

## Naming convention implemented for duplicate employee IDs in HCM <sup>[1]</sup>

March 12, 2018 by [Employee Services](#) <sup>[2]</sup>

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:

Work Location | Job Information | Payroll | Salary Plan | Compensation

**Your result** → CORRECT X184553 Employee

Empl ID 201294  
Empl Record 0

**You entered** → Compensation

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 United States  
Company CU University of Colorado  
Business Unit UCOLO University of Colorado  
Department 10564 PBA-Envd,GC  
Department Entry Date 05/04/2008  
Location 1ENVD Environmental Design Bldg  
Establishment ID CU 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

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[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] [https://www.cu.edu/sites/default/files/Name%20Change%20Convention%20example\\_0.PNG](https://www.cu.edu/sites/default/files/Name%20Change%20Convention%20example_0.PNG)

[4] [https://www.cu.edu/sites/default/files/Job%20Data\\_0.PNG](https://www.cu.edu/sites/default/files/Job%20Data_0.PNG)