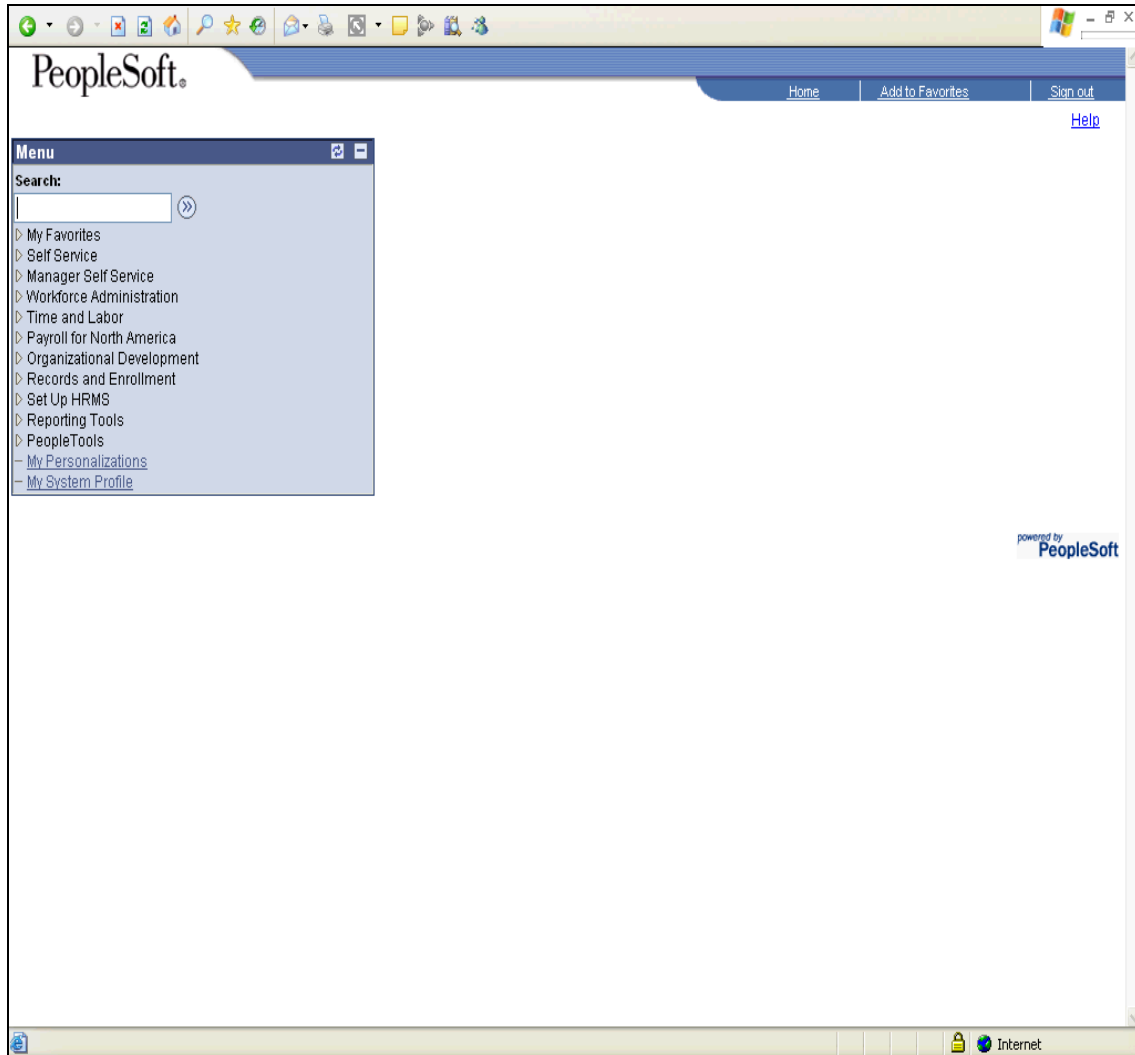


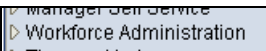
Department	
Responsibility/Role	
File Name	Search Match_BUSPROC.doc
Version	
Document Generation Date	8/14/2008
Date Modified	8/14/2008
Last Changed by	
Status	

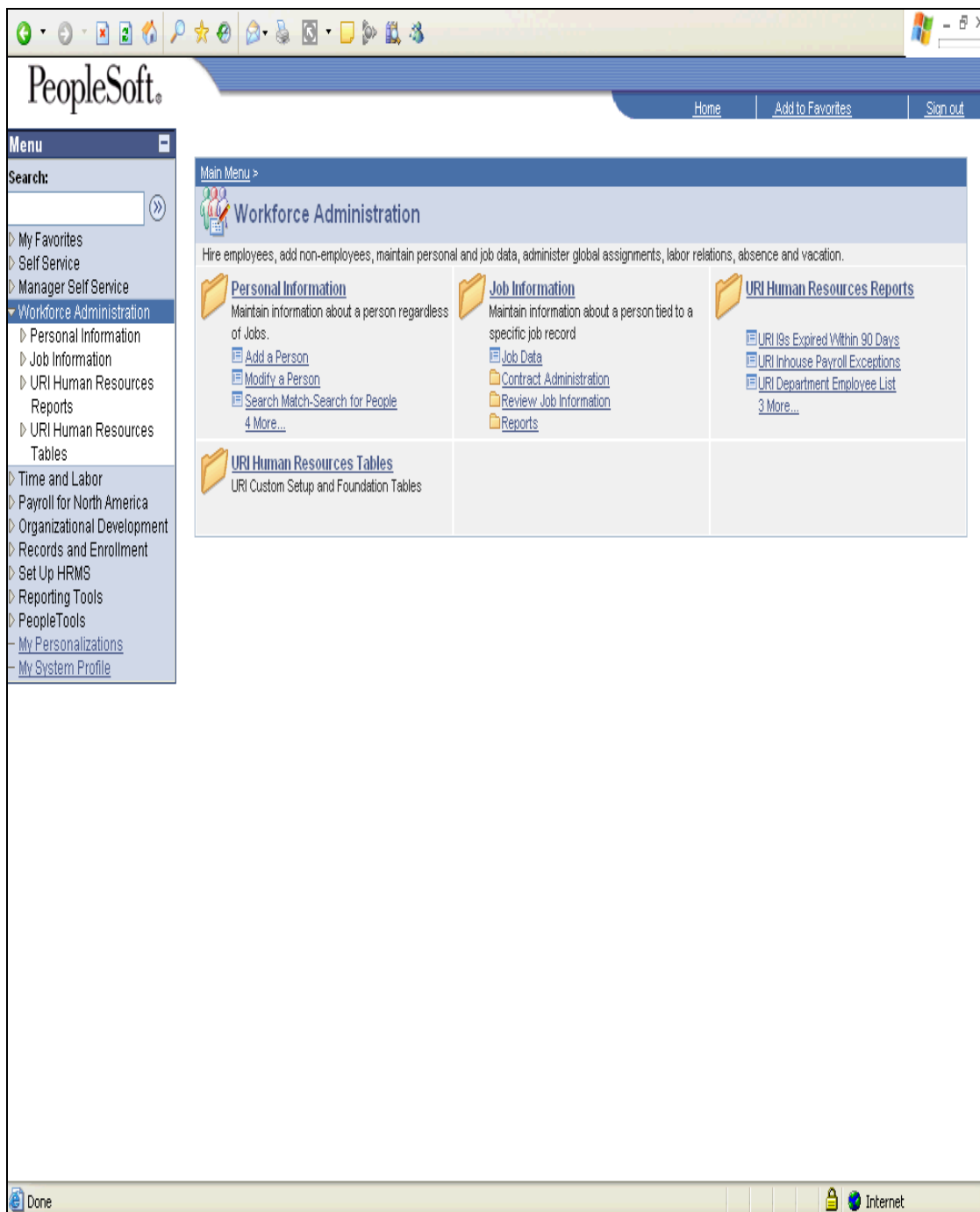
Additional Information

Search Match is a tool that is utilized to find out if a person already has an EMPLID # in the HR system.

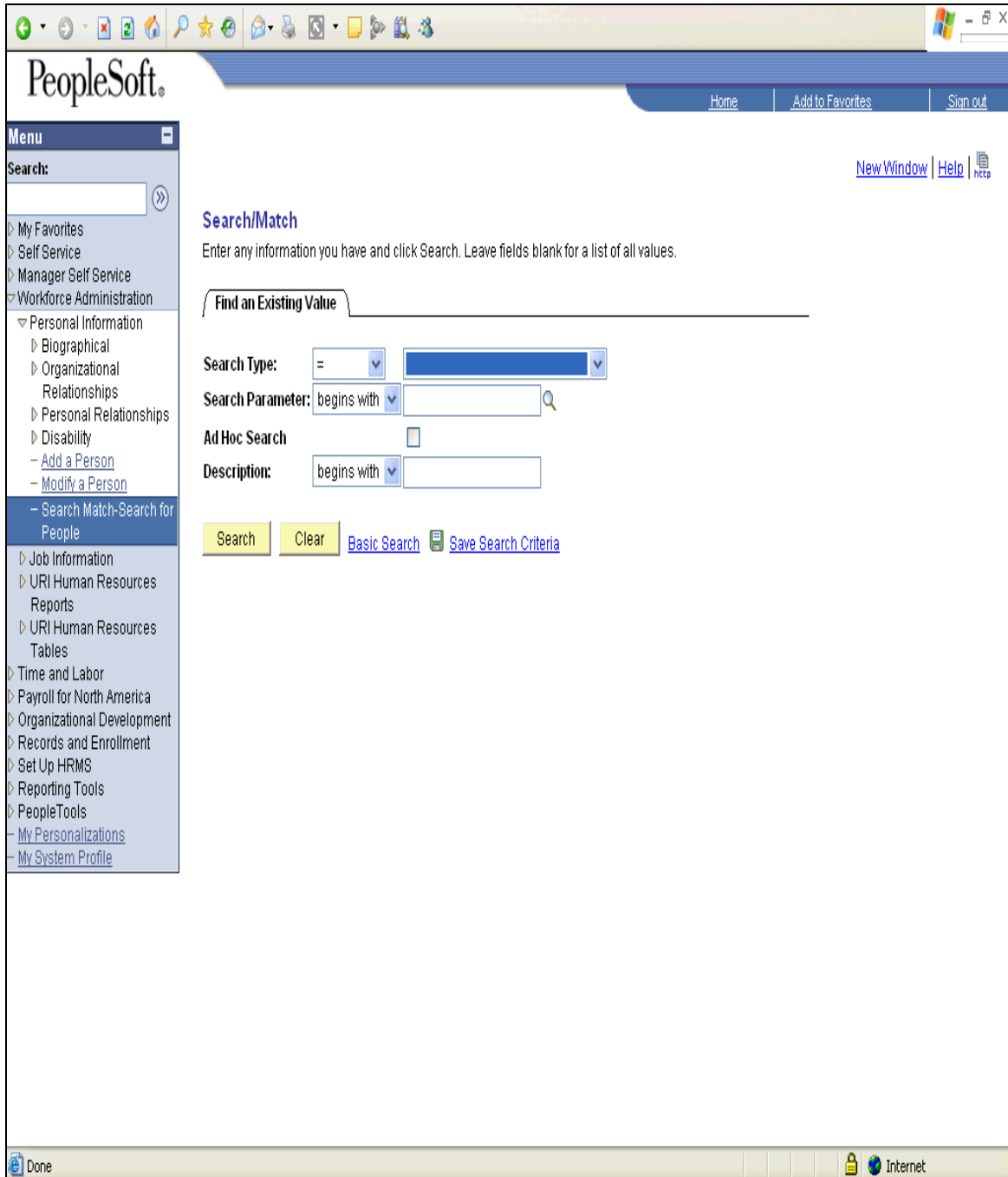
Procedure

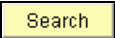


Step	Action
1.	Click the Workforce Administration link 



Step	Action
2.	Under the Personal Information link, Click the Search Match-Search for People link. Search Match-Search for People



Step	Action
3.	Click the Search button. 

Search/Match
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

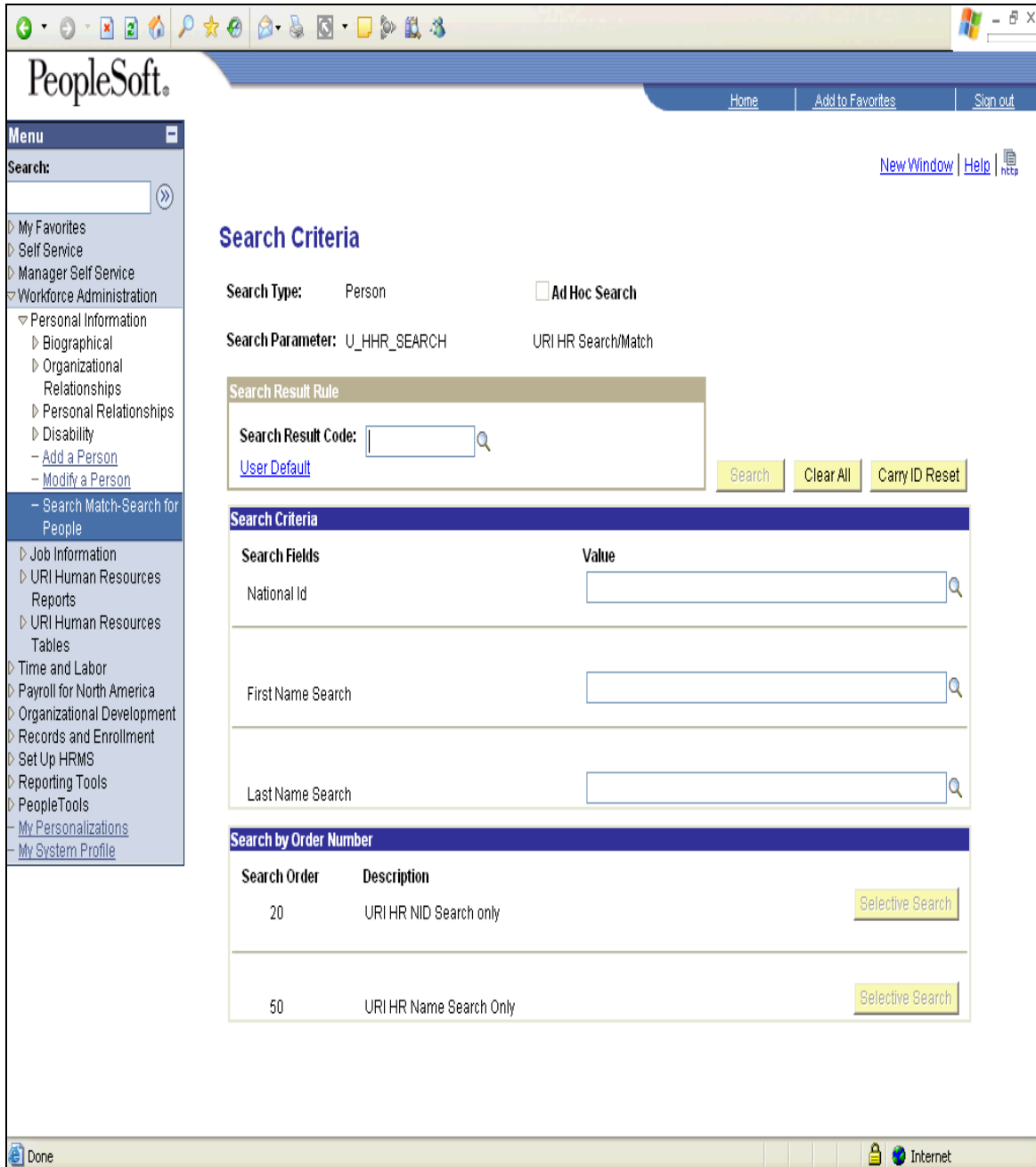
Search Type: = [dropdown] [dropdown]
 Search Parameter: begins with [input] [search icon]
 Ad Hoc Search:
 Description: begins with [input]


Search Clear Basic Search Save Search Criteria

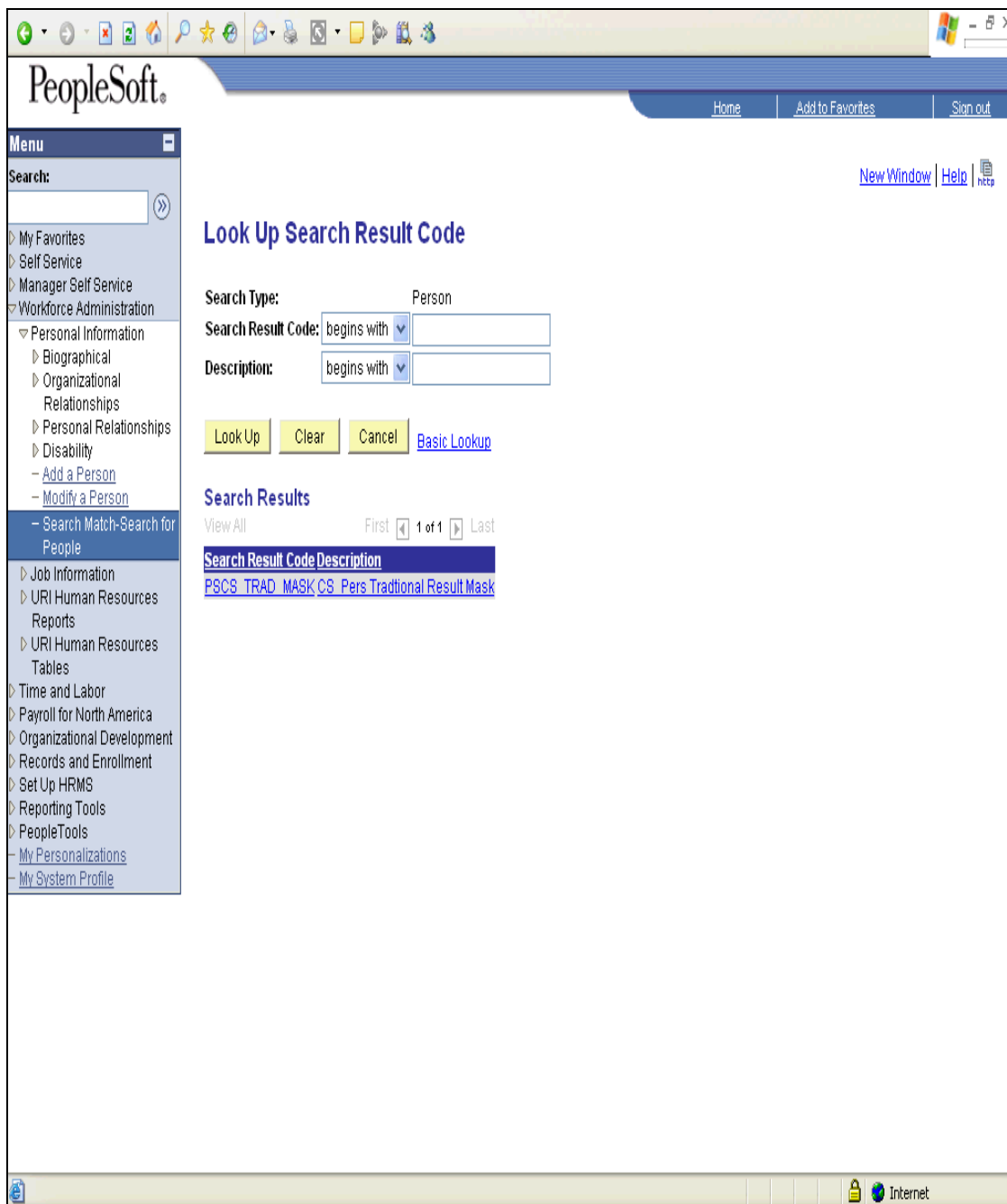
Search Results
View All First 1-5 of 5 Last

Search Type	Search Parameter	Ad Hoc Search	Description
Applicant	U_HRS_APP	N	URI HR - Applicant Search
Org	PSCS_ORG_TRADNLN	N	CS Ext Org Traditional Results
Person	PSCS_ADHOC	Y	CS Person Adhoc Search
Person	U_HHR_SEARCH	N	URI HR Search/Match
Person	U_SAD_STD	N	URI Admission - Standard

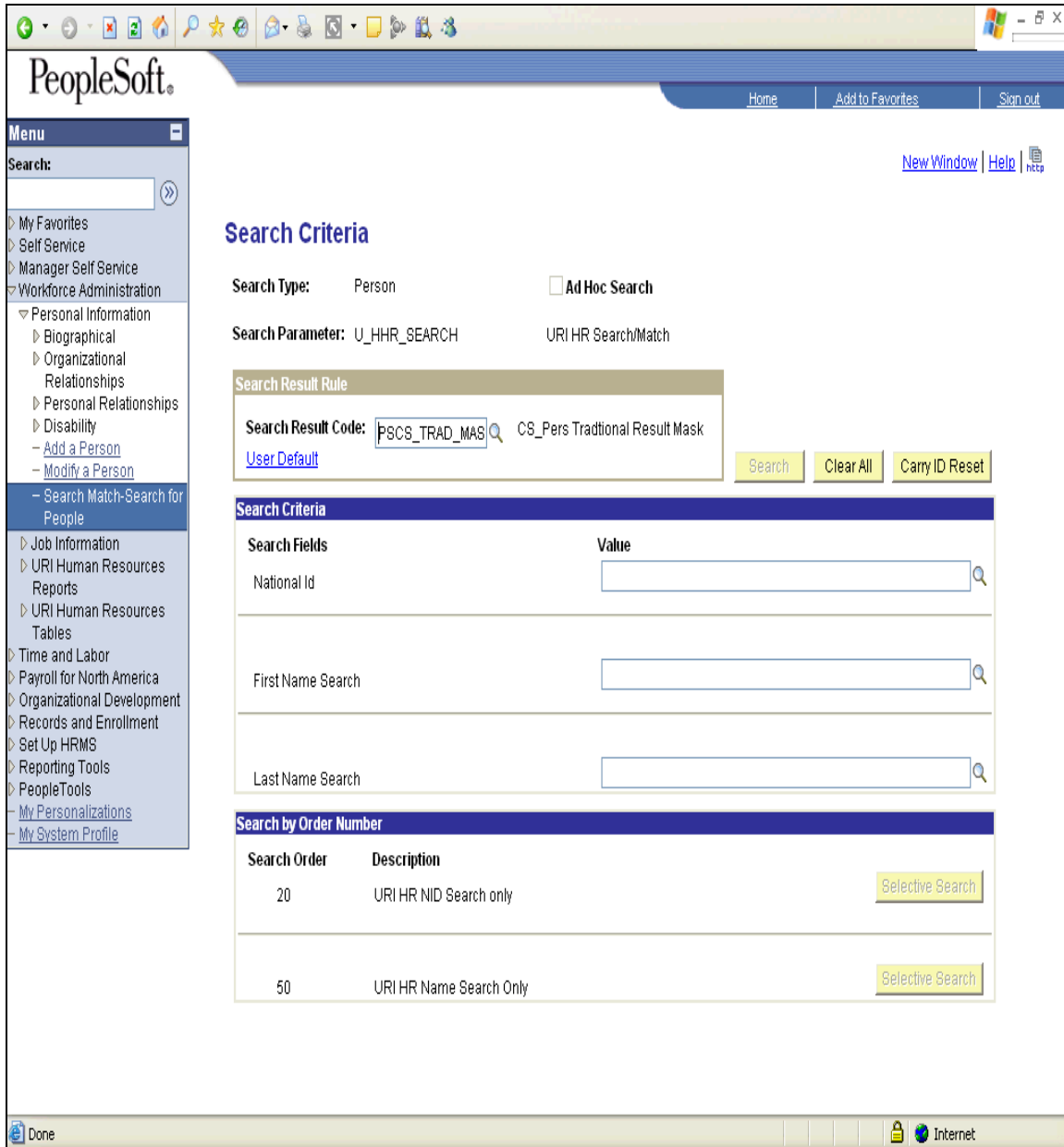
Step	Action
4.	Choose the URI HR Search/Match description. URI HR Search/Match



Step	Action
5.	Click the Look Up for the Search Result Code field. 



Step	Action
6.	Click the CS Pers Traditional Result Mask Description. CS Pers Traditional Result Mask



Step	Action
7.	Enter the person's social security number in the National ID field. This number should be entered as a continuous number without dashes.

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: U_HHR_SEARCH URI HR Search/Match

Search Result Rule

Search Result Code: PSCS_TRAD_MAS CS_Pers Traditional Result Mask

[User Default](#) Search Clear All Carry ID Reset

Search Fields	Value
National Id	781968686
First Name Search	
Last Name Search	

Search by Order Number

Search Order	Description	
20	URI HR NID Search only	Selective Search
50	URI HR Name Search Only	Selective Search

Step	Action
8.	<p>Enter the person's Social Security # in the National ID field and then tab out.</p> <p>Click Search.</p> <p><input type="button" value="Search"/></p>

PeopleSoft. Home Add to Favorites Sign out

Menu Search: [] []

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Biographical
 - Organizational Relationships
 - Personal Relationships
 - Disability
 - Add a Person
 - Modify a Person
 - Search Match-Search for People**
 - Job Information
 - URI Human Resources Reports
 - URI Human Resources Tables
 - Time and Labor
 - Payroll for North America
 - Organizational Development
 - Records and Enrollment
 - Set Up HRMS
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: U_HHR_SEARCH URI HR Search/Match

Result Code: PSCS_TRAD_MASK CS_Pers Traditional Result Mask

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 20 URI HR NID Search only

Search Results Customize Find View All First 1 of 1 Last

Results	Results2	Additional Information			
EmpIID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1 Carry ID Detail	100305343	PRI	08/03/2007	winky	m murray

javascript:submitAction_win0(document.win0,DERIVED_HCR_SM_SM_SEARCH_LINK); Internet

Step	Action
9.	If the person is in the system, the results will look like this. The person's ID number is located under the EmpIID column. Click on the Results 2 tab to get birth year. Results2

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: U_HHR_SEARCH URI HR Search/Match

Search Result Rule: [Return to Search Results](#)

Search Result Code: PSCS_TRAD_MAS CS_Pers Traditional Result Mask
[User Default](#)

Search Criteria

Search Fields

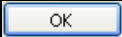
National Id

First Name Search

Last Name Search

Search by Order Number

Search Order	Description	
20	URI HR NID Search only	<input type="button" value="Selective Search"/>
50	URI HR Name Search Only	<input type="button" value="Selective Search"/>

Step	Action
10.	<p>If the person is not in the system with their social security number, this message will appear.</p> <p>A search must be done now using the person's name.</p> <p>Click the OK button.</p> 

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: U_HHR_SEARCH URI HR Search/Match

Search Result Rule [Return to Search Results](#)

Search Result Code: PSCS_TRAD_MAS CS_Pers Traditional Result Mask
[User Default](#) Search Clear All Carry ID Reset

Search Fields	Value
National Id	<input type="text"/>
First Name Search	<input type="text"/>
Last Name Search	<input type="text"/>

Search Order	Description	
20	URI HR NID Search only	Selective Search
50	URI HR Name Search Only	Selective Search

Step	Action
11.	Click on the Clear All button to get rid of any criteria in the fields.

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: U_HHR_SEARCH URI HR Search/Match

Search Result Rule: [Return to Search Results](#)

Search Result Code: PGCS_TRAD_MAS CS_Pers Traditional Result Mask

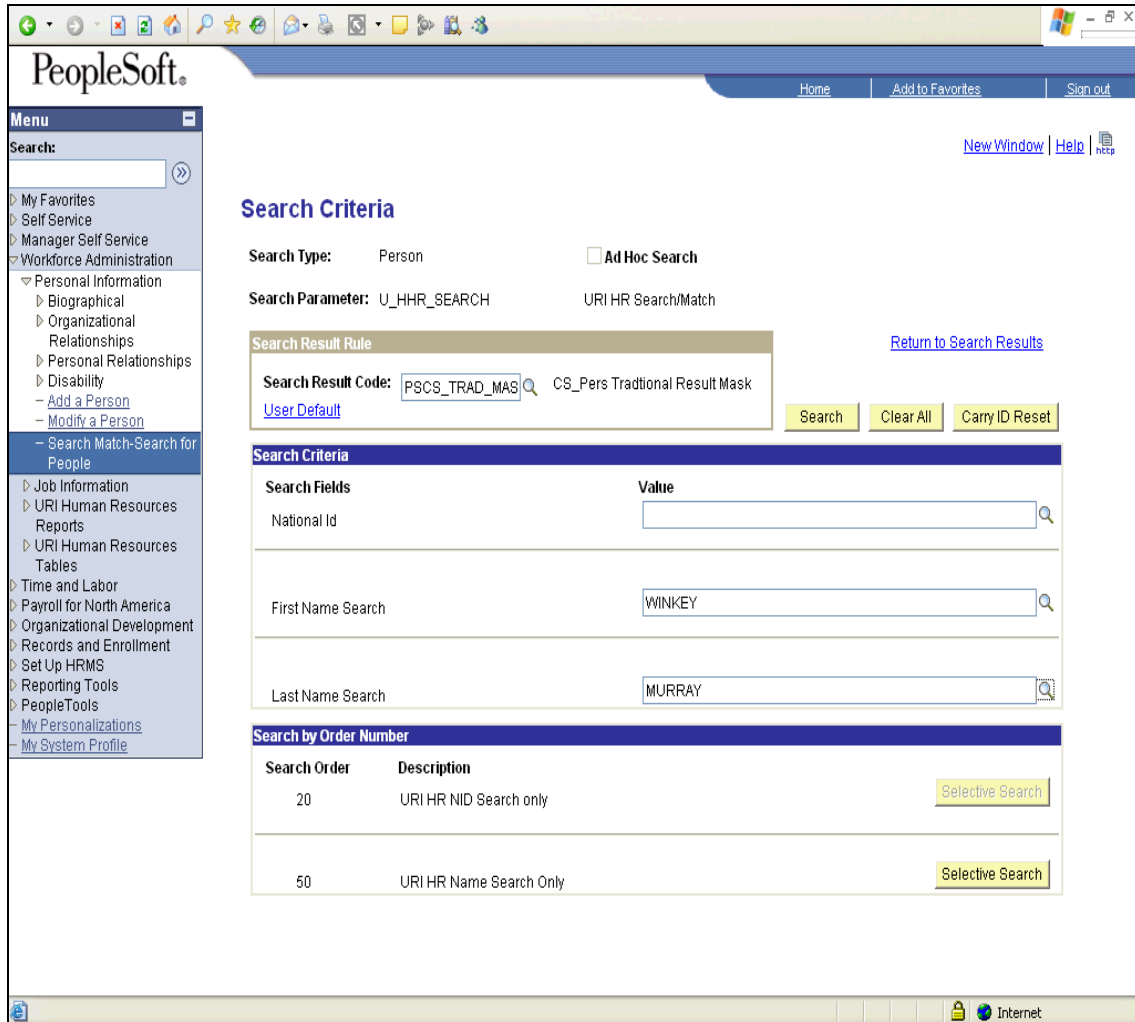
[User Default](#) Search Clear All Carry ID Reset

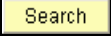
Search Fields	Value
National Id	
First Name Search	WINKEY
Last Name Search	MURRAY

Search by Order Number

Search Order	Description	
20	URI HR NID Search only	Selective Search
50	URI HR Name Search Only	Selective Search

Step	Action
12.	<p>Enter in the person's first name, tab out of the field. Then enter the person's last name.</p> <p>Be sure to tab out of each field so the system can process the information you are giving it.</p>



Step	Action
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.

Step	Action
15.	End of Procedure.