
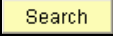


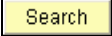

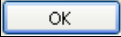
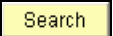


Search Match

1.	Click the Workforce Administration link
2.	Under the Personal Information link, Click the Search Match-Search for People link. 
3.	Click the Search button. 
4.	Choose the URI HR Search/Match description. 
5.	Click the Look Up for the Search Result Code field.
6.	Click the CS Pers Traditional Result Mask Description. 
7.	Enter the person's social security number in the National ID field. This number should be entered as a continuous number without dashes.
8.	Enter the person's Social Security # in the National ID field and then tab out. Click Search . 
9.	If the person is in the system, the results will look like this. The person's ID number is located under the EmplID column. Click on the Results 2 tab to get birth year. 
10.	If the person is not in the system with their social security number, this message will appear. "Search match Criteria did not return any results. Enter new or additional criteria." A search must now be done using the person's name. Click the OK button. 
11.	Click on the Clear All button to get rid of any criteria in the fields.
12.	Enter in the person's first name, tab out of the field. Then enter the person's last name. Be sure to tab out of each field so the system can process the information you are giving it.
13.	Click the Search button. 
14.	If the person is in the system, the results will look like this. The person's ID number is located under the EmplID column.
15.	End of Procedure.