HCM 9.0 Business Process Guide
CSU ID Search
Process Detail

The CSU ID Search Business Process Guide covers the basic steps to see if a person already exists in the database prior to creating a NEW Empl ID. This will prevent the creation of Duplicate Empl IDs.

PeopleSoft Navigation:  Main Menu > CSU ID Search

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
</table>
| Enter search criteria for the person you are trying to find. The fields available for the search are:  
  Empl ID  
  National ID (entire SSN)  
  First Name  
  Last Name  
  General order to perform a search:  
  • Search by Last Name, if not common last name. If the Last Name is common, then enter one or two characters of the First Name in the First Name field. Click SEARCH.  
  • The person could have a former last name in the database. Ascertain if there is a former last name. If there is a former last name contact Academic Personnel so a SEARCH_MATCH can be performed using the former last name.  
  • Search by last 4-digits of SSN (may need to secure from employee). Click SEARCH  
  If NO Results  
  • If person was a former student, request the name in which they were enrolled at Cal Poly. If different, search by that name.  
  If NO Results  
  • Contact Dean’s Office and the Dean’s Office will enter the new employee information.  
  NOTE: Always click RESET to clear all search fields prior to performing the next search. |

Scroll right to reveal portion below

The Detail link will navigate you to Personal Data if you have security access to view Personal Data.

If you do not have security access to this page, only the search screen for Personal Data will display.