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.

ℹ️ **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)

*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 [Adding a New Employee and a Job Instance](#) .

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

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 9.2 Add A New Employment Instance 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.