HIP SEARCH CRITERIA

CONTENTS

CHANGE LOG

Description of Change	Date
Initial Iteration	September 15, 2025

OVERVIEW

Effective September 2025, HIP has updated to a new version which restricts the maximum number of search results on all pages from 300 to 100 results.

The change affects all State of Hawaii users who use HIP daily, including those in different jurisdictions (DOE, UH, HHSC, and Judiciary).

This guide is to assist those users transition from the prior version to a new version with tips on how to search more effectively.
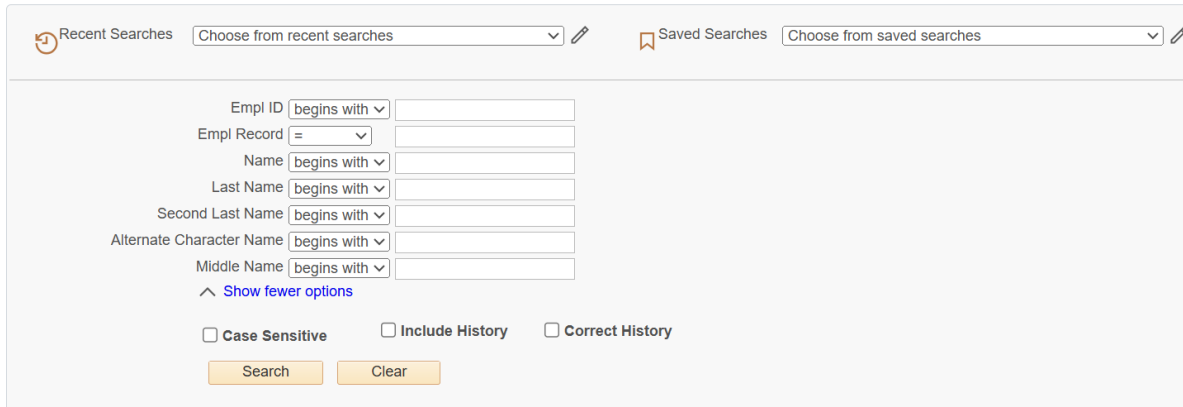
THE CHANGE

Effective September 21 2025, the search function on all pages of HIP received not only a visible update, but also a functional update to the maximum search results.

When searching on HIP, it will now only display a maximum of 100 search results, even if there are more than 100 results that can be produced.

The change is to encourage users to not only effectively use search criteria to narrow down search results, which reduces the time that a page would take to load, but also to more frequently use recently used searches or save more common search criteria.

PAGES AFFECTED

All pages which utilize a common search function (like the one illustrated above) are affected by this change. Below are examples of some of the pages affected:

- **For All HIP Users (*regardless of Time and Leave participation*)**:
  - Job Data
  - Create Additional Pay
  - Review Paycheck
  - Priority Pay
  - Query Viewer

- **For Users Participating in Time and Leave**:
  - o Rapid Time Entry
  - o Maintain Time Reporter Data
  - o Adjust Absences (for leave balance adjustments)
  - o Results by Calendar (or Calendar Group)
  - o LWOP Recovery

Note: This is only a small subset of pages that have been affected by the update.

SEARCH TIPS

Here are some tips for adjusting to the new search style:

COMBINE MULTIPLE FIELDS INSTEAD OF RUNNING BROAD SEARCHES

Combining multiple search fields (when needed) often results in more exact search results and will often produce results faster than if doing a broad search (just hitting "Search" without entering any criteria).
For a user at the department-wide level, it is *highly recommended* NOT to use broad searches on any page as that will drastically slow down HIP. Instead, enter as many criteria as you can to narrow down your search.

ENTER SPECIFIC CRITERIA

If you are searching a page for a specific employee, it is better to use the HIP Employee ID (or EMPLID for short) or other criteria that may be identifiable to a single employee to reduce the search time and narrow results.
For example, if you need to search for an employee on Job Data, the easiest would be to enter either the employee ID or narrow down the search by using both First and Last Name of the employee.
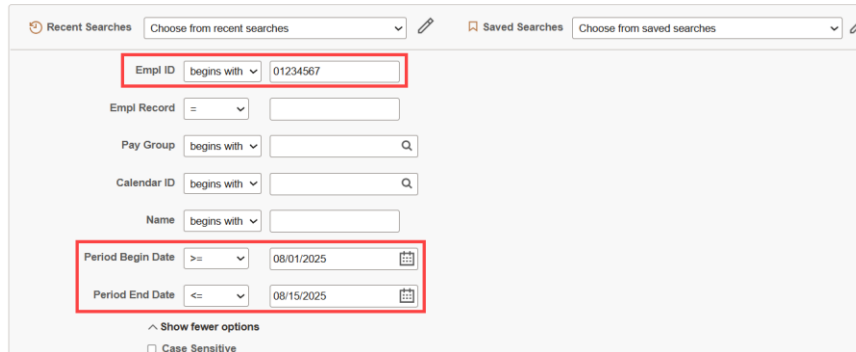

When looking at pages using dates (e.g. **Review Paycheck** or **Adjust Balances**), use the period end date (in addition to either EMPLID or other criteria) to narrow down the specific period to look for an employee.

Absences

Find an Existing Value

USE WILDCARDS (%) WISELY

A **wildcard search** lets you use special characters (most commonly a % symbol) in place of unknown or variable letters when you are not sure of the exact spelling or wording. It is like saying "fill in the blank" in your search.
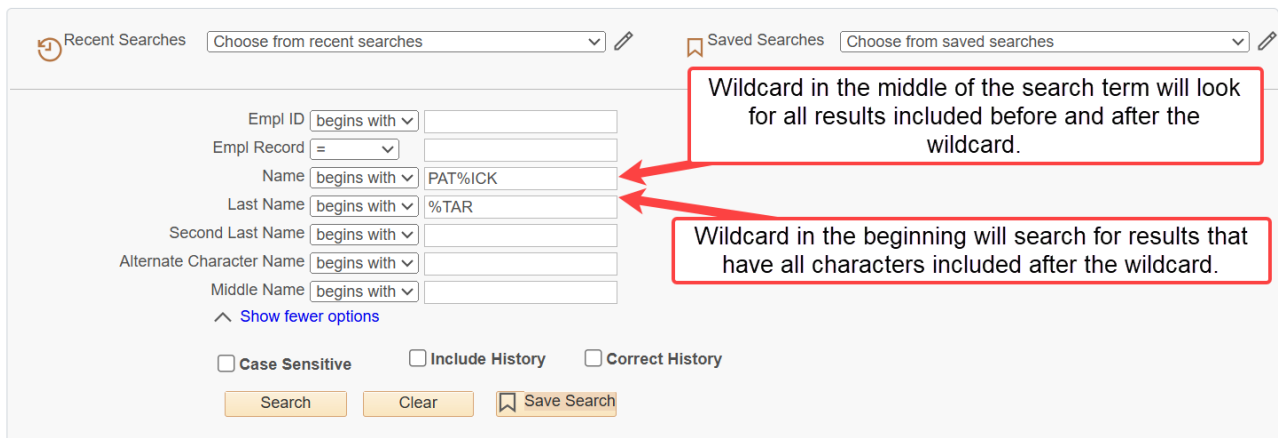
Examples:

- **Man%** would find *man*, *manual*, *manager*, or *manufacturing*.
- **Sm%th** might find *smith* or *smyth*.
- **%tar** may find *guitar* or *star*.
- In the example below, we could look for **Patrick Star** by using **PAT%CK** in the **Name** field, searching for all names that start with "Pat" and end with "ck". Then, combined with a wildcard included in the **Last Name** field of **%TAR**, the search results will narrow down.
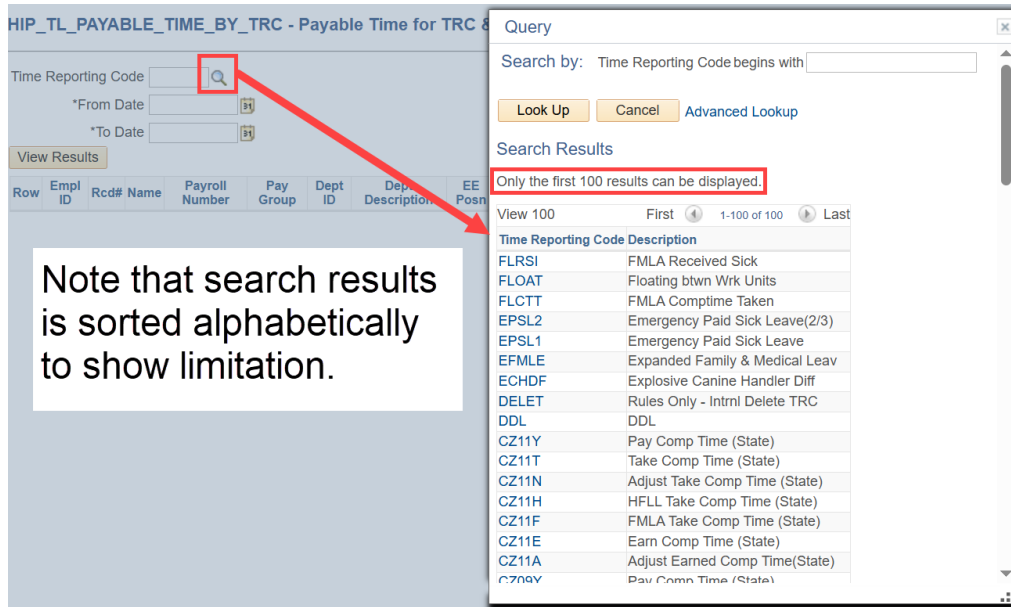

This makes it easier to find results when you only know part of the word or if there might be different variations.

Wildcard searches may be helpful when looking up more complicated searches (e.g. Time Reporting Codes or Earnings Codes) which may require a certain set of letters which you may not remember the combination of.
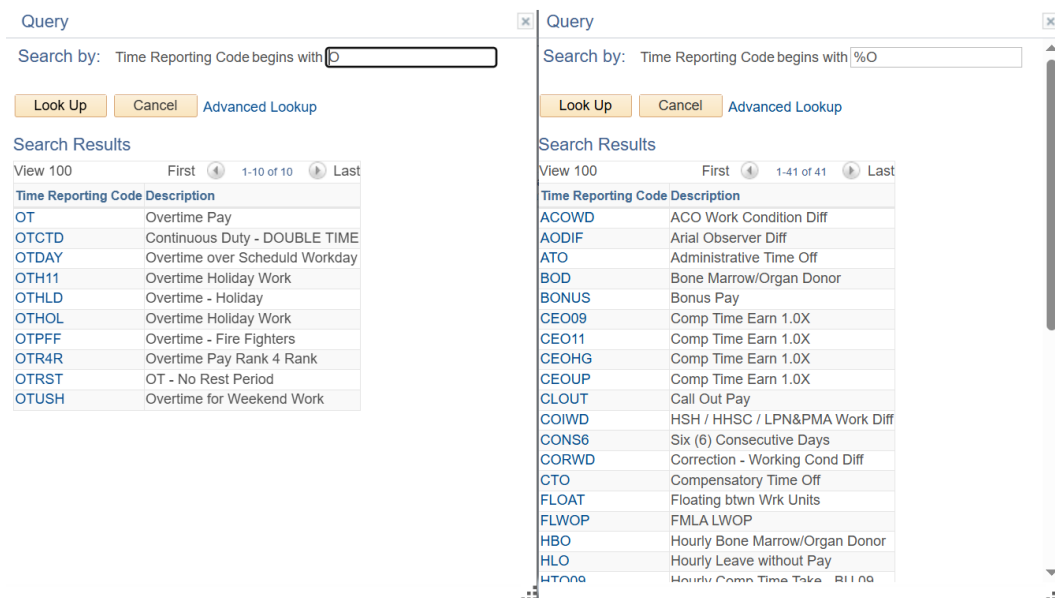
For example, when using the **HIP_TL_PAYABLE_TIME_BY_TRC** query, there is a searchable prompt for the Time Reporting Code that can be looked up. When entering a blank search, a maximum of 100 results displays, but is limited by the first 100 results, like below.

Note that search results is sorted alphabetically to show limitation.

Notice how the results stop at the "F" TRCs, but there are clearly more TRCs than that. Therefore, it is important that criteria are entered, either using wildcards or entering part of the criteria to narrow down and produce more accurate search results.
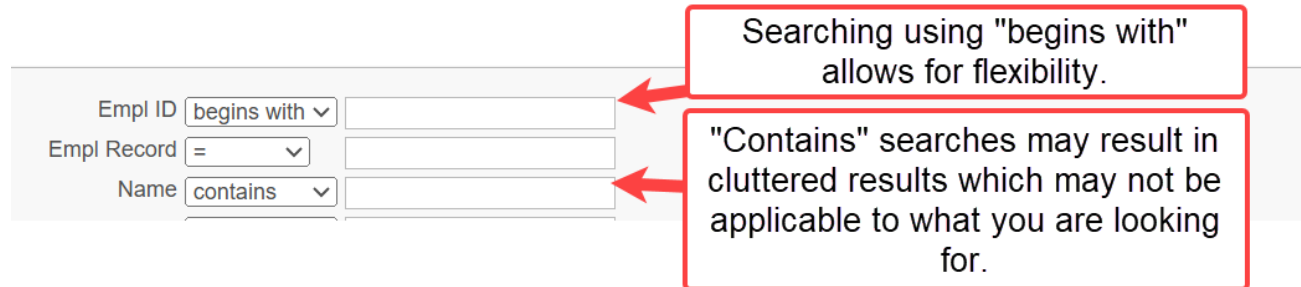
For example, by putting in an "O", either beginning with the letter "O" or by using a wildcard "%O", will produce more focused results.

For other queries that do not have the magnifying glass, exact prompts may be needed to produce results.

CHOOSE "BEGINS WITH" INSTEAD OF "CONTAINS"

Like a wildcard search, some of the search criteria allow you to pick different options of how to narrow the search, such as "Begins With", "Contains", "Between", etc. Choosing a "begins with" search criteria allow you keep the search criteria narrow enough to produce fast results, while being broad enough in the event you are unsure of exactly what you are looking for.

> Searching using "begins with" allows for flexibility.

> "Contains" searches may result in cluttered results which may not be applicable to what you are looking for.

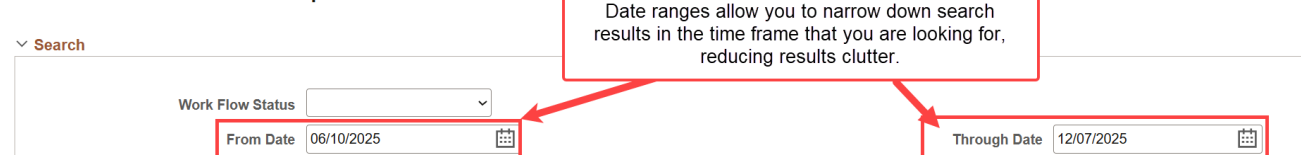## FILTER BY STATUS (ACTIVE/INACTIVE, OPEN/FILLED) TO REDUCE CLUTTER

Certain pages (e.g. View/Update Position Info) have search criteria to allow for filter based on status. Filtering based on an active/inactive or open/vacant status allows you to maintain flexibility of filtering out bad search results while maintaining speed.

SET DATE RANGES

Setting date ranges on search criteria allows you to limit unnecessary history. This can be especially handy when searching for information for long-term employees who may have a lot of data.

For example, for departments participating in Time and Leave, Leave Keepers may opt to use the **From Date** and **Through Date** ranges to narrow down employee leave data.
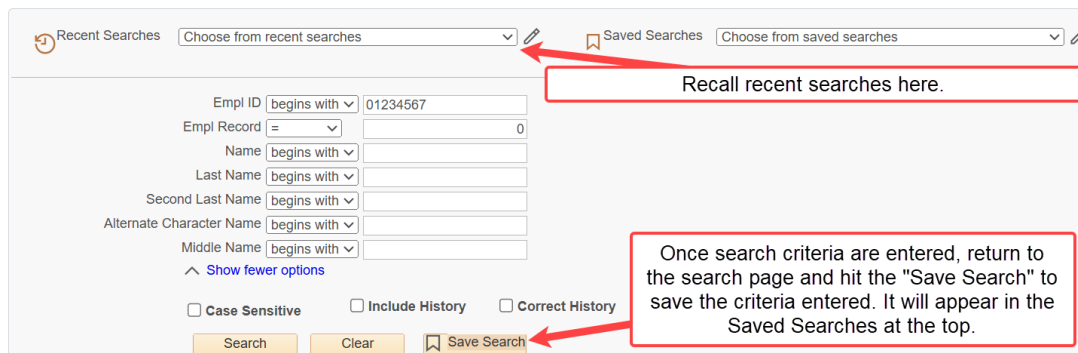
Create and Maintain Absence Requests

> Date ranges allow you to narrow down search results in the time frame that you are looking for, reducing results clutter.

Work Flow Status
From Date 06/10/2025
Through Date 12/07/2025

SAVE COMMON SEARCHES AS FAVORITES OR SAVED SEARCHES

For pages that you normally populate, you may opt to save common searches that you do as Saved Searches. HIP is now more prevalent in saving and recalling recent searches.

> Recall recent searches here.

> Once search criteria are entered, return to the search page and hit the "Save Search" to save the criteria entered. It will appear in the Saved Searches at the top.