

8.9 HRMS Step by Step Guide

Search for Matching Persons - Workforce Administration Module

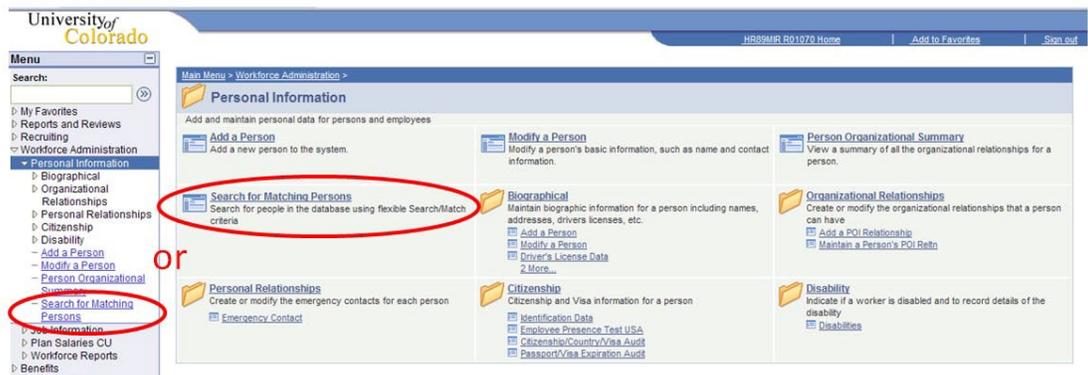
Overview: This guide provides instruction for searching for a person. The Search for Matching Persons searches for both employees with job and non-employees (POIs) without jobs.

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.

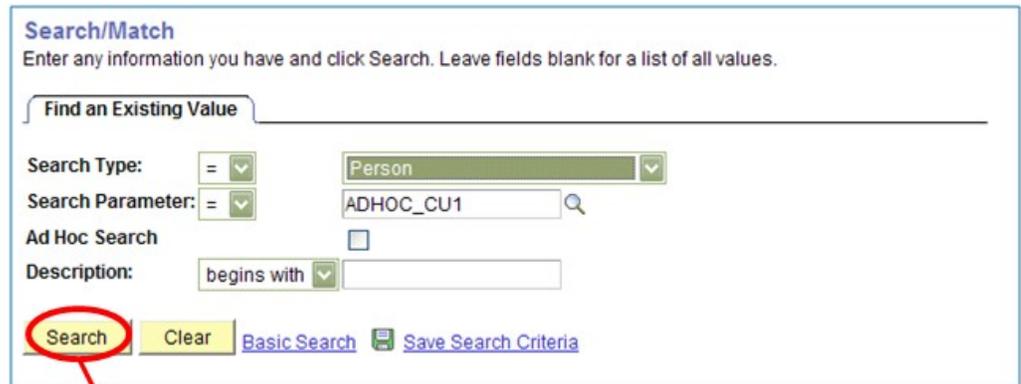
1. Navigate to Search for Matching Persons

- Workforce Administration
- Personal Information
- To begin, verify that the Person does not already exist in PS
- Click on [Search for Matching Persons](#)



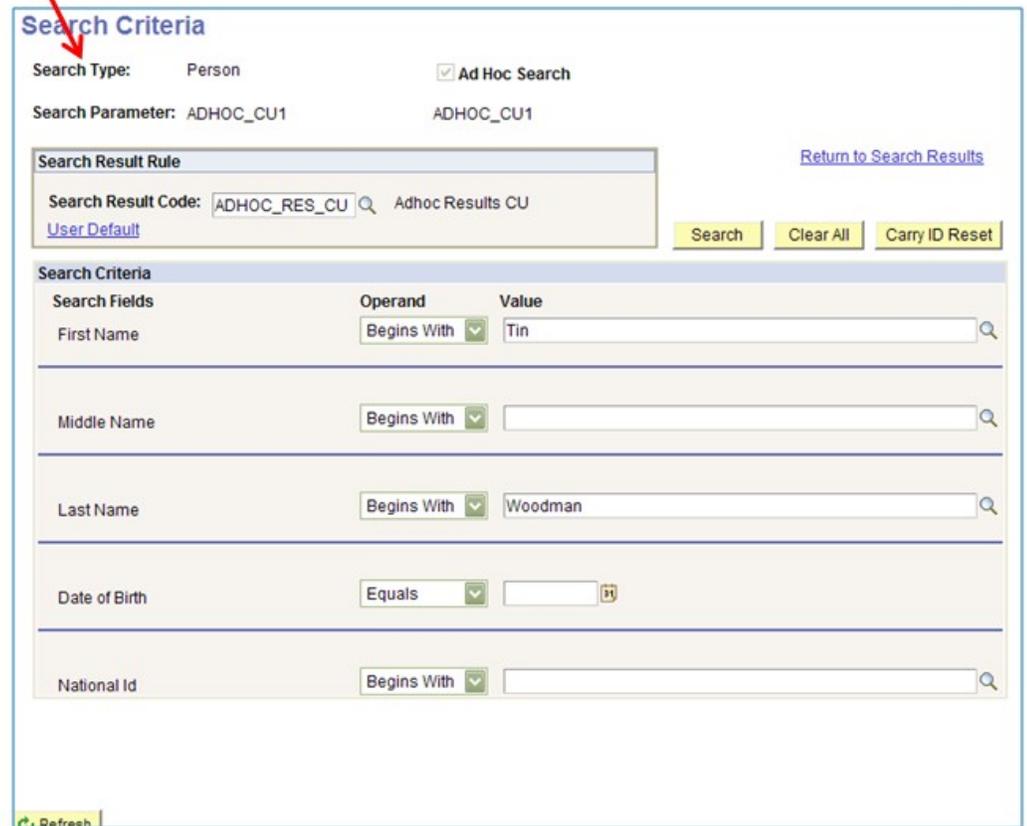
2. Search/Match page displays

- Click 



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 



4. Search Results page displays

- Click on the [Person Organizational Summary](#) link to see more data about the person

Search Results

Search Type: Person Ad Hoc Search
Search Parameter: ADHOC_CU1 ADHOC_CU1
Result Code: ADHOC_RES_CU Adhoc Results CU

Search Results Summary

[Return to Search Criteria](#)

Number of ID's Found: 1
Search Order Number: 10 CS_AdHoc Search

Search Results								Customize Find View All	First	1 of 1	Last
	EmpID	First Name	Middle Name	Last Name	Date of Birth	National ID					
1	Carry ID	222158	Tin		Woodman	07/04/1945	*****9905			Person Organizational Summary	

Search for Matching Persons complete