military Reserve Pay Differential	(empty)	ADK - Adak Naval Air Station	

Asterisk Shortcut

To optimize your searches within the Payroll Case table, you can search through all values that contain the search term of your choosing. To do so:

1. Click the magnifying glass icon in the top left corner. In doing so, search fields will appear under each column title.

TSA HConnect- HR Payroll Cases									
HR Payroll Cases for text Search									
All									
Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department	
Search	Search	Search	Search	Search	Search	Search	Search	Search	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International	
(empty)	Drafted	Synnot, Gerard,	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester	
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:48:44	Verifications	Mortgage/Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport	
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National	
(empty)	Drafted	may, april	123456789	08/22/2022 14:05:10	Debt Management	Tax Levies	Test 1, HCSC Payroll	DCA - Washington Reagan National	
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International	

2. Type a specific keyword term for the field that you wish to search for and add an asterisk (*) in front of the search term that you are looking for.

TSA HCCConnect- HR Payroll Cases									
HR Payroll Cases for text Search									
All									
<input type="checkbox"/>	Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
	Search	Search	Search	Search	Search	Search	Search	Search	Search
(empty)	Drafted		Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted		Synnot, Gerard	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
(empty)	Drafted		Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:48:44	Verifications	Mortgage/Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		Have, Powell,	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted		may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted		may, april	123456789	08/22/2022 14:05:10	Debt Management	Tax Levies	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted		Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Closed Complete		Crotts, Rubin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International

3. In doing so, the system will search through all the values that contain that search term.
 - a. In this case, "April" was entered into the Employee Name field to find all cases for April May.

TSA HCCConnect- HR Payroll Cases									
HR Payroll Cases for text Search									
All	Employee Name Name (Last, First, Middle) contains april								
<input type="checkbox"/>	Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
	Search	Search	Search	Search	Search	Search	Search	Search	Search
(empty)	Drafted		may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted		may, april	123456789	08/22/2022 14:05:10	Debt Management	Tax Levies	Test 1, HCSC Payroll	DCA - Washington Reagan National
DCA-22-070503	Drafted		may, april	123456789	08/25/2022 15:29:16	Indebtedness	Debt Waiver	(empty)	DCA - Washington Reagan National
DCA-22-070505	Drafted		may, april	123456789	08/25/2022 15:35:34	Indebtedness	Debt Inquiry	(empty)	DCA - Washington Reagan National
DCA-22-070507	Drafted		may, april	123456789	08/25/2022 15:54:53	Debt Management	Processing Fees Returned	(empty)	DCA - Washington Reagan National
DCA-22-070580	Drafted		may, april	123456789	08/29/2022 17:50:14	Admin Inquiries	(empty)	(empty)	DCA - Washington Reagan National
DCA-22-070806	Work In Progress		may, april	123456789	09/01/2022 18:03:29	Debt Management	Garnishments (Alimony + Commercial)	(empty)	DCA - Washington Reagan National
DCA-22-070873	Work In Progress		may, april	123456789	09/04/2022 23:09:05	Debt Management	Garnishments (Alimony + Commercial)	Test 5, HCSC Payroll	DCA - Washington Reagan National

Condition Builder

Within the Payroll Cases table, you can use the Condition Builder to build "and/or" conditions to filter a table. To do so:

1. Click on the filter icon located in the top left corner. Upon clicking that, the Condition Builder will appear below.

TS/HR Connect: HR Payroll Cases

Run Save... AND OR Add Sort

-- choose field -- -- oper -- -- value --

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Synnot, Gerard,	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:43:47	Indebtedness	Debt Walver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:48:44	Verifications	Mortgage/Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted	may, april	123456789	08/22/2022 14:05:10	Debt Management	Tax Levies	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Closed Complete	Crotts, Rubin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International

2. In the first dropdown list, select a field.

TS/HR Connect: HR Payroll Cases

Run Save... AND OR Add Sort

-- choose field -- -- oper -- -- value --

Employee Name

Request Status Employee Name Employee SSN Created HR Service HR Service Type Assigned to Department

Drafted Crotts, Rubin, Andres 123456789 08/19/2022 16:34:06 Military Pay (empty) Test 7, HCSC Payroll JFK - John F. Kennedy International

Drafted Synnot, Gerard, 815109579 08/19/2022 16:39:53 Debt Management (empty) Test 1, HCSC Payroll ORH - Worcester

Drafted Smaleman, Rogers 08/22/2022 13:33:52 Military Pay Military Reserve Pay Differential Test 1, HCSC Payroll TYR - Tyler Pounds Field

Drafted Have, Powell, 577868643 08/22/2022 13:37:57 Debt Management Child Support Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:40:15 eTAS System Performance Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:41:37 Payroll Documents Address Change Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:43:47 Indebtedness Debt Walver Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:45:27 On the Job Pay Incentives Coaching Incentives Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:46:10 Pay Concerns No Pay Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:47:19 Pay Documents EPP SINQ Errors Test 1, HCSC Payroll ABI - Abilene Regional Airport

3. In the second dropdown list, select an operation.

TS/HR Connect: HR Payroll Cases

Run Save... AND OR Add Sort

Employee Name is

Request Status Employee Name Employee SSN Created HR Service HR Service Type Assigned to Department

Drafted Crotts, Rubin, Andres 123456789 08/19/2022 16:34:06 Military Pay (empty) Test 7, HCSC Payroll JFK - John F. Kennedy International

Drafted Synnot, Gerard, 815109579 08/19/2022 16:39:53 Debt Management (empty) Test 1, HCSC Payroll ORH - Worcester

Drafted Smaleman, Rogers 08/22/2022 13:33:52 Military Pay Military Reserve Pay Differential Test 1, HCSC Payroll TYR - Tyler Pounds Field

Drafted Have, Powell, 577868643 08/22/2022 13:37:57 Debt Management Child Support Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:40:15 eTAS System Performance Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:41:37 Payroll Documents Address Change Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:43:47 Indebtedness Debt Walver Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:45:27 On the Job Pay Incentives Coaching Incentives Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:46:10 Pay Concerns No Pay Test 1, HCSC Payroll ABI - Abilene Regional Airport

Drafted Have, Powell, 577868643 08/22/2022 13:47:19 Pay Documents EPP SINQ Errors Test 1, HCSC Payroll ABI - Abilene Regional Airport

4. In the third dropdown list, select a value.

TS/HR Connect - HR Payroll Cases

HR Payroll Cases for text Search

Run Save... AND OR Add Sort

Employee Name is Have, Powell

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Synnot, Gerard	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
(empty)	Drafted	Smaleman, Rogers	577868643	08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport

5. Click the “Run” button to apply the conditions, filter the table, and find your desired cases.
 - a. In this example, the conditions have been applied to filter to all cases with an Employee Name of “Have Powell.”

TS/HR Connect - HR Payroll Cases

HR Payroll Cases for text Search

Run Save... AND OR Add Sort

Employee Name is Have, Powell

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:48:44	Verifications	Mortgage/Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
ABI-22-070566	Drafted	Have, Powell	577868643	08/29/2022 14:35:14	Payroll Documents	Direct Deposit	(empty)	ABI - Abilene Regional Airport

6. If you’d like to **add additional conditions**, click the “And” button. Once you click “And,” repeat Steps 2-4 in the second line.

TS/HR Connect - HR Payroll Cases

HR Payroll Cases for text Search

Run Save... AND OR Add Sort

All of these conditions must be met

Employee Name is Have, Powell

HR Service is Pay Documents

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Synnot, Gerard	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
(empty)	Drafted	Smaleman, Rogers	577868643	08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport

7. Once you've entered all additional conditions, click "Run" and the conditions will be applied, and the table will be filtered to your desired cases.
 - a. In this example, the conditions have been applied to filter to all cases with an Employee Name of "Have Powell" **and** "Pay Documents" HR Service.

The screenshot shows the 'TSA HCCConnect - HR Payroll Cases' interface. The search bar contains 'for text'. Below it, the 'Run' button is highlighted in red. The conditions section shows 'Employee Name' is 'Have, Powell' and 'HR Service' is 'Pay Documents'. The table below shows the results of the search, with the first row highlighted in red.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport

8. If you'd like to **expand your search to cover different layers of conditions**, click the "Or" button. Once you click "Or," repeat steps 2-4 in the additional lines.

The screenshot shows the 'TSA HCCConnect - HR Payroll Cases' interface. The search bar contains 'for text'. Below it, the 'OR' button is highlighted in red. The conditions section shows 'Employee Name' is 'Have, Powell' and 'HR Service' is 'Pay Documents'. The table below shows the results of the search, with the first row highlighted in red.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Synnot, Gerard,	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport

9. Once you've entered all additional conditions, click "Run" and the conditions will be applied, and the table will be filtered to your desired cases.
 - a. In this example, the conditions have been applied to filter to all cases with an Employee Name of "Have Powell" **and** "Pay Documents" HR Service **or** "Debt Management" HR Service.

The screenshot shows the 'TSA HCCConnect - HR Payroll Cases' interface. The search bar contains 'for text'. Below it, the 'Run' button is highlighted in red. The conditions section shows 'Employee Name' is 'Have, Powell' and 'HR Service' is 'Pay Documents'. The table below shows the results of the search, with the first row highlighted in red.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell,	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport

Breadcrumbs

To track what filters have been applied to the table, you can view refer to the top left corner where the filter conditions will be listed in purple.

1. In this case, you can see that the table has been filtered to all cases with a Military Pay HR Service.

The screenshot shows the 'TSA HCCConnect- HR Payroll Cases' table. A breadcrumb at the top left indicates the filter path: 'All > HR Service > Military Pay'. The table columns include Request Number, Request Status, Employee Name, Employee SSN, Created, HR Service, HR Service Type, Assigned to, and Department. The 'HR Service' column is highlighted with a red box, showing 'Military Pay' for all rows. The table contains 18 rows of data, including entries for Crofts, Rublin, Andres; Smaleman, Rogers; may, april; Crofts, Rublin, Andres; Crofts, Rublin, Andres; Crofts, Rublin, Andres; de Clercq, Ardath; Spencer, Avram; Beaney, Nalani; Alston, Seth; Jones, Allison; Barajas, Eunice; Barajas, Eunice; Evans, Laith; and Barajas, Eunice.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crofts, Rublin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted	Crofts, Rublin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Closed Complete	Crofts, Rublin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
JFK-22-070418	Drafted	Crofts, Rublin, Andres	123456789	08/23/2022 20:36:30	Military Pay	Military Reserve Pay Differential	(empty)	JFK - John F. Kennedy International
JFK-22-070451	Drafted	Crofts, Rublin, Andres	123456789	08/24/2022 16:17:40	Military Pay	Military Reserve Pay Differential	, HR Specialist 1	JFK - John F. Kennedy International
BGR-22-070506	Drafted	de Clercq, Ardath	770745624	08/25/2022 15:42:02	Military Pay	(empty)	(empty)	BGR - Bangor International
BOS-22-070508	Work In Progress	Spencer, Avram	123456789	08/25/2022 16:07:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International
MIA-22-070587	Work In Progress	Beaney, Nalani	355172874	08/29/2022 19:41:34	Military Pay	Military Reserve Pay Differential	(empty)	MIA - Miami International
BOS-22-070591	Drafted	Alston, Seth	299199284	08/29/2022 19:58:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International
MIA-22-070621	Closed Incomplete	Jones, Allison	123456789	08/30/2022 19:26:20	Military Pay	Military Reserve Pay Differential	Test 7, HCSC Payroll	MIA - Miami International
TSA-22-070759	Work In Progress	Barajas, Eunice	189176203	09/01/2022 02:48:53	Military Pay	Military Reserve Pay Differential	(empty)	Support Operations Division
TSA-22-070760	Work In Progress	Barajas, Eunice	189176203	09/01/2022 04:01:52	Military Pay	(empty)	(empty)	Support Operations Division
PVC-22-070761	Work In Progress	Evans, Laith		09/01/2022 04:15:22	Military Pay	Military Reserve Pay Differential	(empty)	PVC - Provincetown Municipal
TSA-22-070762	Work In Progress	Barajas, Eunice	189176203	09/01/2022 06:06:30	Military Pay	Military Reserve Pay Differential	Test 13, HCSC Payroll	Support Operations Division

Clearing Filters

Applied filters can be easily cleared from the table. To do so:

1. Click the filter icon in the top left corner. Upon clicking that, the Condition Builder will appear below will the current filters applied.
 - a. In this case, you can see that the table has been filtered to all cases with a “Military Pay” HR Service.

The screenshot shows the 'TSA HCCConnect- HR Payroll Cases' table with the Condition Builder open. The Condition Builder shows a filter for 'HR Service' with the value 'Military Pay'. The table columns are the same as in the previous screenshot. The table contains 18 rows of data, including entries for Crofts, Rublin, Andres; Smaleman, Rogers; may, april; Crofts, Rublin, Andres; Crofts, Rublin, Andres; Crofts, Rublin, Andres; de Clercq, Ardath; Spencer, Avram; Beaney, Nalani; Alston, Seth; Jones, Allison; Barajas, Eunice; Barajas, Eunice; Evans, Laith; and Barajas, Eunice.

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crofts, Rublin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted	Crofts, Rublin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Closed Complete	Crofts, Rublin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
JFK-22-070418	Drafted	Crofts, Rublin, Andres	123456789	08/23/2022 20:36:30	Military Pay	Military Reserve Pay Differential	(empty)	JFK - John F. Kennedy International
JFK-22-070451	Drafted	Crofts, Rublin, Andres	123456789	08/24/2022 16:17:40	Military Pay	Military Reserve Pay Differential	, HR Specialist 1	JFK - John F. Kennedy International
BGR-22-070506	Drafted	de Clercq, Ardath	770745624	08/25/2022 15:42:02	Military Pay	(empty)	(empty)	BGR - Bangor International
BOS-22-070508	Work In Progress	Spencer, Avram	123456789	08/25/2022 16:07:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International
MIA-22-070587	Work In Progress	Beaney, Nalani	355172874	08/29/2022 19:41:34	Military Pay	Military Reserve Pay Differential	(empty)	MIA - Miami International
BOS-22-070591	Drafted	Alston, Seth	299199284	08/29/2022 19:58:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International

2. Click the red “X” button, then click the “Run” button.

HR Payroll Cases for text Search

Run Save... AND OR Add Sort

HR Service is Military Pay

All > HR Service = Military Pay

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/22/2022 14:46:56	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Closed Complete	Crotts, Rubin, Andres	123456789	08/23/2022 19:34:44	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
JFK-22-070418	Drafted	Crotts, Rubin, Andres	123456789	08/23/2022 20:36:30	Military Pay	Military Reserve Pay Differential	(empty)	JFK - John F. Kennedy International
JFK-22-070451	Drafted	Crotts, Rubin, Andres	123456789	08/24/2022 16:17:40	Military Pay	Military Reserve Pay Differential	JFK Specialist 1	JFK - John F. Kennedy International
BGR-22-070506	Drafted	de Clercq, Ardath	770745624	08/25/2022 15:42:02	Military Pay	(empty)	(empty)	BGR - Bangor International
BOS-22-070508	Work in Progress	Spencer, Avram	123456789	08/25/2022 16:07:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International
MIA-22-070587	Work in Progress	Beaney, Nalani	355172874	08/29/2022 19:41:34	Military Pay	Military Reserve Pay Differential	(empty)	MIA - Miami International
BOS-22-070591	Drafted	Alston, Seth	299199284	08/29/2022 19:58:24	Military Pay	Military Reserve Pay Differential	(empty)	BOS - Logan International

3. In doing so, all filters will be cleared from the table.

HR Payroll Cases for text Search

All

Request Number	Request Status	Employee Name	Employee SSN	Created	HR Service	HR Service Type	Assigned to	Department
(empty)	Drafted	Crotts, Rubin, Andres	123456789	08/19/2022 16:34:06	Military Pay	(empty)	Test 7, HCSC Payroll	JFK - John F. Kennedy International
(empty)	Drafted	Synnot, Gerard	815109579	08/19/2022 16:39:53	Debt Management	(empty)	Test 1, HCSC Payroll	ORH - Worcester
(empty)	Drafted	Smaleman, Rogers		08/22/2022 13:33:52	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	TYR - Tyler Pounds Field
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:37:57	Debt Management	Child Support	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:40:15	eTAS	System Performance	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:41:37	Payroll Documents	Address Change	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:43:47	Indebtedness	Debt Waiver	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:45:27	On the Job Pay Incentives	Coaching Incentives	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:46:10	Pay Concerns	No Pay	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:47:19	Pay Documents	EPP SINQ Errors	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:47:42	Pay Statement Request	W2 Reports	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:48:07	Unemployment Compensation	Employee Upload Form	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:48:44	Verifications	Mortgage/Rental VOE	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	Have, Powell	577868643	08/22/2022 13:49:10	WebTA	Timecard Force Validations	Test 1, HCSC Payroll	ABI - Abilene Regional Airport
(empty)	Drafted	may, april	123456789	08/22/2022 14:04:28	Military Pay	Military Reserve Pay Differential	Test 1, HCSC Payroll	DCA - Washington Reagan National

