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

March 12, 2018 by Employee Services [2]

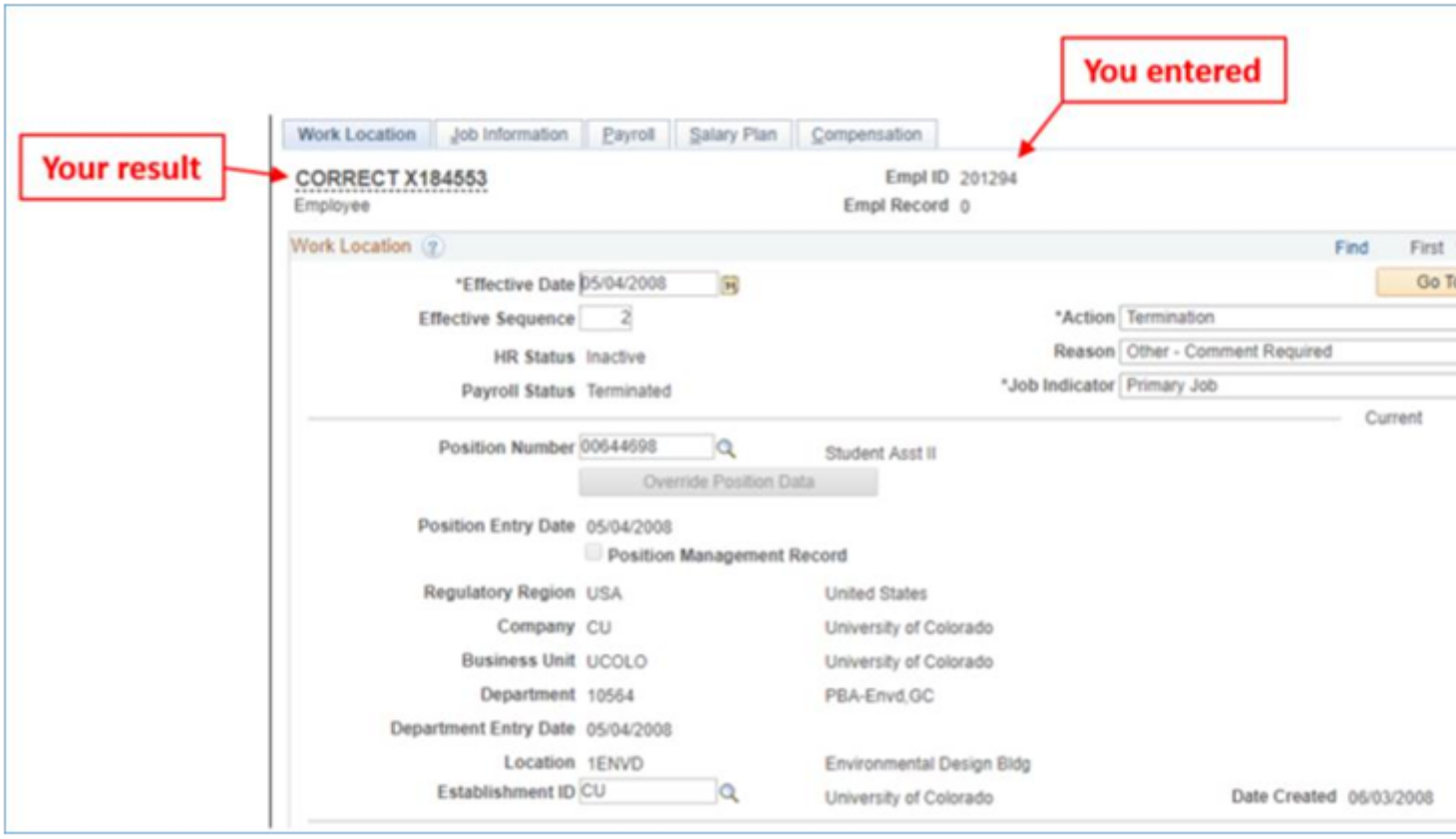
Duplicate IDs within HCM confuse payroll history and employee tax records, in addition to blocking employee access to CU portals and other resources. To fix this, Employee Services merges the history of these IDs and changes the names of their duplicates.

Note: Click on the images below to enlarge them.

See how it works

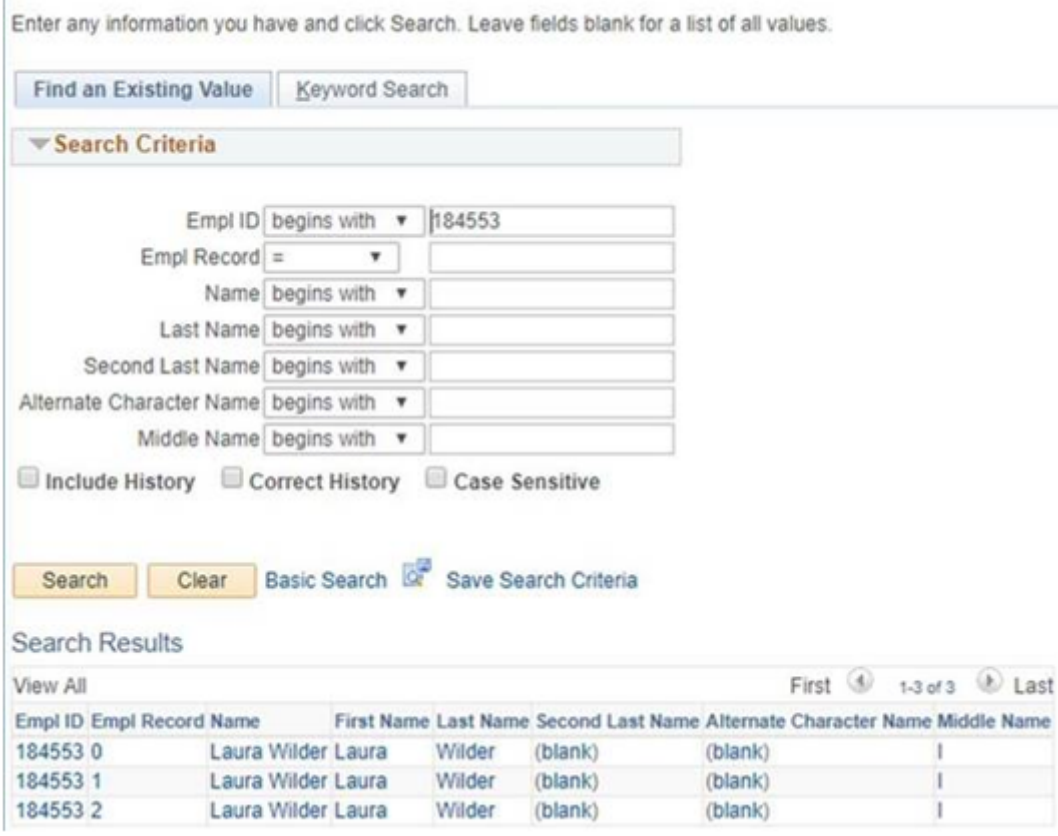
Duplicate IDs with pay history cannot be deleted, so the records must be combined to make it apparent that the two ID numbers refer to one employee.

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:



[4]

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