8.9 HRMS Step by Step Guide

Search for Matching Persons - Workforce Administration Module

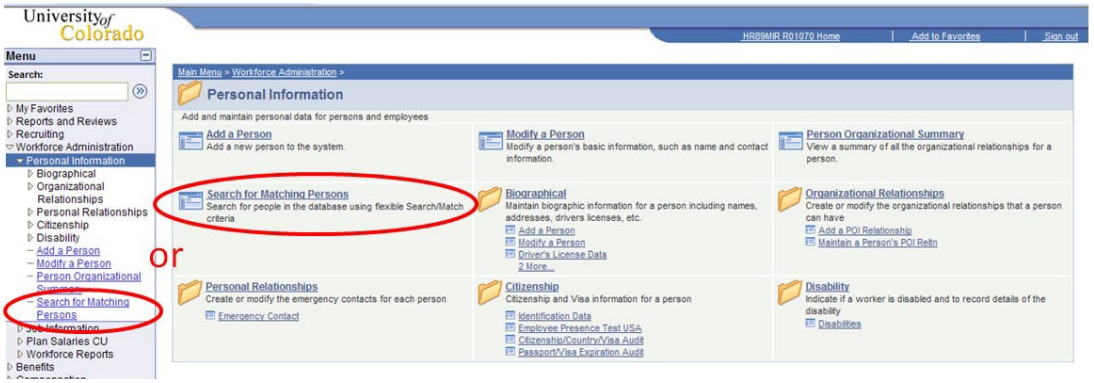
Overview: This guide provides instruction for searching for a person. The Search for Matching Persons searches for both employees with job and non-employees (POIs) without jobs.

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.*

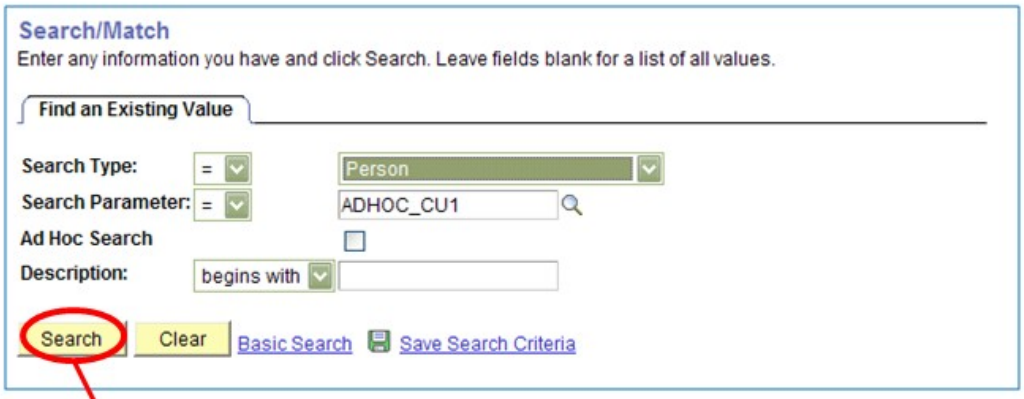
1. Navigate to Search for Matching Persons

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



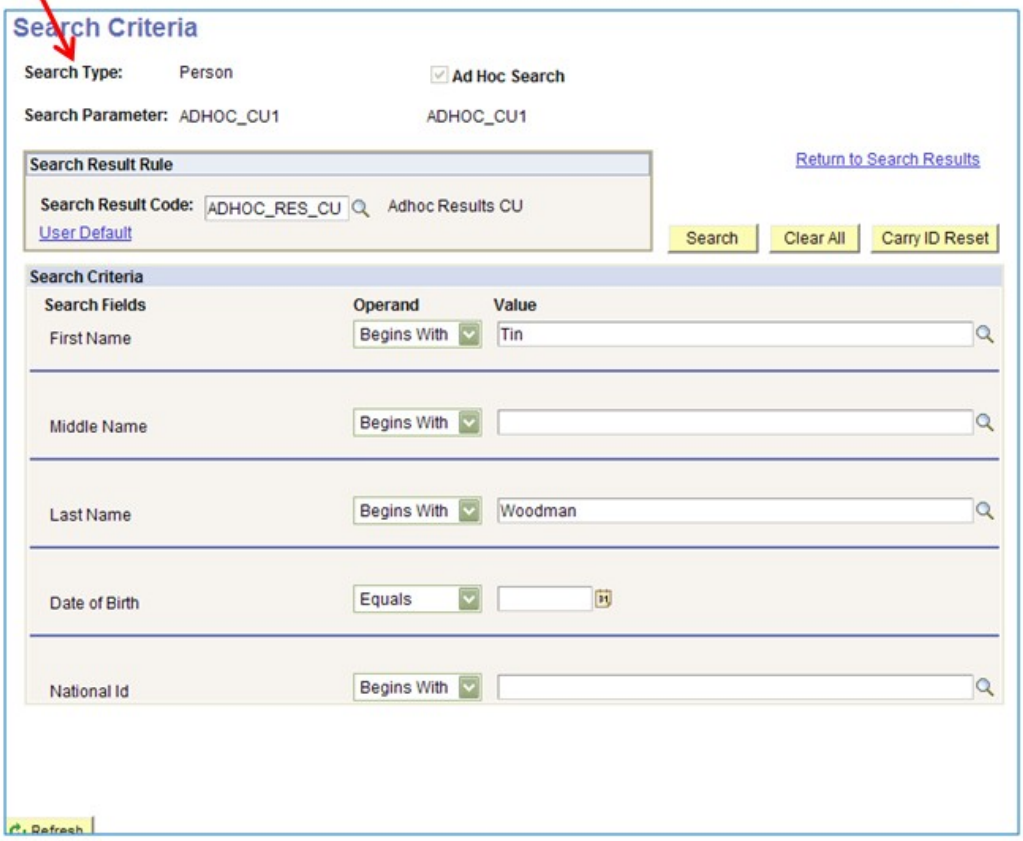
2. Search/Match page displays

- Click Search



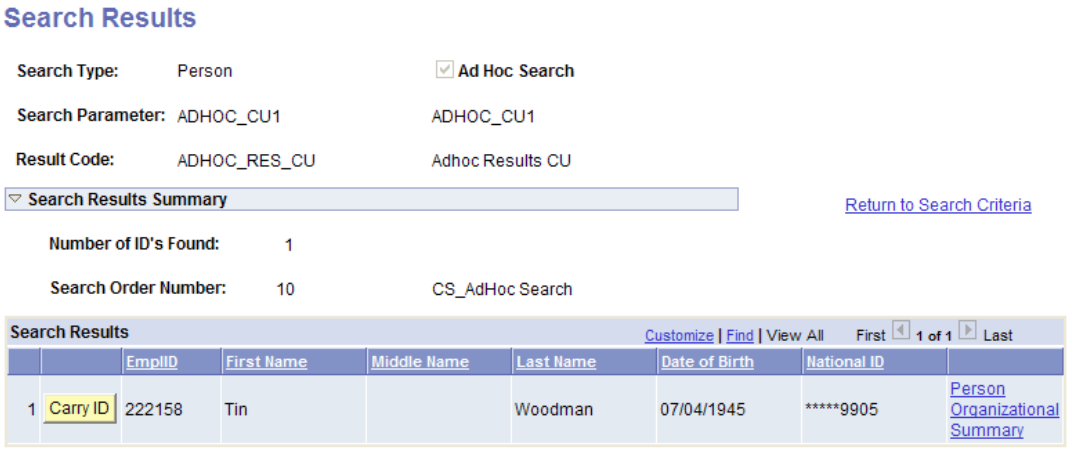
3. Search Criteria page displays

- 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 Search



4. Search Results page displays

- Click on the Person Organizational Summary link to see more data about the person



Search for Matching Persons complete