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 Search for Matching Persons
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
4. **Search Results page displays**

- Click on the **Person Organizational Summary** link to see more data about the person.

**Search for Matching Persons complete**