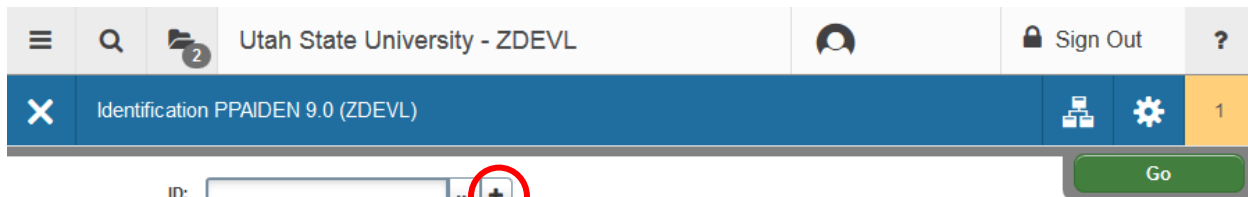


General Person Identification for HR (PPAIDEN)

Use PPAIDEN to create a new employee-but only after completing a **thorough search!**

If the person already has an A number, you will need to check and update their information. Skip to Current Identification Tab instructions.

After conducting several different searches and 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.



Utah State University - ZDEVL

Identification PPAIDEN 9.0 (ZDEVL)

ID: +

Go

Get Started: Fill out the fields above and press Go.

Matching Source = HR
Enter HR and click Go (Alt+PgDn)



Utah State University - ZDEVL

Common Matching Entry GOAMTCH 9.0 (ZDEVL)

ID: GENERATED +

Matching Source: HR

Go

View Comments: 

Get Started: Fill out the fields above and press Go.

- Enter the person's information.
- Last Name (required)
 - First Name (required)
 - Social Security number (recommended)
 - Birth Date (recommended)

You only need the first and last name to create an A#. The more information provided the narrower the search. This is your final search before creating the A#.

Click Duplicate Check – Review potential matches in the box below. If no matches found, click Create New.

Common Matching Entry GOAMTCH 9.3.13 (ZDEVL)

ID: GENERATED Matching Source: HR HR Common Matching Rule

DATA ENTRY

Last Name: Gai
First Name: Knew
Middle Name:
Address Type: MA Mailing
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province:
ZIP or Postal Code:
Country:
Duplicate Check
Update ID
Create New
Potential Matches 37

Nation:
Non-Person Name:
SSN/SIN/TIN: 123456789
Birth Date: Day 01 Month 01 Year 1999
Gender: Null
Telephone Type: MA Home
Telephone:
E-mail Type: MCCM Personal
E-mail:
Additional ID Type:
Additional ID:
Update ID
Create New

A pop up notification with the new A# and a warning of missing information.
Click OK. You will be taken back to the PPAIDEN screen.
Click Go. (Alt+PgDn)

New ID Created

Generated ID: A02322060. Identification record created.
Biographical record created; Address record create failed. Telephone record not created. E-mail record not created.
Additional ID not created.

OK

ID: A02214570 ... +

Knew Gai

Go

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

Current Identification tab

Page will generate all previous entered information.

- Required information:
 - Last Name
 - First Name
 - Middle Name (as appears on SS card)
 - Social Security (SSN)

Address tab

You will need to enter the following addresses for the following employee:

- Mailing Address (MA) – All employees: this address is used for any University mailings (W2, 1095C, etc) **This address type will be verified through the US Postal Service.**
 - From Date: Enter today’s date (T-tab)
 - To Date: blank
 - Address Type: MA
 - Street Line 1: Street address – if a PO Box then please put on Street Line 2
 - Zip Code: Enter zip code and then press tab. The City and State will auto populate
 - Area Code: Home phone area code
 - Phone Number: Home phone (no dash)
 - Click SAVE (F10)

- Work Location (WL) – All employees working outside of Utah: this is needed for workers compensation payments and injuries, appropriate state taxes, etc.
 - Click Insert (F6) to get to a blank record.
 - Enter today’s date (T-tab) in the From Date box and leave the To Date blank.
 - Skip Address Verify: check mark this box
 - Address Type: WL – Work Location Outside of Utah
 - Zip Code: Enter zip code where they are working and then press tab, the City, and State will auto populate
 - Click SAVE (F10)

Identification PPAIDEN 9.3.7 (ZDEV1)

ID: A02322060 Khew Gal

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

From Date 06/07/2019 To Date

Address Type DR Work Location Outside of Utah

Sequence Number

Street Line 1

Street Line 2

Street Line 3

City

State or Province

ZIP or Postal Code 83401

County 1601 ID-Bonneville

Nation

Telephone Type

Country Code

Area Code

Phone Number

Extension

Skip Address Verify Address Verify **Insert** Delete Copy Filter

Source

Inactivate Address

Delivery Point

Correction Digit

Carrier Route

Record 2 of 2

- **Directory Address (DR) – Benefited employees only:** this is used for all campus mailings.
 - Click Insert (F6) to get to a blank record.
 - Enter today’s date (T-tab) in the From Date box and leave the To Date blank.
 - Skip Address Verify: check mark this box
 - Address Type: DR
 - Street Line 1: Enter the 4-digit UMC (ie 8800)
 - Street Line 2: Enter the building name where employee is located (ie Old Main)
 - Street Line 3: Employee’s office room number (if applicable)
 - Zip Code: Enter zip code and then press tab, the City, and State will auto populate
 - Area Code: Work phone area code
 - Phone Number: Work phone
 - Click SAVE (F10)

Identification PPAIDEN 9.3.7 (ZDEV1)

ID: A02322060 Khew Gal

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

From Date 06/07/2019 To Date

Address Type DR Online Directory

Sequence Number

Street Line 1 8800

Street Line 2 Human Resources

Street Line 3

City Logan

State or Province UT Utah

ZIP or Postal Code 84322-0001

County 49005 UT-Cache

Nation

Telephone Type BU Business or work

Country Code

Area Code 435

Phone Number 7970216

Extension

Skip Address Verify Address Verify **Insert** Delete Copy Filter

Source

Inactivate Address

Delivery Point 99

Correction Digit 2

Carrier Route C000

Record 3 of 3

- **Inactivate Addresses** -To change or inactivate an address for any mailing codes you will need to do the following:
 - To Date: enter the last day for that mailing code
 - Inactivate Address box: check mark the box.
 - At this point if you need to add another address then click on the Insert button and follow the directions above.

Add Biographical Information

Enter the following information:

- Gender
- Birth Date
- Social Security number (SSN)
- Citizenship (see options below)
 - 1-U.S. Citizen
 - 2-Non-Res Alien Living in U.S.
 - 5-Non-Res Alien Not Live in U.S.
 - 7-U.S. Non-Citizen National – ie. Samoan
 - 8-Permanent Resident
- New Ethnicity
- Race (individual can be multiple races, if applicable. If individual does not divulge this information, you may do a visual assessment.) Click the Search arrow or ellipses next to the field.
- Click SAVE (F10)

Identification PPAIDEN 9.3.7 (ZDEV) ADD RETRIEVE RELATED TOOLS 1

ID: A02322060 Know Gall Start Over

Current Identification Alternate Identification Address Telephone **Biographical** E-mail Emergency Contact Additional Identification

BIOGRAPHICAL Insert Delete Copy Filter

Legal Sex: Male Female Not Available
 Gender Designation:
 Personal Pronoun:
 Birth Date: 01/01/1999
 Age: 20
 SSN/SIN/TIN: 123456789
 Confidential
 Deceased
 Deceased Date:
 Citizenship: 1 U.S. Citizen
 Marital Status:

Religion:
 Legacy:
 New Ethnicity: (Not Hispanic or Latino)
 Ethnicity and Race Confirmed
 Confirmed Date:
 Veteran File Number:
 Veteran Classification: (Not a Veteran)
 Date of Discharge:
 Armed Forces Service Medal Indicator
 Disabled Veteran

DETAILS Insert Delete Copy Filter

Race *	Race Description
W	White
I	American Indian

Record 2 of 2

Add Email Information

- Non-benefited employees
 - Email type: Enter MCCM
 - Email Address: Enter employee's personal email
 - Check mark Preferred box

The screenshot shows the 'E-mail' tab of an identification form. The 'E-mail Type' dropdown is set to 'MCCM' and 'Personal'. The 'E-mail Address' field contains 'knew.gal@gmail.com'. The 'Preferred' checkbox is checked, while 'Inactivate', 'Display on Web', and 'URL' are unchecked. A 'Comment' field is empty. The interface includes a 'Start Over' button and a 'Record 1 of 1' indicator.

- Benefited employees
 - Email type: USU
 - Email Address: This will be entered automatically from the new hire EPAF.

The screenshot shows the 'E-mail' tab of an identification form. The 'E-mail Type' dropdown is set to 'MCCM' and 'Personal'. The 'E-mail Address' field contains 'knew.gal@gmail.com'. The 'Preferred' checkbox is checked, while 'Inactivate', 'Display on Web', and 'URL' are unchecked. A red circle highlights the 'E-mail Type' dropdown menu. The interface includes a 'Start Over' button and a 'Record 1 of 1' indicator.