## 9.2 Run a Search Match

**Purpose**: Use this document as a reference to search for an existing Employee ID (Empl ID); to avoid duplicate entries in ctcLink.

Audience: Human Resources Specialist.

**Search Match Functionality** is used during the New Hire business process to verify an EMPL ID/SSN does not already exist in either the HCM or Campus Solutions environments prior to the Hire.

Therefore, it is important that you **do not skip** this search/match process in order to prevent multiple Empl IDs for one employee. Note that personal data is not visible for verification until after the Hire process has been completed.

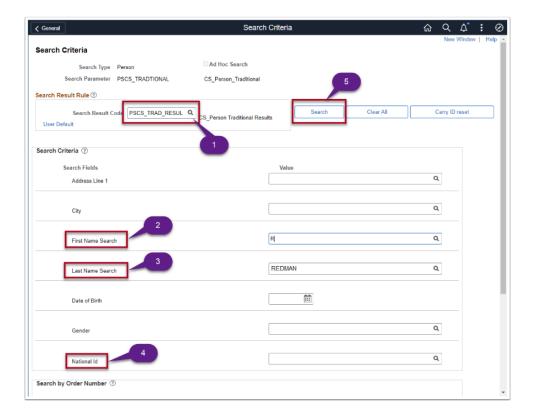
## Perform a Search/Match

Navigation: Workforce Administration > Personal Information > Search Match Internal/ External

- 1. The **Search/Match Integrated** search page displays.
- 2. In the **Search Type** drop-down menu, select **Person**.
- 3. In the **Search Parameter** lookup field, select **PSCS TRADTIONAL**.
- 4. Select the **Search** button.
- 5. The **Search Criteria** page displays.
- 6. In the **Search Result Code** field lookup, select the **PSCS TRAD RESUL** option. (1)
- 7. Enter your search values for the following fields:
- 7. First Name Search (2)
- 8. Last Name Search (3)
- 9. National ID (4)
- 10. **Note:** You can search by entering the First Name and Last Name only **OR** the National ID only, but it is best to enter at least 2 Search Values in order to activate the **Search** button.

10. Select the **Search** button. (5)

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Based on your Results you will have two options: A or B

**A:** If a potential match is not found a Message box will appear stating that your Search Criteria did not return any results.

- 11. Select the **OK** button. Search Match is complete.
- 12. Navigate to the **Add A Person** page to begin new hire process. Refer to QRG titled <u>Adding a New Employee and a Job Instance</u>.
- 13. B: If a potential match is found, the Integrated Search Results page will appear.
- 13. There are three tabs in the **Search Results** grid. The **Results** tab displays by default.
- 14. Important to note on this tab is the *first* column:
- 15. If the row has an **Import** button, it indicates a match but <u>not</u> on the HCM side. Data exists in CS and can be imported into HCM.
- 16. If the row has a **Carry ID** button, that indicates the person is already in HCM and has an Empl ID. Selecting this button essentially places the empl ID on a "clipboard" so when you navigate from here to another component or page with Empl ID on the search criteria, Modify a Person for example, it populates that field.
  - **Note**: The "Person Organization Summary" link under the Additional Information tab links to HCM. This link is non-functional for staff who do not have access to employment records in HCM. HCM employment records are not necessary to run Search/ Match.
- 14. Select the **Results 2** tab to verify the National ID (SSN).

  In this example, National ID (SSN) was not listed in the search criteria page. Therefore, there

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happens to be several rows of people matching what was entered.

It is important to be certain you are selecting the right individual and the **Results 2** tab contains the **National ID** (SSN).

If provided with the original search criteria, the results lists would have been filtered down to the one unique match.

- 15. Locate the person that matches the SSN you are looking for.
- 16. Select the **Results** tab.
- 17. The **Integrated Search Results** page / **Results** tab displays.
- 18. Select the **Import** button for the identified person.
- 19. A message displays indicating a new ID will be created in the HCM database and associated with the Universal ID listed.
- 20. Select the **Yes** button to continue.
- 21. A new message displays a short time later indicating the information has was successfully imported.
- 22. Select the **OK** button to continue.
- 23. Navigate to the **Add Employment Instance** page to continue the new hire process.
- 24. The imported data already displays on some of the related fields.
- 25. Refer to the QRG titled <u>9.2 Add A New Employment Instance</u> and follow the instructions to complete the employee's job data.

**End of procedure.** 

## **Video Tutorial**

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## **Video Tutorial via Panopto**

View the external link to **Run a Search Match**. This link will open in a new tab/window.

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