## 8.9 HRMS Step by Step Guide Search for Matching Persons - Workforce Administration Module

**Overview:** This guide provides instruction for searching for a person. The Search for Matching Persons searches for both employees with job and non-employees (POIs) without jobs.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

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

## 1. Navigate to Search for Matching Persons

- Workforce Administration
- Personal Information
- To begin, verify that the Person does not already exist in PS
- Click on <u>Search for</u> <u>Matching Persons</u>



## 2. Search/Match page displays

Click Search

- 3. Search Criteria page displays
- Keep search as broad as possible
- Name fields are Case Sensitive
- Note: If using SSN, enter numbers only without dashes. Using the National ID (SSN) may not provide any data for existing POIs who are not a Security Access POI
- Click Search

| Find an Existing Value  |  |   |
|---|--|---|
| earch Type: = 💟   | Person   | $\overline{\mathbf{v}}$   |
| earch Parameter: = 💟  | ADHOC_CU1  | Q   |
| d Hoc Search  |  |   |
| escription: begins with   |  |   |
| Search Clear Basic Sea  | rch 📕 <u>Save Search Cri</u>                                   | teria   |
| Search Criteria<br>Search Type: Person  | ☑ Ad H   | oc Search   |
| Search Result Rule  | ADHOC,   | Return to Search Results  |
| Search Result Codes   |  |   |
| Search Result Code: ADHOC_  | RES_CU Q Adnoc Result  | s CU  |
| User Default  |  | Search Clear All Carry ID Res   |
| User Default<br>Search Criteria   |  | Search Clear All Carry ID Res   |
| User Default Search Criteria Search Fields  | Operand  | Search Clear All Carry ID Res   |
| User Default Search Criteria Search Fields First Name                                     | Operand<br>Begins With   | Value Tin   |
| User Default Search Criteria Search Fields First Name Middle Name                         | Operand<br>Begins With S<br>Begins With S                      | Search         Clear All         Carry ID Res           Value         Tin         Image: Clear All         Carry ID Res |
| User Default Search Criteria Search Fields First Name Middle Name Last Name               | Operand<br>Begins With S<br>Begins With S<br>Begins With S     | Value Tin Woodman   |
| User Default Search Criteria Search Fields First Name Middle Name Last Name Date of Birth | Operand<br>Begins With<br>Begins With<br>Begins With<br>Equals | Value Tin Woodman   |

| 4. Search Results  | Search Results              |               |             |           |                                    |                           |  |  |
|--|-----------------------------|---------------|-------------|-----------|------------------------------------|---------------------------|--|--|
| page alopiaje  | Search Type: Person         |               | 🗹 Ad Ho     | c Search  |                                    |                           |  |  |
| <ul> <li>Click on the <u>Person</u><br/><u>Organizational</u><br/><u>Summary</u> link to see<br/>more data about the<br/>person</li> </ul> | Search Parameter: ADHOC_CU1 |               | ADHOC_      | ADHOC_CU1 |                                    |                           |  |  |
|  | Result Code:                | ADHOC_RES_CU  | Adhoc Re    | sults CU  |                                    |                           |  |  |
|  |                             |               |             |           |                                    | Return to Search Criteria |  |  |
|  | Number of ID's              | Found: 1      |             |           |                                    |                           |  |  |
|  | Search Order N              | lumber: 10    | CS_AdHo     | c Search  |                                    |                           |  |  |
|  | Search Results              |               | Customize   |           | ind View All First 🕙 1 of 1 🕨 Last |                           |  |  |
|  | Empl                        | ID First Name | Middle Name | Last Name | Date of Birth                      | National ID               |  |  |
|  | 1 Carry ID 2221             | 58 Tin        |             | Woodman   | 07/04/1945                         | *****9905                 | <u>Person</u><br>Organizational<br>Summary |  |

Search for Matching Persons complete