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.

2. **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.

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

Enter information: (**Name, Birthdate, SSN, Gender etc.)** and select **Duplicate Check**
If Matches are found they will show below the employee information in the “Potential Matches” Tab

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

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

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