

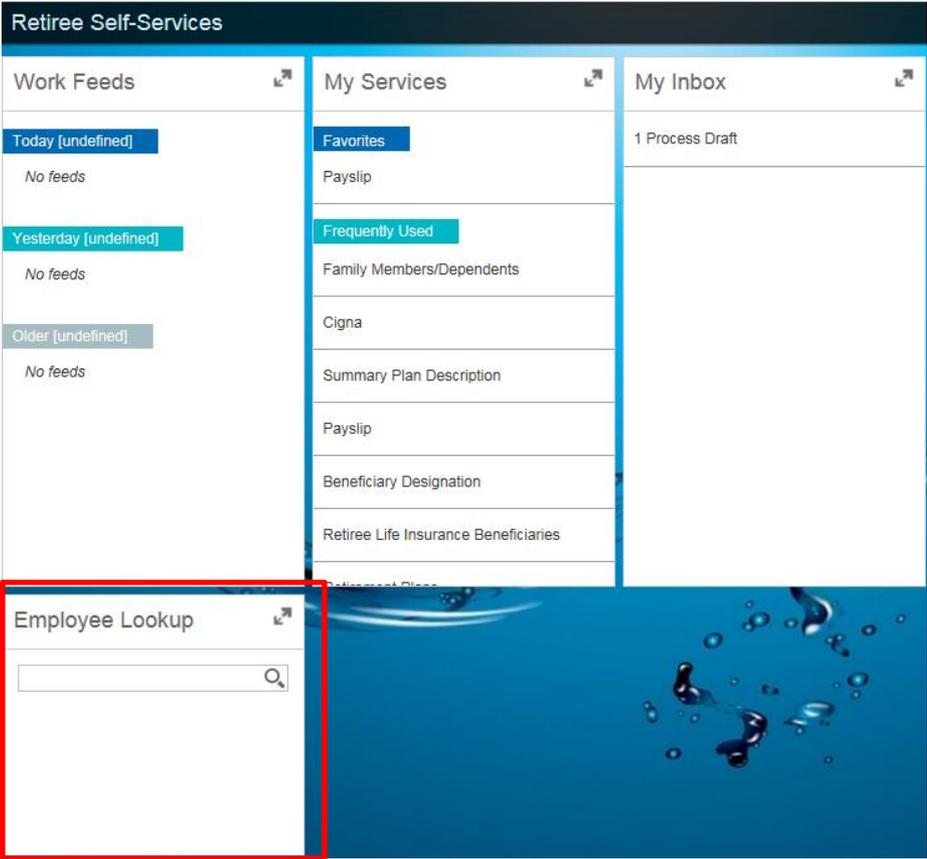
HOW TO FIND ACTIVE EMPLOYEES

IDB RETIREE SELF-SERVICES

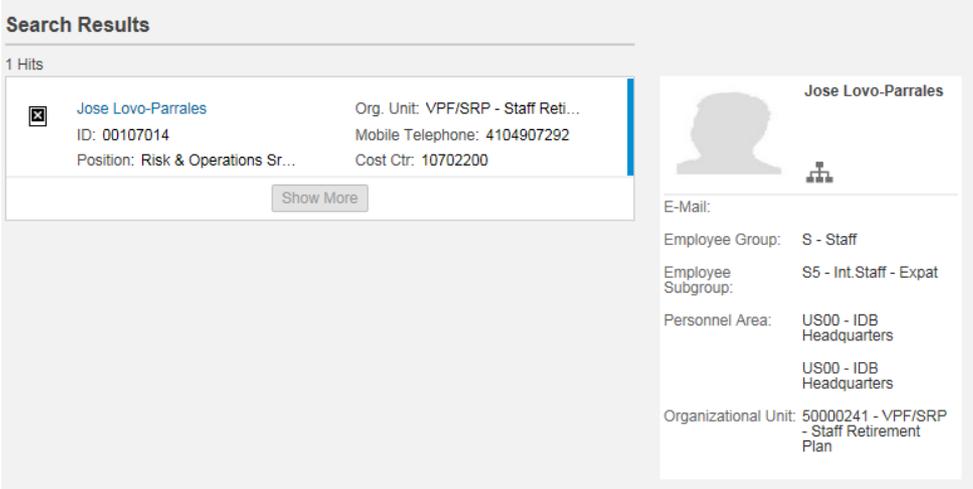
Objective

- ✓ Be able to find the contact details of active employees on the Retiree Self-Services through “Employee Lookup”.

FIND ACTIVE EMPLOYEES

Instruction	View
1) Go to "Employee Lookup".	 <p>The screenshot displays the 'Retiree Self-Services' interface. It features three main columns: 'Work Feeds', 'My Services', and 'My Inbox'. The 'Work Feeds' column shows sections for 'Today', 'Yesterday', and 'Older', each with a 'No feeds' message. The 'My Services' column lists various options like 'Payslip', 'Family Members/Dependents', 'Cigna', 'Summary Plan Description', 'Beneficiary Designation', and 'Retiree Life Insurance Beneficiaries'. The 'My Inbox' column shows '1 Process Draft'. At the bottom, an 'Employee Lookup' widget is highlighted with a red border, containing a search input field and a magnifying glass icon.</p>

FIND ACTIVE EMPLOYEES

Instruction	View									
<p>2.1) Type in the first name or last name of the active employee you wish to find in the “Employee Lookup” box.</p> <p>2.2) Click on the magnifying glass.</p> 	<p>2.1)  2.2) </p>									
<p>3) You will find the information of the following employee.</p>	 <p>Search Results</p> <p>1 Hits</p> <table border="1"><tr><td><input checked="" type="checkbox"/></td><td>Jose Lovo-Parrales</td><td>Org. Unit: VPF/SRP - Staff Reti...</td></tr><tr><td></td><td>ID: 00107014</td><td>Mobile Telephone: 4104907292</td></tr><tr><td></td><td>Position: Risk & Operations Sr...</td><td>Cost Ctr: 10702200</td></tr></table> <p>Show More</p> <p>Jose Lovo-Parrales</p> <p>E-Mail:</p> <p>Employee Group: S - Staff</p> <p>Employee Subgroup: S5 - Int.Staff - Expat</p> <p>Personnel Area: US00 - IDB Headquarters US00 - IDB Headquarters</p> <p>Organizational Unit: 50000241 - VPF/SRP - Staff Retirement Plan</p>	<input checked="" type="checkbox"/>	Jose Lovo-Parrales	Org. Unit: VPF/SRP - Staff Reti...		ID: 00107014	Mobile Telephone: 4104907292		Position: Risk & Operations Sr...	Cost Ctr: 10702200
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FIND ACTIVE EMPLOYEES

Instruction	View
<p>4) To return to the Retiree Self-Services main menu, click on the arrow on the top left of the page  .</p>	 <p>The screenshot shows a dark blue button with the text "Employee Lookup" in white. To the left of the text is a white left-pointing arrow. A red rectangular box highlights the arrow.</p>

Need help on how to access or navigate
your Retiree Self-Services?

More user guides and video tutorials at:

www.iadb.org/RetireeSelfServices

Recommended browsers:

Internet Explorer for PC/Windows

Safari for Mac/Apple

