

CU 8.9 HRMS Step by Step Guide

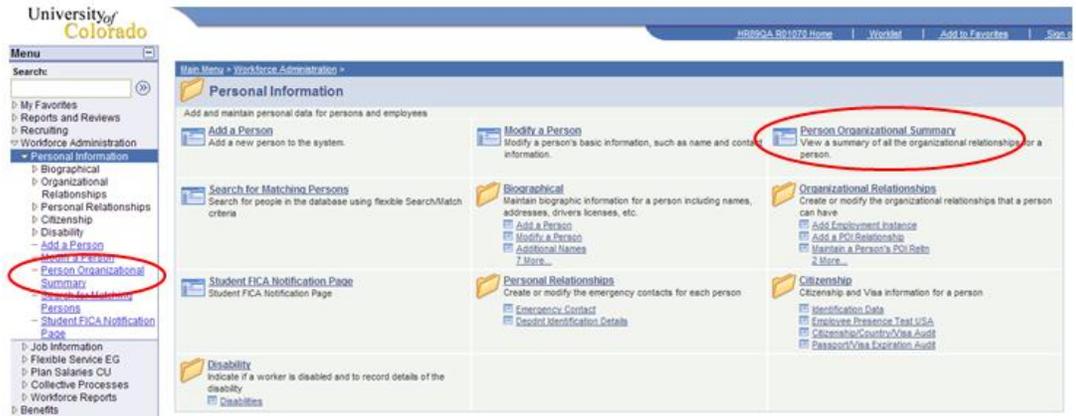
Person Organizational Summary Employee and POI Lookup

Overview: This guide provides instruction on viewing all employment instances held by employees and all CU affiliation instances held by POIs.

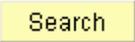
Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Person Organizational Summary Page

- Workforce Administration
- Personal Information
- Person Organizational Summary



2. Person Organizational Summary search page displays

- Enter one or more of the search fields
- Click 

Person Organizational Summary

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

EmplID:
Name:
Last Name:
Alternate Character Name:

[Basic Search](#)

3. Person Org Summary page displays

- **Employment Instances / Assignments section:** Displays CU employment status

Note: In order to see all appointments for an employee you must click the “View All” button [View All](#)

- **POI Instance section:** Displays POI Type status

Person Org Summary

Test, A Person ID: 104867

Employment Instances [Find](#) | [View 1](#) First 1-4 of 4 Last

ORG Instance: 0 Last Hire: 07/01/2007 Termination Date:

HR Status: Active Payroll Status: Active

Assignments [Customize](#) | [Find](#) | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Active	Active	09/01/2009	UCOLO	10220	07/01/2007	

ORG Instance: 1 Last Hire: 08/30/1973 Termination Date: 06/30/2000

HR Status: Inactive Payroll Status: Terminated

Assignments [Customize](#) | [Find](#) | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
1	Home	Inactive	Terminated	07/01/2000	UCOLO	10153	08/30/1973	06/30/2000

ORG Instance: 2 Last Hire: 07/01/2007 Termination Date:

HR Status: Active Payroll Status: Active

Assignments [Customize](#) | [Find](#) | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
2	Home	Active	Active	08/08/2009	UCOLO	10220	07/01/2007	

ORG Instance: 3 Last Hire: 08/18/2008 Termination Date:

HR Status: Active Payroll Status: Active

Assignments [Customize](#) | [Find](#) | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
3	Home	Active	Active	08/18/2008	UCOLO	10184	08/18/2008	

Person of Interest Instance [Customize](#) | [Find](#) | First 1-2 of 2 Last

Person of Interest Type	Empl_rcd#	Status	Begin Date/	End Date
Affiliate		Active	04/29/2009	04/29/2010
Volunteer		Active	04/29/2009	04/29/2010

[Return to Search](#) [Notify](#)

Person Organizational Summary Employee and POI Lookup complete