

## Naming convention implemented for duplicate employee IDs in HCM <sup>[1]</sup>

March 12, 2018 by [Employee Services](#) <sup>[2]</sup>

Duplicate IDs within HCM confuse payroll history and employee tax records, in addition to blocking employee access to CU portals and other resources. To fix this, Employee Services merges the history of these IDs and changes the names of their duplicates.

**Note:** Click on the images below to enlarge them.

### See how it works

Duplicate IDs with pay history cannot be deleted, so the records must be combined to make it apparent that the two ID numbers refer to one employee.

In the newly adopted naming convention (used to stay consistent with Finance, student information databases and other CU systems), the first name in Personal Data is changed to **CORRECT**, and the last name is changed to **X#####** (pound signs resemble the correct ID number). In the following example, we see a user entering the ID **201294** for **Laura Wilder** into Job Data:

Work Location Job Information Payroll Salary Plan Compensation

**Your result** → CORRECT X184553 Employee Empl ID 201294 Empl Record 0

**You entered** → Compensation

Work Location ? Find First Go To

\*Effective Date 05/04/2008 Effective Sequence 2 HR Status Inactive Payroll Status Terminated

\*Action Termination Reason Other - Comment Required \*Job Indicator Primary Job Current

Position Number 00644598 Student Asst II Override Position Data

Position Entry Date 05/04/2008  Position Management Record

Regulatory Region USA United States Company CU University of Colorado Business Unit UCOLO University of Colorado Department 10564 PBA-Envd,GC Department Entry Date 05/04/2008 Location 1ENVD Environmental Design Bldg Establishment ID CU University of Colorado Date Created 05/03/2008

[3]

This result indicates that Laura has duplicate IDs. As a result, the history of both IDs have been consolidated and the name on the duplicate has been changed to direct the user to the correct ID. In this case, the last name **X184553** specifies that **184553** is the employee ID that should be used for Laura, as seen below:

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

Find an Existing Value    Keyword Search

▼ Search Criteria

Empl ID begins with ▼ 184553

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History     Correct History     Case Sensitive

Search    Clear    Basic Search    Save Search Criteria

Search Results

View All    First 1-3 of 3 Last

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
184553	0	Laura Wilder	Laura	Wilder	(blank)	(blank)	I
184553	1	Laura Wilder	Laura	Wilder	(blank)	(blank)	I
184553	2	Laura Wilder	Laura	Wilder	(blank)	(blank)	I

[4]

[Naming Convention](#) [5], [Duplicate ID Numbers](#) [6]

### Display Title:

Naming convention implemented for duplicate employee IDs in HCM

### Send email when Published:

No

---

**Source URL:** <https://www.cu.edu/blog/hcm-community/naming-convention-implemented-duplicate-employee-ids-hcm>

### Links

[1] <https://www.cu.edu/blog/hcm-community/naming-convention-implemented-duplicate-employee-ids-hcm>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] [https://www.cu.edu/sites/default/files/Name%20Change%20Convention%20example\\_0.PNG](https://www.cu.edu/sites/default/files/Name%20Change%20Convention%20example_0.PNG)

[4] [https://www.cu.edu/sites/default/files/Job%20Data\\_0.PNG](https://www.cu.edu/sites/default/files/Job%20Data_0.PNG) [5] <https://www.cu.edu/blog/hcm-community/tag/naming-convention> [6] <https://www.cu.edu/blog/hcm-community/tag/duplicate-id-numbers>