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

March 12, 2018 by Employee Services [2]

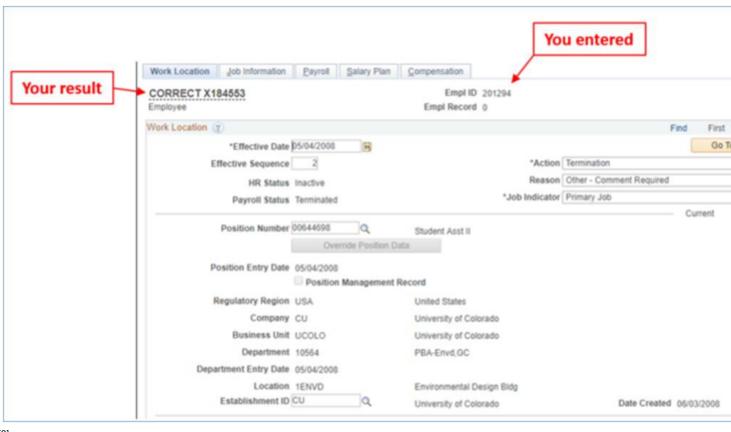
Duplicate IDs within HCM confuse payroll history and employee tax records, in addition to blocking employee access to CU portals and other resources. To fix this, Employee Services merges the history of these IDs and changes the names of their duplicates.

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:



[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:

Find an Existing Va	slue Key	word Sear	ch					
Search Criteria								
Em	pl ID begins	with •	184553					
Empl Re	And Address of Concession	7						
	ame begins	with •						
	ame begins							
Second Last N	ame begins	with •						
Iternate Character N	ame begins	with •						
Middle N	ame begins	with •						
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Include History								
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Search Clear	r Basic S	earch 🖾	Save Sea	arch Criteria				
Search Clea	r Basic S	earch 🔯	Save Sea	arch Criteria				
Search Clea	r Basic S	earch 🖾	Save Sea	arch Criteria				
Search Clear Search Results	r Basic S	Search 🔯	Save Sea	arch Criteria		First 🛞	1-3 of 3	(Last
Search Clear earch Results				second Last Name				
Search Clear Search Results /iew All Empl ID Empl Record N		First Name						
Search Results /iew All Empl ID Empl Record N 184553 0 L	lame	First Name Laura	Last Name	Second Last Name	Alternate			Last dle Name

Naming Convention [5], Duplicate ID Numbers [6]

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