

Naming convention implemented for duplicate employee IDs in HCM ^[1]

March 12, 2018 by [Employee Services](#) ^[2]

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:

Your result

You entered

Work Location
Job Information
Payroll
Salary Plan
Compensation

CORRECT X184553

Employee

Empl ID 201294

Empl Record 0

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

Position Number 00644598

Student Asst II

Override Position Data

Position Entry Date 05/04/2008

☐ Position Management Record

Regulatory Region USA

Company CU

Business Unit UCOLO

Department 10564

Department Entry Date 05/04/2008

Location 1ENVD

Establishment ID CU

United States

University of Colorado

University of Colorado

PBA-Envd,GC

Environmental Design Bldg

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]

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[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

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