

Searching for a Person


Follow these steps to determine whether a person has an existing affiliation with Princeton University. A person can be affiliated as an employee or non-employee (for example, a non-employee student, alumna/alumnus, library patron, or kin to a university affiliate).

Important! You may not find a matching record when you search by name, so you **must** perform separate, unique searches using the person's birth date and Social Security number (Step 8 and Step 9). These additional searches are important because people change their names (for example, following marriage or divorce).

To search for an individual:

1. Select **Workforce Administration > Personal Information > Add a Person**.
2. On the Add Person page, click the [Search for Matching Persons](#) link.

Tip! If the Search Criteria does not display, enter **PU_HCM_SEARCH** as the Search Parameter.


3. The Search Result Code field should show a default value of **PU_HCM_RESULTS**. If you have not set this default,
 - a) Click the [User Default](#) link below the Search Result Code field.
 - b) On the Default Search Result page, use the Lookup  button to display the available search result codes.
 - c) Select **PU_HCM_RESULTS**.
 - d) Click OK to return to the Search Criteria page.



Search 1—by name:

4. To search for the person by name, enter both *First Name* and *Last Name* criteria on the Search/Match page. Use only key letters of the last name ((recommended method to avoid spelling errors).
 - a) Type up to the first two characters of the *First Name*. You do not need to capitalize.
 - b) Type up to the first three characters of the *Last Name*.

- c) Press the Tab key. (Entered values will change to upper case.)


Important! You **must** press the Tab key to activate the corresponding Selective Search option.

- d) To search by name only, click the Search  button at the top of the page, above the Search Criteria header. Regardless of how many characters you specified, the search will be limited to the first three characters of the last name and the first two characters of the first name.

Tip! If your search criteria match only one of the selective search combinations, you can use the Search  button at the top of the page, above the Search Criteria header. If your search criteria match multiple selective search combinations and you use the Search  button at the top of the page, the system will use the most restrictive of the available searches.


5. After search processing, the system either displays the Search Results page, or if no matching record was found, a message box that says "Search Criteria did not return any results".

If matching records were found, the first twenty records are displayed.

Tip! To better view the search results, collapse the left menu by clicking the Collapse Menu  button at the top of the menu.

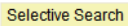
The Search Results Summary above the list of matching records indicates how many records (Number of IDs) were found. To determine whether there are additional records, and to view all records:

- a) Scroll right until you see the record count in the header bar.
- b) If the count is less than 100, for example, **1-20 of 58**, click the [View All](#) link. Scroll down to view all the records.
- c) If the count is more than 100, for example, **1-20 of 258**, click the [View 100](#) link.

- a) Scroll down to view all of the first 100 records.
- b) After you view the first 100 records, scroll to the top of the page and click the right arrow  in the header bar to display the next set of 100 records. Repeat for additional sets of 100.


6. If known, you can specify gender as an additional search criteria to cut down the number of records displayed:

Note: You must enter the full last name to use the "Name, Gender" search.

- a) Click the [Return to Search Criteria](#) link to return to the Search page.
 - b) For *Gender*, type **F** or **M** (must be upper case).
 - c) Press the Tab key, and scroll to the bottom of the page.
 - d) Click the  button next to **Name, Gender**. The top twenty matches are displayed on the Search Results page.
 - e) Scroll to view all matching records, as described in Step 5.
7. When you are satisfied with the search results, use the following fields on the Results1 tab to determine whether you have a match:

Full Name - Name Type
Gender - Date of Birth (in month/day format)
National ID (last 4 characters)

You can also use the Results2 tab to see the current primary university affiliation.

Tip! To see the Results1, Results2, and Additional Information tabs on a single page, click the Show All Columns  button to the right of the tabs.

To investigate further (see next page):

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- You can display more detailed personal information by clicking the [Detail](#) link. This opens a separate window showing the Person Data page group (Biographical Details, Addresses, and Regional). Close the window to return to the Search Results page.
- Except for undergraduate applications and prospects, you can display more detailed information about the person's university affiliations by clicking the [Affiliation](#) link. This opens a separate window showing the Affiliation page. Close the window to return to the Search Results page.

Search 2—by birthdate:

8. If the search by name does not find a matching record for the person, start a new search using **only** the birth date:
 - a) Click the [Return to Search Criteria](#) link to return to the Search page.
 - b) Click the Clear All button to clear all previously entered values.
 - c) Type the person's *Date of Birth* in *mm/dd/yyyy* format, or click the Calendar button to select the date.
 - d) Press the Tab key, and scroll to the bottom of the page.
 - e) Click the Search button at the top of the page, or the Selective Search button next to **Birthdate Only**.
 - f) Repeat Step 5 and Step 7.

Search 3—by social security number:

9. If the search by birth date does not find a matching record for the person, start a new search using only the Social Security number:
 - a) Click the [Return to Search Criteria](#) link to return to the Search page.
 - b) Click the Clear All button to clear all previously entered values.
 - c) In *National ID*, type the United States Social Security number without dashes (for example, **222885555**).
 - d) Press the Tab key, and scroll to the bottom of the page.
 - e) Click the Search button at the top of the page, or the Selective Search button next to **SSN Only**.
 - f) Repeat Step 5 and Step 7.

Important! If you find a record for the person, use the Carry ID button to carry the ID over to the next page you open, or make a note of the person's ID. The ID is the first thing you will enter when you begin the hire process in HCM.

Related Procedures:

If you have **found** a matching record:

- ✧ See “Checking University Affiliations” on the *Determining How to Hire* brochure.

If you have **not found** a matching record:

- ✧ For Dean of Faculty appointments, see the Hiring chapter of the *DOF Updates Guide*.
- ✧ For hiring a Human Resources (HR) or Plasma Physics Laboratory (PPL) employee, or adding a survivor of a retiree, see one of the following UPK lessons:
 - Add a Person - Hire into a Position
 - Add a Person - Hire a Casual Hourly
 - Add a Person - Survivor of a Retiree