

Personnel Searching

**Before entering a new person in Banner, always perform a thorough search.
Never assume that a person does not exist in the system. Always search!**

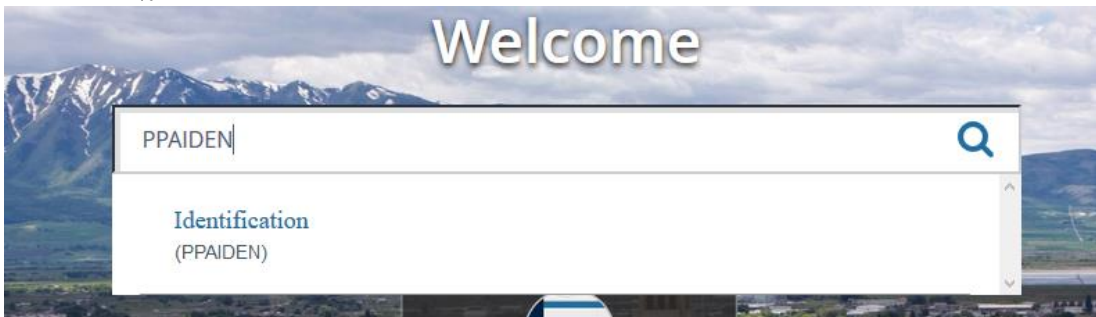
If a person is or has been a:

- Student (this includes concurrent enrollment)
- Dependent or beneficiary of a current/past employee
- Has applied for admission to USU
- Has been a vendor (paid in EZ-Buy or received pay of any type from USU)

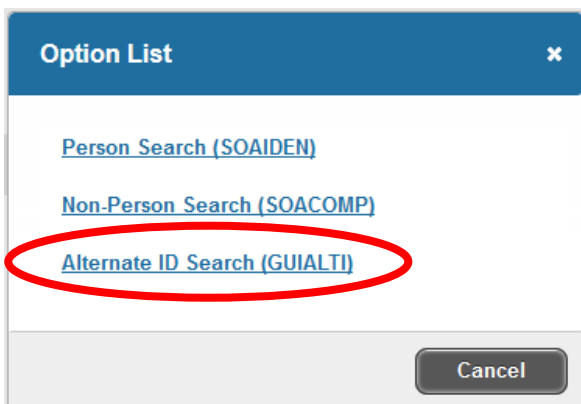
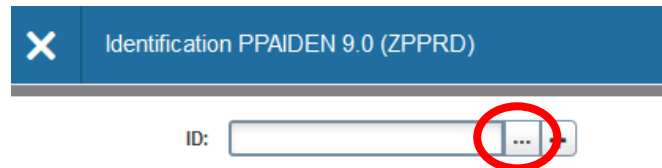
Then the person will have an A number.

****Duplicate A numbers cause problems and fixing them involves complex and time consuming programming time, as well as creating possible problems with payroll, searching and audit trails. Careful searching will prevent the creation of duplicate A-numbers in Banner. Always search thoroughly before entering new persons!**

PPAIDEN:



1. **Click** on the **search ellipses** tab to begin your search.



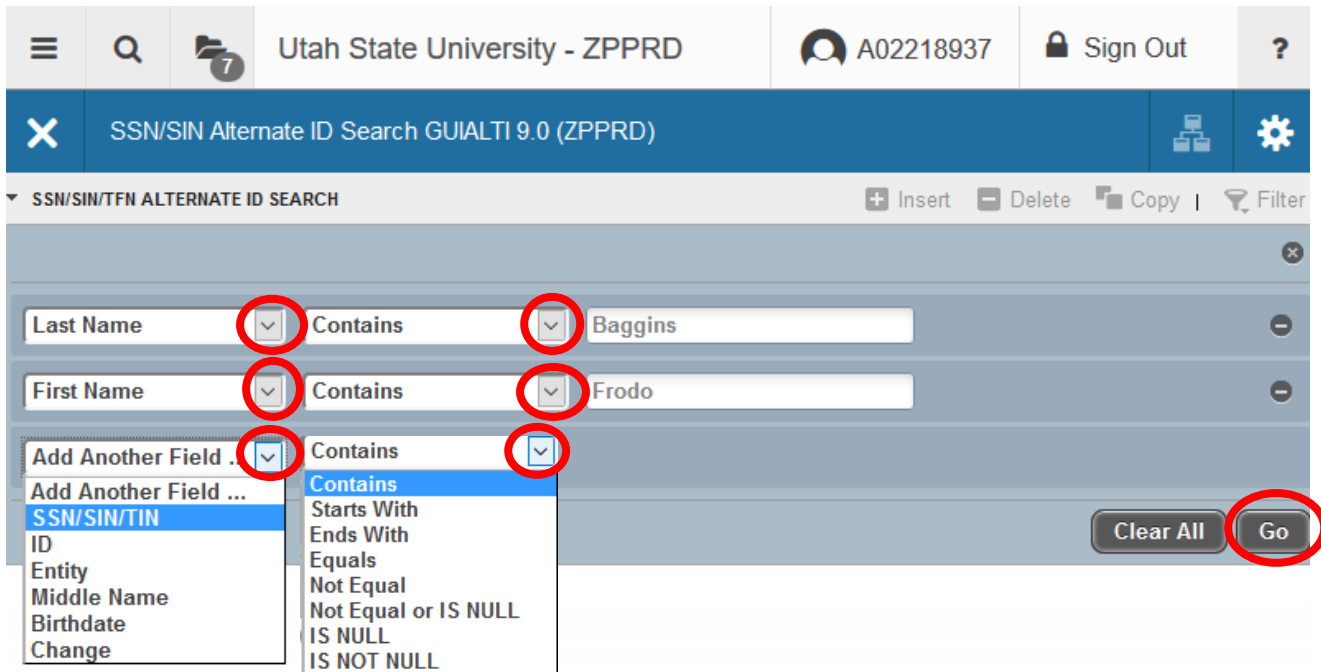
Person Search: will allow you to search and compare names, and A-Numbers.

Alternate ID Search: allows you to search and compare SSN, birthdates, names and A-Numbers.

Non-Person search: is for vendors and **should not be used.**

2. **Click** on **Alternate ID** search.

Doing multiple searches on this form to ensure duplicates are not created. (Do one search on the name, and another search on the SSN.) Doing a separate search by SSN will allow you to see persons who have had an A-number created under a different last name. Different last names may happen because of legal name changes (marriage, divorce, etc.)



Use the **drop down box** next to the **search field**. Select what field you wish to search with. (SSN, birthdates, names and A-Numbers).

Use the **drop down box** next to the **search field**.

Select **“Contains”** or **“Equals”** if you have an exact name or search with a partial names or if are uncertain about spelling of information use **“Start With”, “Ends With”** or **“Not Equal”**.

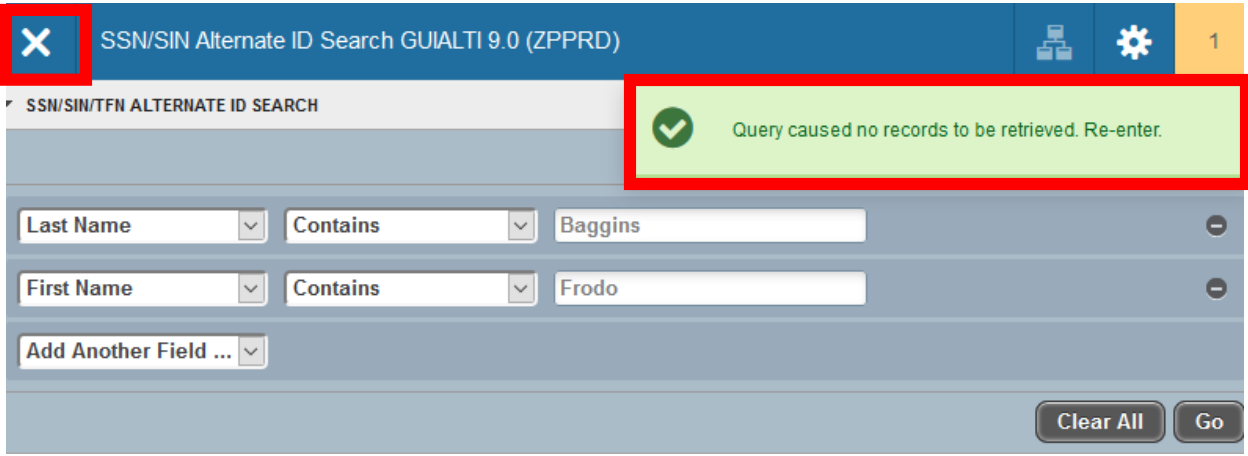
Enter information in the field from which you wish to search.

***Use the legal name that appears on the SS card. If the person has nicknames, search those as well. Example: Peggy can be a nickname for Margaret; Bill and Will are nicknames for William; etc.

**Compare all fields, including names, SSN and birthdates, to the information you have.

Once you have entered the information you want to search with **Click GO**.

If you find a match, **double click** on the **SSN** to take you back to **PPAIDEN**. If you find no matches, close the form by **clicking** on the **white X** and return to **PPAIDEN**.



If you find no matches, Go back to PPAIDEN and click on the “Plus” tab.

Enter **HR** in the “Matching Source” and Click **GO**

Identification PPAIDEN 9.0 (ZPPRD)

ID: ... **+**

Common Matching Entry GOAMTCH 9.0 (ZPPRD)

ID: GENERATED ... **+**

Matching Source: HR ... HR Common Matching Rule

View Comments:

Go

Enter information: (**Name, Birthdate, SSN, Gender etc.**) and select **Duplicate Check**

Common Matching Entry GOAMTCH 9.0 (ZPPRD)

ID: GENERATED Matching Source: HR HR Common Matching Rule View Comments: **Start Over**

DATA ENTRY + Insert - Delete + Copy | Filter

Last Name	<input type="text"/> Baggins	Nation	<input type="text"/> US ... UNITED STATES
First Name	<input type="text"/> Frodo	Non-Person Name	<input type="text"/>
Middle Name	<input type="text"/>	SSN/SIN/TIN	<input type="text"/> 012345678
Address Type	<input type="text"/> MA ...	Birth Date	Day <input type="text"/> 22 Month <input type="text"/> 09
Mailing		Year	<input type="text"/> 1968
Street Line 1	<input type="text"/>	Gender	<input type="text"/> Male
Street Line 2	<input type="text"/>	Telephone Type	<input type="text"/> MA ...
Street Line 3	<input type="text"/>	Home	
City	<input type="text"/>	Telephone	<input type="text"/> <input type="text"/> <input type="text"/>
State or Province	<input type="text"/>	E-mail Type	<input type="text"/> MCCM ... E-mail Address
ZIP or Postal Code	<input type="text"/>	E-mail	<input type="text"/>
County	<input type="text"/>	Additional ID Type	<input type="text"/>
		Additional ID	<input type="text"/>

Duplicate Check

Select ID

Details

Update ID

View Comments

Create New

If **Matches are found** they will show below the employee information in the **“Potential Matches”** Tab

Common Matching Entry GOAMTCH 9.0 (ZPPRD) ADD RETRIEVE RELATED TOOLS

ID: GENERATED Matching Source: HR HR Common Matching Rule View Comments: **Start Over**

Match **Potential Matches 41**

POTENTIAL MATCHES + Insert - Delete Copy Filter

ID	Name	SSN/SIN/TIN	Birth Date	Gender	Matched or Hierarchical Address	Telephone	E-mail
	OLATUNJI, RAIMI Y.			M	No Matching or Hierarchical Address found	No Matches	No Matches
	Herman, Tammy B.			F	No Matching or Hierarchical Address found	No Matches	No Matches
	Desai, Bandhavi M.			F	No Matching or Hierarchical Address found	No Matches	No Matches
	Lu, Jessie			F	No Matching or Hierarchical Address found	No Matches	No Matches
	Lee, Chanhee			M	No Matching or Hierarchical Address found	No Matches	No Matches
	V, Thiruvenkataswamy			M	No Matching or Hierarchical Address found	No Matches	No Matches
	Wazeeer, Kokab			F	No Matching or Hierarchical Address found	No Matches	No Matches
	Azizi, Aymal			M	No Matching or Hierarchical Address found	No Matches	No Matches

If **no Matches** are found – A message box will appear, click **YES** to create a new A number.

Banner
No matches found, create as new?

Yes No

New ID Created
Generated ID: A02226130. Identification record created;Biographical record create failed;Address record create failed;Telephone record not created;E-mail record not created.Additional ID not created.

OK

Another message box will appear giving you the new A number.

See PPAIDEN instructions on how to fully set up an employee.