



## **HCM 8.9 General Resources**

CSU ID Search  
Job Aid

**Last Revised: 5/29/2008**

## REVISION CONTROL

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Date	By	Action	Pages
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## Review/Approval History

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## Introduction

The CSU ID Search Business Process Guide covers the basic steps for searching for a person in the database. The CSU ID Search is the first step prior to any data entry. This is done to determine if a person exists in the PeopleSoft Database.



## Business Process Diagram

Business Process diagrams are posted as supporting documents to this guide at <http://cms.calstate.edu/T2hr89bp.asp>.

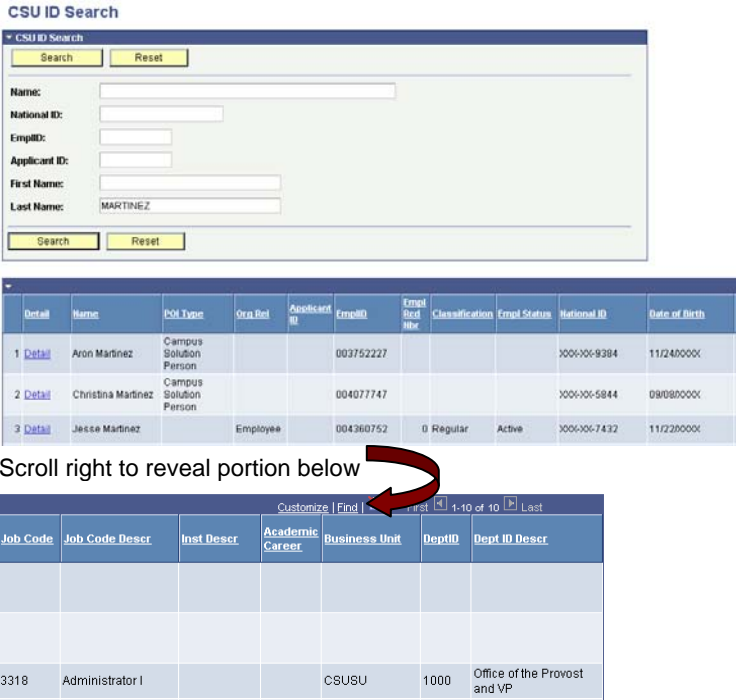
## Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail

## Processing Steps

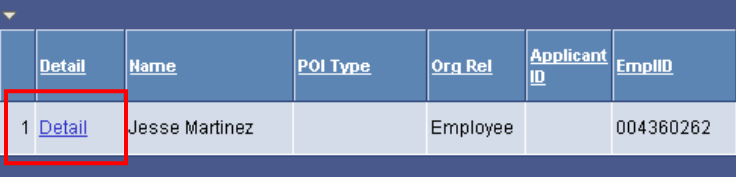
### CSU ID Search Page

**Navigation:** > *Menu –CSUID Search*

Processing Steps	Screen Shot																																																										
<p>Enter search criteria for the Person you are trying to find. All fields are oriented as "begins with" so just put in the first few characters for any field.</p> <p>Search by:</p> <ul style="list-style-type: none"> <li>Name (First Name Last Name)</li> <li>National ID (no dashes)</li> <li>Empl ID (</li> <li>Applicant ID</li> <li>First Name</li> <li>Last Name</li> </ul> <p>Click <b>SEARCH</b>.</p> <p>Click <b>RESET</b> to clear all search fields and search again.</p>	 <p><b>CSU ID Search</b></p> <p>Search fields: Name, National ID, EmplID, Applicant ID, First Name, Last Name (MARTINEZ)</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Name</th> <th>POI Type</th> <th>Org Rel</th> <th>Applicant ID</th> <th>EmplID</th> <th>Empl Stat Nbr</th> <th>Classification</th> <th>Empl Status</th> <th>National ID</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>1 <a href="#">Detail</a></td> <td>Aron Martinez</td> <td>Campus Solution Person</td> <td></td> <td></td> <td>003752227</td> <td></td> <td></td> <td></td> <td>XXXX-XX-9384</td> <td>11/24/0000</td> </tr> <tr> <td>2 <a href="#">Detail</a></td> <td>Christina Martinez</td> <td>Campus Solution Person</td> <td></td> <td></td> <td>004077747</td> <td></td> <td></td> <td></td> <td>XXXX-XX-5844</td> <td>08/08/0000</td> </tr> <tr> <td>3 <a href="#">Detail</a></td> <td>Jesse Martinez</td> <td></td> <td>Employee</td> <td></td> <td>004360752</td> <td>0</td> <td>Regular</td> <td>Active</td> <td>XXXX-XX-7432</td> <td>11/22/0000</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>Inst Descr</th> <th>Academic Career</th> <th>Business Unit</th> <th>DeptID</th> <th>Dept ID Descr</th> </tr> </thead> <tbody> <tr> <td>3318</td> <td>Administrator I</td> <td></td> <td></td> <td>CSUSU</td> <td>1000</td> <td>Office of the Provost and VP</td> </tr> </tbody> </table>	Detail	Name	POI Type	Org Rel	Applicant ID	EmplID	Empl Stat Nbr	Classification	Empl Status	National ID	Date of Birth	1 <a href="#">Detail</a>	Aron Martinez	Campus Solution Person			003752227				XXXX-XX-9384	11/24/0000	2 <a href="#">Detail</a>	Christina Martinez	Campus Solution Person			004077747				XXXX-XX-5844	08/08/0000	3 <a href="#">Detail</a>	Jesse Martinez		Employee		004360752	0	Regular	Active	XXXX-XX-7432	11/22/0000	Job Code	Job Code Descr	Inst Descr	Academic Career	Business Unit	DeptID	Dept ID Descr	3318	Administrator I			CSUSU	1000	Office of the Provost and VP
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### Detail Link

**Navigation:** > *Menu –CSUID Search*

Processing Steps	Screen Shot												
<p>Click on the <b>DETAIL</b> link next to a row to display additional information about a person.</p> <p>Depending on the type of record the following pages will be displayed:</p> <p><b>Employees / Persons of Interest:</b>        Main Menu &gt; Workforce Administration &gt; Personal Information &gt; Biographical &gt; Modify a Person</p> <p><b>Campus Solutions Person:</b>        Main Menu &gt; Campus Community &gt; Personal Information &gt; Add/Update a</p>	 <table border="1"> <thead> <tr> <th>Detail</th> <th>Name</th> <th>POI Type</th> <th>Org Rel</th> <th>Applicant ID</th> <th>EmplID</th> </tr> </thead> <tbody> <tr> <td>1 <a href="#">Detail</a></td> <td>Jesse Martinez</td> <td></td> <td>Employee</td> <td></td> <td>004360262</td> </tr> </tbody> </table>	Detail	Name	POI Type	Org Rel	Applicant ID	EmplID	1 <a href="#">Detail</a>	Jesse Martinez		Employee		004360262
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<p>Person <b>HR Recruiting:</b> Main Menu &gt; Recruiting &gt; Add New Applicant</p>	
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