


Searching/Viewing Campus Community Pages

Viewing Personal Information

The Personal Information page group includes three pages:

- **Biographical Details** lists basic personal facts (name, date of birth, Social Security Number, etc.) and contact information (address, phone, and email).
- **Addresses** provides complete listings for all relevant types of addresses: permanent home, campus, business, etc.
- **Regional** specifies ethnicity

To access the Personal Information page group:

1. From the PeopleSoft menu, select **Campus Community > Personal Information > Add/Update a Person**. The Find an Existing Value page is displayed.
2. Enter search criteria and click the SEARCH  button. (For detailed instructions, see the **How to Find an Existing Value** section.)

The Personal Information page group is displayed with the Biographical Details page open.

Biographical Details Page

When you access the Personal Information page group, this page is displayed by default. It displays information such as:

- Name (Primary only)
- Date of Birth
- Social Security Number
- Campus ID
- Marital status
- Gender
- Contact Information

Note: Date of birth and Social Security Number may or may not be displayed. Whether or not you can view these items is determined by your access permissions.

A Campus Community member record may include multiple names, listed by type. Every record contains a Primary name; other types, such as Preferred, are optional. For a complete list of the names on record for an individual, see the **Looking Up Names** section, below.

To find contact information on the Biographical Details Page:

On the Biographical Details page, scroll down to the Contact Information section. It comprises three sections:

- Addresses (all available)
- Phone (all available numbers)
- Email (only Campus type)

In all three sections, information is listed by *Type*, which reflects ownership and function (such as home address versus campus office).

By default, the Addresses section displays only one address, but you can request individual addresses or all of them, simultaneously, by using the navigation controls.

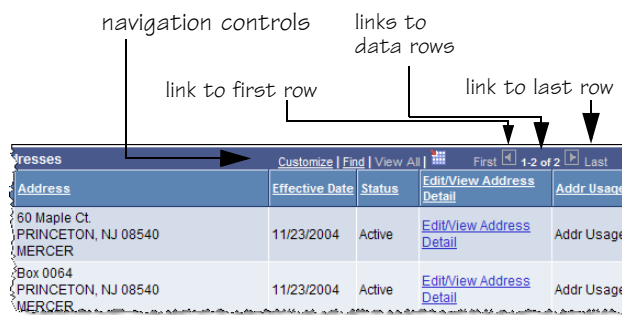
The Phone section displays all currently active phone numbers. Commonly used Phone Types include Home, Office, Mobile, Voicemail, and Permanent.

The Email sections displays all currently active email addresses. Commonly used Email Types include Campus (princeton.edu) and Home.

Addresses Page

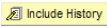
All current street addresses are listed, by type, in a grid. For each type of address provided, the following fields are included: *Address Type*, *Address*, *Effective Date*, *Status*, *Edit/View Address Detail*, and *Addr Usage*.

If multiple addresses are available, use the links in the navigation header to display all of them.

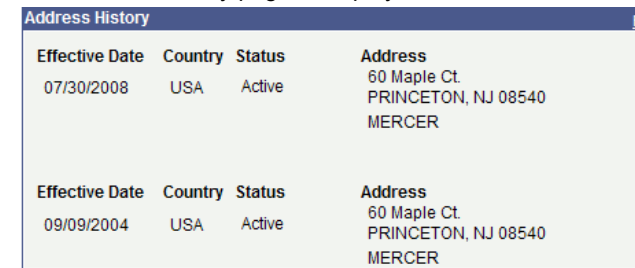


Address	Effective Date	Status	Edit/View Address Detail	Addr Usage
60 Maple Ct PRINCETON, NJ 08540 MERCER	11/23/2004	Active	Edit/View Address Detail	Addr Usage
Box 0064 PRINCETON, NJ 08540 MERCER	11/23/2004	Active	Edit/View Address Detail	Addr Usage

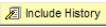
To see past or future addresses as well, display the Address History page by clicking two items: the Include History

 button in the lower righthand corner of the page, and the [Edit/View Address Detail](#) link in the field of the same name.

The Address History page is displayed.



Effective Date	Country	Status	Address
07/30/2008	USA	Active	60 Maple Ct. PRINCETON, NJ 08540 MERCER
09/09/2004	USA	Active	60 Maple Ct. PRINCETON, NJ 08540 MERCER

Note: Alternatively, you can click the Include History  button in the lower righthand corner of the Biographical Details page and then, after selecting the Addresses tab, click the [Edit/View Address Detail](#) link on the Addresses page.

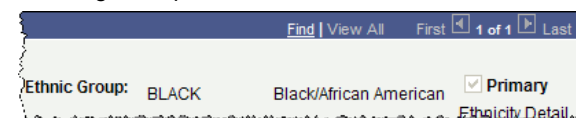
The *Effective Date* field accommodates future as well as past dates, so that address changes can be included when planned, even if they have not yet become active.

Commonly used Address Types include:

- Home/Local Address
- Permanent Address
- Mailing Address
- Campus Mail Address
- Office Location

Regional Page

This page specifies the person's ethnicity, as in the following example:




Ethnic Group:	BLACK	Black/African American	<input checked="" type="checkbox"/> Primary
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Searching/Viewing Campus Community Pages

Looking Up Names


1. From the PeopleSoft menu, select **Campus Community > Biographical > Names**. The Find an Existing Value page is displayed.
2. Enter search parameters and click the Search  button. The Names page is displayed.

Names are listed by *Type*. Only one type, **Primary**, is required; others, such as **Preferred**, are optional.

The information included for each name includes *Effective Date* (the date on which the name became, or will become effective), the *Status* (whether or not the name is currently being used), and *Name History* (a summary of the owner's use of the name).

Viewing Affiliations

A Campus Community *affiliation* is the relationship between Princeton and a person, such as student, alumna, or employee. To look up a person's affiliation:



1. From the PeopleSoft menu, select **Campus Community > Personal Information > Affiliation > Affiliation**. The Find an Existing Value page is displayed.
 2. Enter search criteria and click the SEARCH  button. (For details, see the **How to Find an Existing Value** section.) The Affiliation page is displayed with the following fields: person's name, affiliation type, and sub-type (if applicable), plus the effective date.
- ◆ *Type* and *Sub-Type* - The following table shows valid values for *Type* and *Sub-Type*:

Affiliation Type	Affiliation Sub-Type
Alumnus or Alumna (AL)	Undergraduate or Graduate Student
Employee (EM)	HR, DOF, or PPL

Student (ST)	Undergraduate or Graduate Student
Kin (KN)	Relationship to person with primary affiliation, such as Spouse, Parent, Child
Miscellaneous - any type of affiliation not listed above (MS)	Examples: Special Student, Departmental Computer User

- ◆ *Status* - Whether an affiliation is currently Active, Inactive, Terminated, and so on
- ◆ *System* - University business area in which the person's affiliation originated:
 - PSHR - Human Resources
 - PSSA - Student Records
 - IDCD - Tigercard Office
 - ADV - Development Office
- ◆ *Eff Date* - Date on which this record becomes effective.
- ◆ *Primary* - A value of Y means the specified affiliation is the predominant one for this person.

Navigation Options

- ◆ [Details](#) link: For additional information about employees, graduate students, and undergraduates, click the [Details](#) link at the beginning of the row. (The [Details](#) link may or may not be available, depending on your access.)
- ◆ **M**  button: To view the full name of the system associated with a miscellaneous affiliation, click the **M**  button at the beginning of the row. The Miscellaneous Affiliations page is displayed.

Employee Detail Page

Click the [Details](#) link to display the Affiliations page for an active or former employee. The page includes the following fields:

- ◆ *Eff Date* - Effective date of the record

- ◆ *Empl Rec Nbr* - Employee Record Number, a numeric string that indicates:

- 00** Primary job for a non-student employee
- 01** Secondary job for a non-student employee
- 50** Graduate student (in the event that the student is employed by the University, 50 record is used for a monthly exempt position and 51 for a biweekly non-exempt position)
- 51**
- 60** Undergraduate student (student can be employed in a biweekly non-exempt position)

- ◆ *Department* - Employee's department number
- ◆ *Pay Group* - Employee's pay group
- ◆ *Affil Status* - Current status of the affiliation, such as **ACTV** (active) or **LEAV** (leave)
- ◆ *Job Funct* - Employee's position
- ◆ *Appoint End Dt* - End date for an appointment, when applicable

Graduate Student Detail Page

Click the [Details](#) link to display the Affiliation page for a graduate student. The following fields are displayed:

- ◆ *Eff Date* - Effective date of the record
- ◆ *Academic Data Fields* - Information about the student's academic career, plan, and program
- ◆ *Action/Reason* - Additional details about the student's academic status.
- ◆ *Class Year* - Cohort year

Undergraduate Student Detail Page

Click the [Details](#) link to display the Affiliation page for an undergraduate student. The following fields are displayed:

- ◆ *Eff Date* - Effective date of this record



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- ❖ **Acad Career** - Student's academic career (undergraduate or graduate student)
- ❖ **Major** - Student's primary area of study
- ❖ **Acad Prog** - Student's academic program (such as A.B. or B.S.E. degree program)
- ❖ **Class Year** - Student's expected year of graduation
- ❖ **Action/Reason** - Details about the student's academic status

Graduate Applicant Detail Page

Click the [Details](#) link to display the Affiliation page for an applicant to the Graduate School. The following fields are displayed:

- ❖ **Eff Date** - Effective date of this record
- ❖ **Acad Career** - Applicant's intended academic career
- ❖ **Major** - Applicant's primary area of study
- ❖ **Acad Prog** - Applicant's degree program
- ❖ **Action/Reason** - Details about the applicant's admission status
- ❖ **Action Date** - The date on which the status of this application was entered
- ❖ **Admit Term** - The term in which the applicant wants to be admitted

Viewing Relationships

A Campus Community relationship is the role of a person (such as a spouse) in the life of someone affiliated with Princeton (such as a University employee).

To look up the relationships listed for a Campus Community member:

1. From the PeopleSoft menu, select: **Campus Community > Personal Information > Biographical > Relationships > Relationships**.
The Find an Existing Value page is displayed.
2. Enter search criteria (such as name) and click the SEARCH button. A list of people who have relationships with the Campus Community member is displayed.
3. Click anywhere in the row about the appropriate person. The Relationship page is displayed. It shows the following information about the related person: name, relationship type (such as spouse or child), status (active or inactive), effective date, EmplID, and the class year (if an undergraduate).

Viewing an External System ID

An *external system ID* is an ID number originated by an institution or organization other than Princeton University, such as the Princeton Plasma Physics Lab. To find a Campus Community member's external system ID, complete the following procedure:

1. Navigate to **Campus Community > Identification > External System ID**. The Find an Existing Value page is displayed.
2. Enter search values and click the Search button. When the Search Results page is displayed, click the appropriate entry.

The External System ID page for the specified person displays the following information:

- ID number
- System that issued the ID number
- Effective date

Valid types of external system IDs include:

- ❖ **Advance - Alumni, Development**: ID that cross-references the Development system
- ❖ **Legacy system key**: Fake SSN used for someone without a valid SSN
- ❖ **PPL badge number**: ID issued by Princeton Plasma Physics Lab

Tip! If you see more than one External System ID, use the navigation controls in the External System header bar to find the one you need.



Logging In to HCM/CS & Searching in CC

Signing On

1. In your browser, enter: <http://www.princeton.edu/hrsa>.
2. Click either the Log In option (left column) or the [LOG IN HERE](#) link.
3. On the PeopleSoft Administrative Systems sign-in page, type your network ID and LDAP password (usually your Princeton University e-mail password). Remember: passwords are case-sensitive and private.
Note: If you forget your password, call the Help Desk at 258-HELP (258-4357). To get a network ID, complete the PeopleSoft Access Request Form at <http://www.princeton.edu/asa>.
4. Click the Sign In button.

How to Find an Existing Value

When you want to view information about a particular member of Campus Community, the first step is to find the person in PeopleSoft. To facilitate your search, PeopleSoft displays a page called Find an Existing Value. This page prompts you to specify search criteria that it then uses to find the desired person and provide the information you want.

The Find an Existing Value page is displayed for your use at the beginning of many procedures, but in this document it is described only once, in this section. Refer back to this section for detailed instructions whenever you are instructed to:

Enter search criteria and click the SEARCH button.

Page Formats

When you select Campus Community from the PeopleSoft menu and request a particular type of information, the Find an Existing Value page will be displayed in one of two formats: a short format or a long one.

Simple Search Format

The short-format page contains only two fields:

By default, the search parameter is ID, but other criteria are available on the drop-down list.

In the *begins with* field, enter a value appropriate for the selected search criterion

Advanced Search Format

The long-format page contains a choice of five fields for entering one or more search criteria:

Procedure

1. From the PeopleSoft menu, select a navigation path, for example, **Campus Community > Personal Information > Affiliation > Affiliation**. The short-format version of the Find an Existing Value page is displayed, along with the default search parameter, ID.
2. If you don't know the ID, display the drop-down list for the Search by field, and select another parameter, such as **Last Name**.

Note: Although *First Name* is a parameter, you can specify it only in combination with *Last Name* on the Advanced Search page. If you want to do so, click the [Advanced Search](#) link at the bottom of the simple search page. The advanced search page will be displayed.

The Search Results page is displayed.

Search Results

Only the first 300 results can be displayed. Enter more information above a

View All				
Last Name	ID	Name	Gender	Date of Birth
SMITH	000012345	Smith, Anthony	Male	01/01
SMITH	000019283	Smith, Barbara	Female	12/30
SMITH	000067899	Smith, Colette A.	Female	03/03
SMITH	000012398	Smith, David	Male	09/04
SMITH	000098765	Smith, Elizabeth Anne	Female	05/05

3. Click the link in the first column for the appropriate row. For example, if you want affiliation information for Craig Smith, click the Smith link in the first row. The following affiliation listing is displayed:

4. Continue with the instructions in your procedure.

