EPA Search

- The search pages have been consolidated into one page, as such the search input text box now handles several data formats. Depending on the format, the employee records, document records, or active budget (Positions/PINS) can generate results. You may enter one of the following as the search input field:
  - AFOC – for example 01-100000 or 01.000000
  - PIN – budget or wage formats, examples: 5000000 or 5000000000
  - Document # – full 7 digits (0123456)
  - Name: Last, First examples:
    - Smith, J
    - Van Der (last name with space)

Search for a Position (PIN)

Select the Start EPA/PIN from the Tabs available in the EPA system

If you already have a PIN active in your session, the data for that PIN will be displayed immediately.

If you want to look at a different PIN, perform the following two steps:
- Enter the PIN in the Selected PIN box.
- Press the Search / Apply Button.

Looking at other iterations:

By default the Canopy system will show the most recent Iteration. Iterations are sequentially numbered versions or changes to this position over the course of the fiscal year. You can look at another iteration, simply change the 'Iteration XX' drop down list.

Looking at other fiscal years:

You may also look at this position as it existed (or existed) in other fiscal years. Simply select the fiscal year in the FY drop down box.

The example below shows PIN M70001, Iteration #1, Fiscal year 2004.

Search for an Employee

Select the Search tab (far left) from the Tabs available in the EPA system

To Search the Employees data by name:
- Enter the name in format (last, first) -or-
- Enter an SSN (use can use dashes format NNNNNNN or NNNNNNNN) -or-
- Enter a UIN (dashes are okay) -or-
- Filter by Budget, Wage, or All
- Click the 'Search' Button

In the example below, the search is for all employees that have a last name of 'Davies'.

If you select the UIN you will be transferred to the 'Employee Detail' page. If you select the PIN you will be transferred to the 'Position Detail' page.

Search for a Doc

Select the Search tab (far left) from the Tabs available in the EPA system. Enter a 7-digit EPA document number.