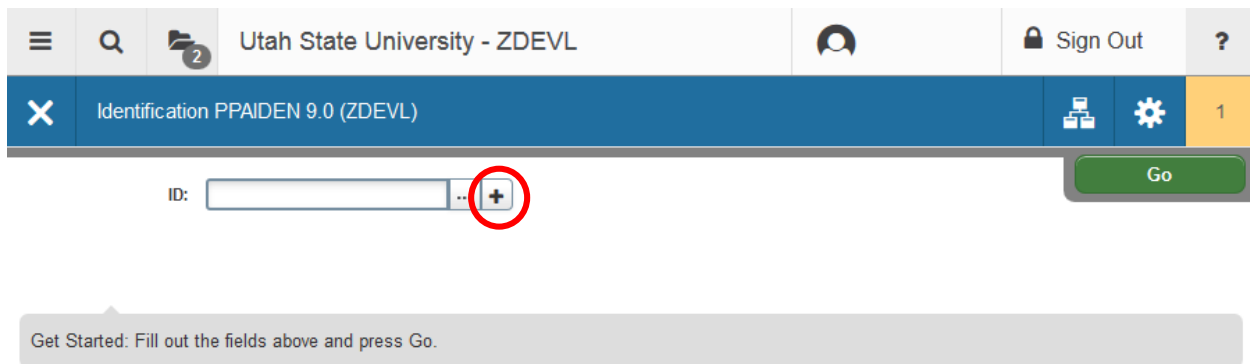


General Person Identification for HR (PPAIDEN)

Use PPAIDEN to “create” a new employee-but only after completing a thorough search! If the person already has an A number, skip to page 3.

Conduct a thorough search for individual using the following information, in separate searches: social security number, name, and birth date. Instructions on searching can be found [HERE](#).

If after conducting several different searches you are satisfied the individual does not have an A number, you can create one. Make sure your ID field is blank and click the plus button.



Your Matching Source will always be HR
Enter HR and click Go (Alt+PgDn)



Enter the person’s information.

You must have the following information before creating an A number for an individual: last name, first name, mailing address (MA), social security number, date of birth, gender, citizenship, ethnicity, and race. Enter the information into the screen to generate an A number (citizenship, ethnicity, and race will have to be added after the A number has been generated).

Once information has been entered, click Duplicate Check.

If the Duplicate Check does not bring up the individual, click Create New.

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

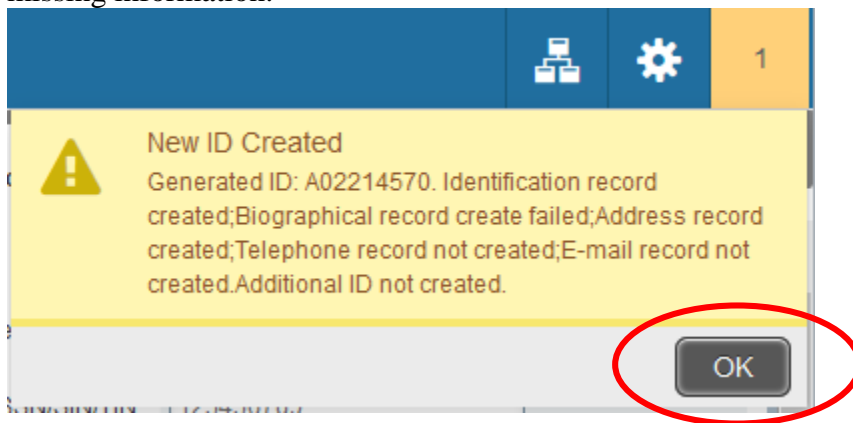
DATA ENTRY

Last Name: Gai
First Name: Knew
Middle Name:
Address Type: MA Mailing
Street Line 1: 1234 Old Main Hill
Street Line 2:
Street Line 3:
City: Logan
State or Province: UT Utah
ZIP or Postal Code: 84322
County:
Nation:
Non-Person Name:
SSN/SIN/TIN: 123456789
Birth Date: Day 01 Month 01 Year 1991
Gender: Male
Telephone Type: MA Home
Telephone:
E-mail Type: MCCM E-mail Address
E-mail:
Additional ID Type:
Additional ID:
Duplicate Check
Select ID
Details
Update ID
View Comments
Create New

Match Potential Matches 40

POTENTIAL MATCHES

You'll get a notification letting you know a new ID was created and it will warn you you have missing information.



Click OK. You will be taken back to the PPAIDEN screen. Banner will take you back to the PPAIDEN screen. Click Go. (Alt+PgDn)



Now you have to make sure all the necessary information is in PPAIDEN.

Add Biographical Information

Click on the Biographical tab.

Enter Citizenship, New Ethnicity, and Race (individual can be multiple races, if applicable. If individual does not divulge this information, you may do a visual assessment.) To see your options for citizenship and race, put cursor in box and click the Search arrow or ellipses next to the field.

Click Save (F10)

The screenshot shows a web application interface for adding biographical information. At the top, there is a header with 'ID: A02214570' and 'Knew Gai'. A green 'Start Over' button is in the top right. Below the header is a navigation bar with tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical' (circled in red), 'E-mail', and 'Emergency Contact'. The 'Biographical' section is expanded, showing various fields. The 'New Ethnicity' dropdown is set to 'Hispanic or Latino' and is circled in red. The 'Citizenship' dropdown is set to '1' and is circled in red. The 'Race' field in the 'DETAILS' section is circled in red. At the bottom right, there is a 'SAVE' button circled in red. Other fields include Gender (Male selected), Birth Date (01/01/1991), Age (25), SSN/SIN/TIN (123456789), Deceased Date, Marital Status, Religion, Legacy, Confirmed Date, Veteran File Number, Veteran Classification (Not a Veteran), Date of Discharge, and checkboxes for 'Ethnicity and Race Confirmed', 'Armed Forces Service Medal Indicator', and 'Disabled Veteran'.

Add a Work Location

A work location allows us to know in which state an employee generally performs their work. This is needed for workers compensation payments and injuries, etc.

Click on the Address tab

The address you put in while originally creating the A number should be entered as the MA (mailing) address.

Push the down arrow on your keyboard or click Insert (F6) to get to a blank record.

Enter today's date for the From Date and leave the To Date blank.

Address Type is **WL** for Work Location.

Enter a 5-digit zip code of the state that they are mainly working in. City, State, and County will auto populate.

Click Save (F10)

The screenshot shows a web application interface for adding a work location. The 'Address' tab is selected, and the 'Insert' button is highlighted. The 'From Date' field is set to 01/07/2016, and the 'ZIP or Postal Code' field is set to 84322. The 'Address Type' is set to WL (Work Location Outside of Utah). The 'City' is Logan, and the 'State or Province' is UT. The 'County' is 253. The 'SAVE' button is highlighted at the bottom right.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact
DETAILS						
From Date	01/07/2016	To Date		Cache	County	253
Address Type *	WL	Work Location Outside of Utah	Telephone Type		Nation	
Sequence Number			Country Code		Telephone Type	
Street Line 1			Area Code		Country Code	
Street Line 2			Phone Number		Area Code	
Street Line 3			Extension		Phone Number	
City	Logan		Inactivate Address	<input type="checkbox"/>	Extension	
State or Province	UT		Source		Inactivate Address	
ZIP or Postal Code	84322		Delivery Point		Source	
			Correction Digit		Delivery Point	
			Carrier Route		Correction Digit	
					Carrier Route	

1 of 1 | 1 Per Page | Record 2 of 2

SAVE

If you're creating an A number for a benefitted employee, you must also input a Directory address (DR).

Push the down arrow on your keyboard or click Insert (F6) to get to a blank record.

Enter today's date for the From Date and leave the To Date blank.

Address Type is **DR** for Online Directory.

Enter the 4-digit UMC in the Street Line 1 box.

Enter City, State, and ZIP code.

Click Save (F10).

The screenshot shows the PPAIDEN software interface for entering an address. The 'Address' tab is selected and circled in red. The 'From Date' field contains '01/07/2016' and is circled in red. The 'Address Type' dropdown is set to 'DR' and is circled in red. The 'City' field contains 'Logan' and is circled in red. The 'State or Province' dropdown is set to 'UT' and is circled in red. The 'ZIP or Postal Code' field contains '84322' and is circled in red. The 'SAVE' button at the bottom right is also circled in red. The interface includes a 'Start Over' button at the top right, a 'DETAILS' section with 'Insert', 'Delete', 'Copy', and 'Filter' options, and a pagination bar at the bottom showing '1 of 2' records and '1 Per Page'.

If possible, also enter information on the Telephone and Email tabs. The more information we have in Banner, the better.

That completes PPAIDEN.