

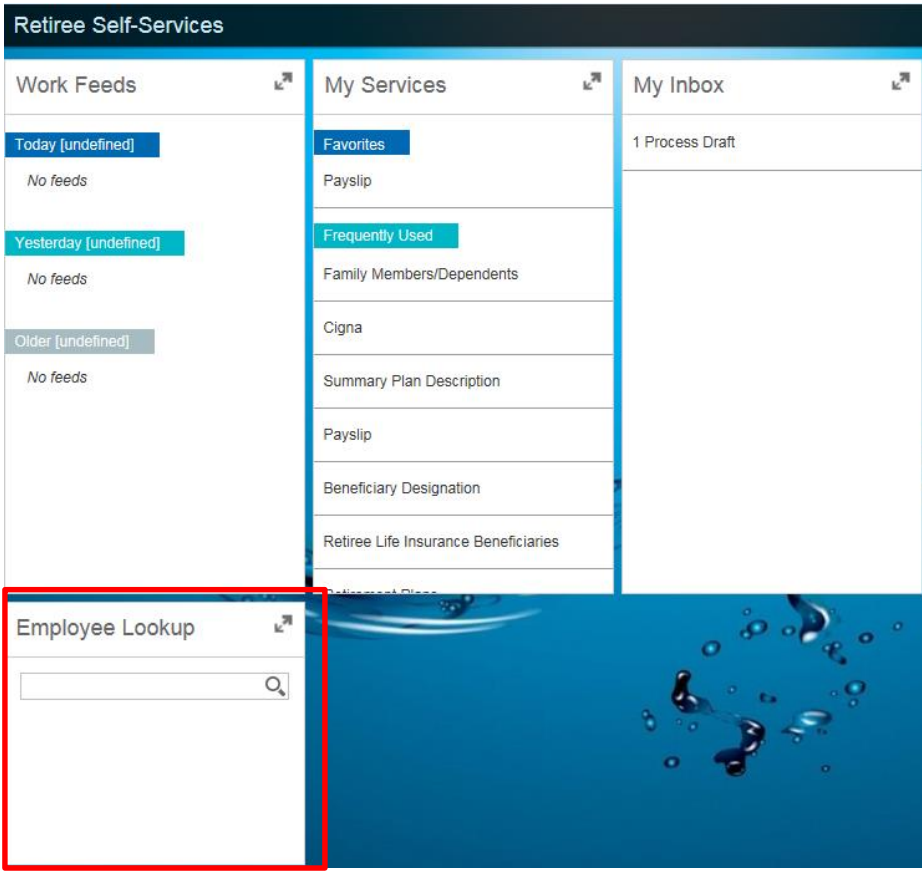
HOW TO FIND ACTIVE EMPLOYEES

IDB RETIREE SELF-SERVICES



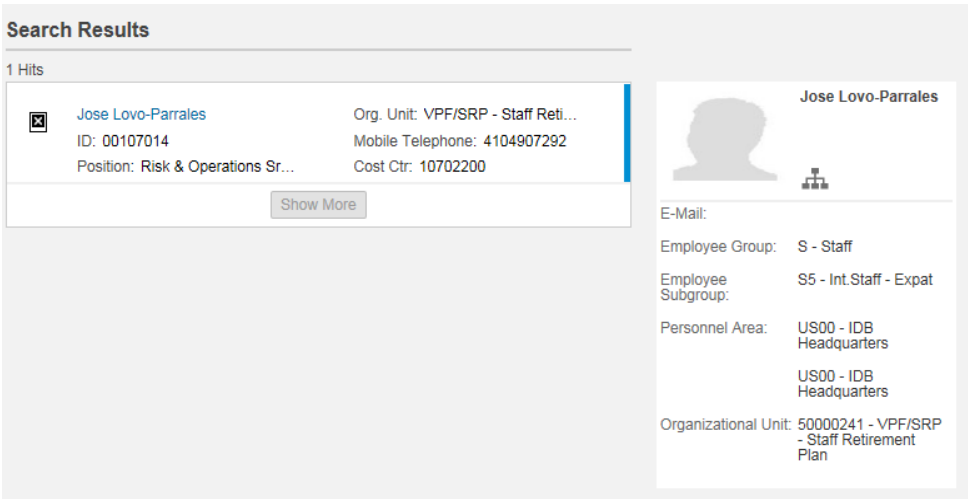


Objective

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


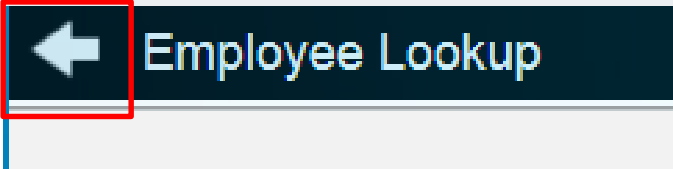
FIND ACTIVE EMPLOYEES

Instruction	View
1) Go to “Employee Lookup”.	 <p>The screenshot displays the 'Retiree Self-Services' portal 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 including 'Favorites', 'Payslip', 'Frequently Used', '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 left, the 'Employee Lookup' option is highlighted with a red rectangular box. The background of the portal has a blue water-themed graphic with bubbles.</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>	<div data-bbox="774 391 846 429">2.1)</div> <div data-bbox="857 287 1286 658">  </div> <div data-bbox="1122 391 1193 429">2.2)</div>
<p>3) You will find the information of the following employee.</p>	<div data-bbox="703 696 1676 1190">  <p>Search Results</p> <p>1 Hits</p> <div>  <div> <p>Jose Lovo-Parrales</p> <p>ID: 00107014</p> <p>Position: Risk & Operations Sr...</p> </div> <div> <p>Org. Unit: VPF/SRP - Staff Reti...</p> <p>Mobile Telephone: 4104907292</p> <p>Cost Ctr: 10702200</p> </div> </div> <p>Show More</p> <div>  <div> <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</p> <p>Organizational Unit: 50000241 - VPF/SRP - Staff Retirement Plan</p> </div> </div> </div>

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>	

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

