



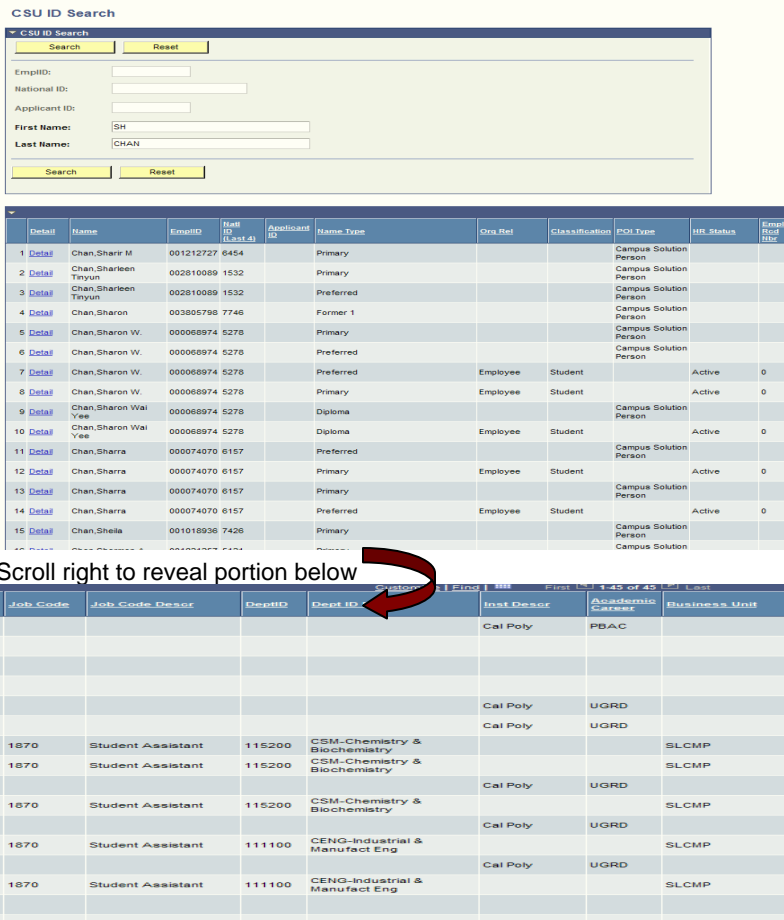
**HCM 8.9 Business Process Guide
CSUID Search**

The CSU ID Search Business Process Guide covers the basic steps for searching for a person in the database to prevent creating Duplicate EmplIDs.

Processing Steps

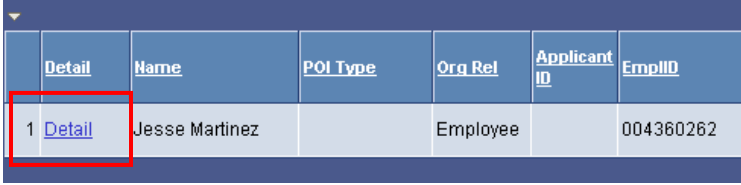
CSU ID Search Page

Navigation: > Menu –CSUID Search

Processing Steps	Screen Shot																																																																																																																																																																																																																																															
<p>Enter search criteria for the Person you are trying to find.</p> <p>The fields available to search by are:</p> <p>Name (First Name Last Name) National ID (last 4 digits or entire SSN) Empl ID Applicant ID First Name Last Name</p> <p>Order to perform search:</p> <ol style="list-style-type: none"> Search by Last Name (if not common last name). If the Last Name is common, then enter one or two characters of the First Name in the First Name field. Click SEARCH <p>If NO Results</p> <ol style="list-style-type: none"> Search by last 4 digits of SSN. Click SEARCH <p>If NO Results</p> <ol style="list-style-type: none"> If person was a former student, request the name in which they were enrolled at Cal Poly. If different, search by that name. <p>If no Results</p> <ol style="list-style-type: none"> Contact Dean's Office <p>NOTE: Click RESET to clear all search fields when performing next search.</p>	 <p>The screenshot shows the 'CSU ID Search' form with the following search criteria: First Name: SH, Last Name: CHAN. Below the form is a table of search results:</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Name</th> <th>EmplID</th> <th>Natl ID (Last 4)</th> <th>Applicant ID</th> <th>Name Type</th> <th>Org. Rel</th> <th>Classification</th> <th>POI Type</th> <th>HR Status</th> <th>Empl Rtr</th> </tr> </thead> <tbody> <tr><td>1</td><td>Chan,Sharrn M</td><td>001212727</td><td>8454</td><td></td><td>Primary</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>2</td><td>Chan,Sharleen Tinyn</td><td>002810089</td><td>1532</td><td></td><td>Primary</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>3</td><td>Chan,Sharleen Tinyn</td><td>002810089</td><td>1532</td><td></td><td>Preferred</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>4</td><td>Chan,Sharon</td><td>003805798</td><td>7746</td><td></td><td>Former 1</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>5</td><td>Chan,Sharon W.</td><td>000068974</td><td>5278</td><td></td><td>Primary</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>6</td><td>Chan,Sharon W.</td><td>000068974</td><td>5278</td><td></td><td>Preferred</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>7</td><td>Chan,Sharon W.</td><td>000068974</td><td>5278</td><td></td><td>Preferred</td><td>Employee</td><td>Student</td><td></td><td>Active</td><td>0</td></tr> <tr><td>8</td><td>Chan,Sharon W.</td><td>000068974</td><td>5278</td><td></td><td>Primary</td><td>Employee</td><td>Student</td><td></td><td>Active</td><td>0</td></tr> <tr><td>9</td><td>Chan,Sharon Wai Yee</td><td>000068974</td><td>5278</td><td></td><td>Diploma</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>10</td><td>Chan,Sharon Wai Yee</td><td>000068974</td><td>5278</td><td></td><td>Diploma</td><td>Employee</td><td>Student</td><td></td><td>Active</td><td>0</td></tr> <tr><td>11</td><td>Chan,Sharra</td><td>000074070</td><td>6157</td><td></td><td>Preferred</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>12</td><td>Chan,Sherra</td><td>000074070</td><td>6157</td><td></td><td>Primary</td><td>Employee</td><td>Student</td><td></td><td>Active</td><td>0</td></tr> <tr><td>13</td><td>Chan,Sherra</td><td>000074070</td><td>6157</td><td></td><td>Primary</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> <tr><td>14</td><td>Chan,Sherra</td><td>000074070</td><td>6157</td><td></td><td>Preferred</td><td>Employee</td><td>Student</td><td></td><td>Active</td><td>0</td></tr> <tr><td>15</td><td>Chan,Sheila</td><td>001018936</td><td>7426</td><td></td><td>Primary</td><td></td><td></td><td>Campus Solution Person</td><td></td><td></td></tr> </tbody> </table> <p>Scroll right to reveal portion below</p> <table border="1"> <thead> <tr> <th>Job Code</th> <th>Job Code Descr</th> <th>DeptID</th> <th>Dept ID</th> <th>Inst Descr</th> <th>Academic Career</th> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>Cal Poly</td><td>PBAC</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td>Cal Poly</td><td>UGRD</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td>Cal Poly</td><td>UGRD</td><td></td></tr> <tr><td>1870</td><td>Student Assistant</td><td>115200</td><td>CSM-Chemistry & Biochemistry</td><td></td><td></td><td>SLCMP</td></tr> <tr><td>1870</td><td>Student Assistant</td><td>115200</td><td>CSM-Chemistry & Biochemistry</td><td>Cal Poly</td><td>UGRD</td><td>SLCMP</td></tr> <tr><td>1870</td><td>Student Assistant</td><td>115200</td><td>CSM-Chemistry & Biochemistry</td><td>Cal Poly</td><td>UGRD</td><td>SLCMP</td></tr> <tr><td>1870</td><td>Student Assistant</td><td>111100</td><td>CENG-Industrial & Manufact Eng</td><td>Cal Poly</td><td>UGRD</td><td>SLCMP</td></tr> <tr><td>1870</td><td>Student Assistant</td><td>111100</td><td>CENG-Industrial & Manufact Eng</td><td>Cal Poly</td><td>UGRD</td><td>SLCMP</td></tr> </tbody> </table>	Detail	Name	EmplID	Natl ID (Last 4)	Applicant ID	Name Type	Org. 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Detail Link

Navigation: > *Menu –CSUID Search*

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<p>Click on the Detail link next to a row to display additional information about a person.</p> <p>NOTE: You will need to allow Pop-Ups.</p> <p>The Detail is data from Main Menu > Workforce Administration > Personal Information > Biographical > Modify a Person</p> <p>NOTE: If you do not have security to the Personal Data pages, you will just see the search page for Personal Data.</p>	 <table border="1"><thead><tr><th data-bbox="688 443 721 485">Detail</th><th data-bbox="721 443 976 485">Name</th><th data-bbox="976 443 1105 485">POI Type</th><th data-bbox="1105 443 1208 485">Org Rel</th><th data-bbox="1208 443 1295 485">Applicant ID</th><th data-bbox="1295 443 1414 485">EmplID</th></tr></thead><tbody><tr><td data-bbox="688 520 721 562">1 Detail</td><td data-bbox="721 520 976 562">Jesse Martinez</td><td data-bbox="976 520 1105 562"></td><td data-bbox="1105 520 1208 562">Employee</td><td data-bbox="1208 520 1295 562"></td><td data-bbox="1295 520 1414 562">004360262</td></tr></tbody></table>	Detail	Name	POI Type	Org Rel	Applicant ID	EmplID	1 Detail	Jesse Martinez		Employee		004360262
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