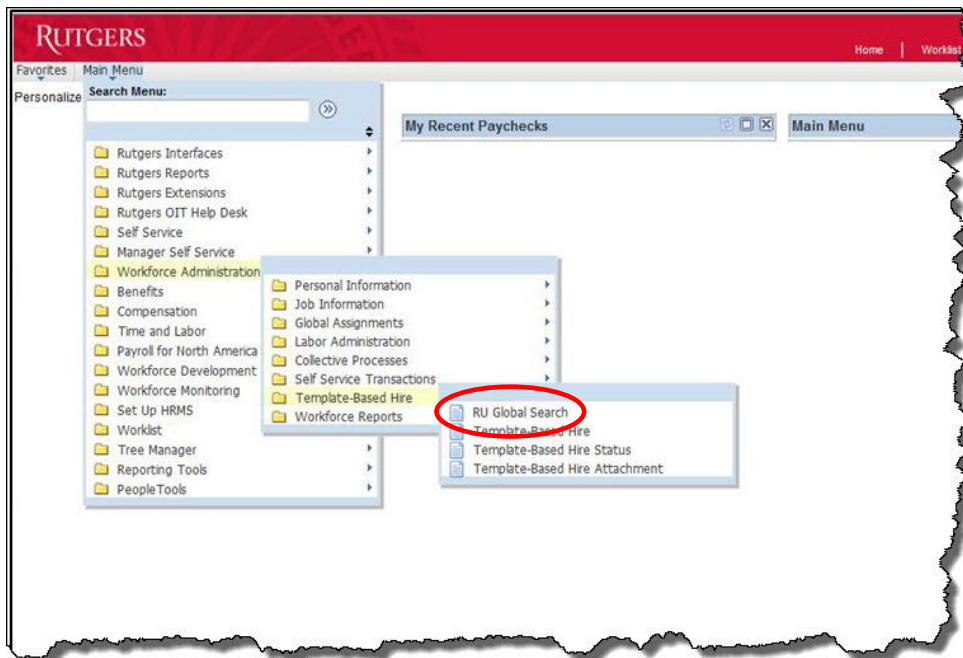


# HCM GLOBAL SEARCH INSTRUCTIONS

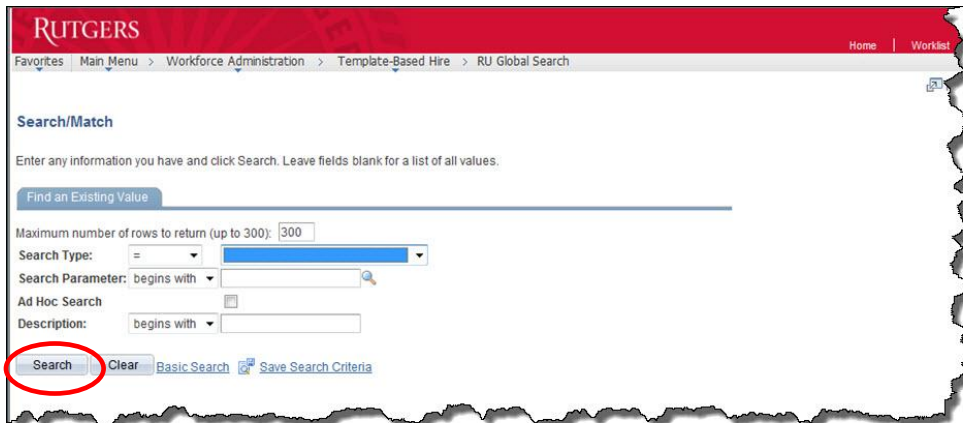
Global Search provides a mechanism for HR Preparers and Approvers to determine if an individual already exists in the HCM system. It also provides detailed information for each employment instance associated with an employee including: HR Status, Payroll Status, Hire Date, Termination Date, Employee Record Number, Employee Class, Job Code, Job Description and Department Name. HR Preparers should use the Global Search feature to gather background employment information about an individual before submitting New Hire, Reappointment and other HCM Transactions to UHR for processing. (See Page 5 for an example.)

## Navigation:

**Main Menu > Workforce Administration > Template Based Hire > RU Global Search**

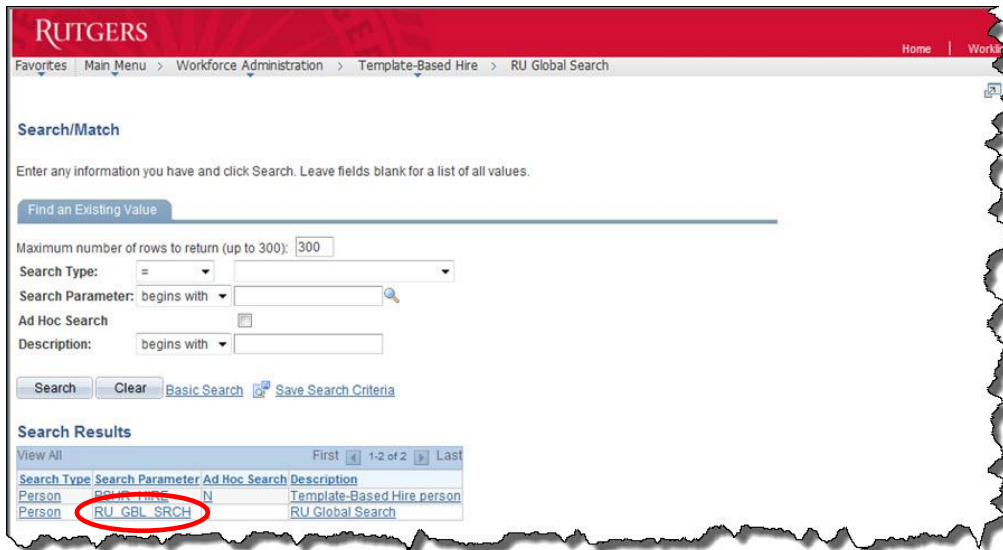


**Step 1:** Click on the “Search” button.

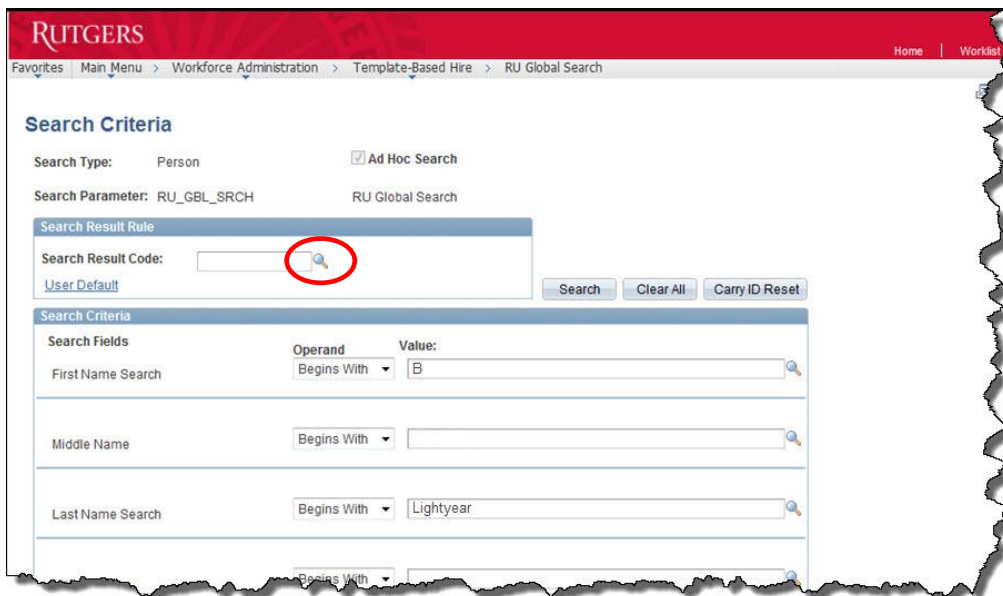


# HCM GLOBAL SEARCH INSTRUCTIONS

**Step 2:** Click on the “RU\_GBL\_SRCH” link in the “Search Parameter” column.

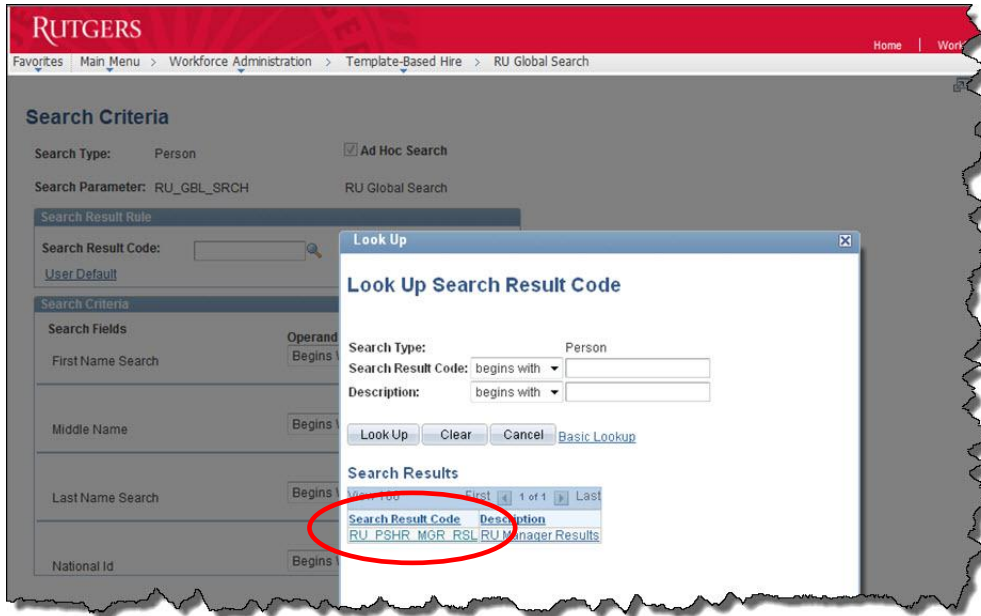


**Step 3:** Click on the “🔍” button next to the “Search Results Code” field.

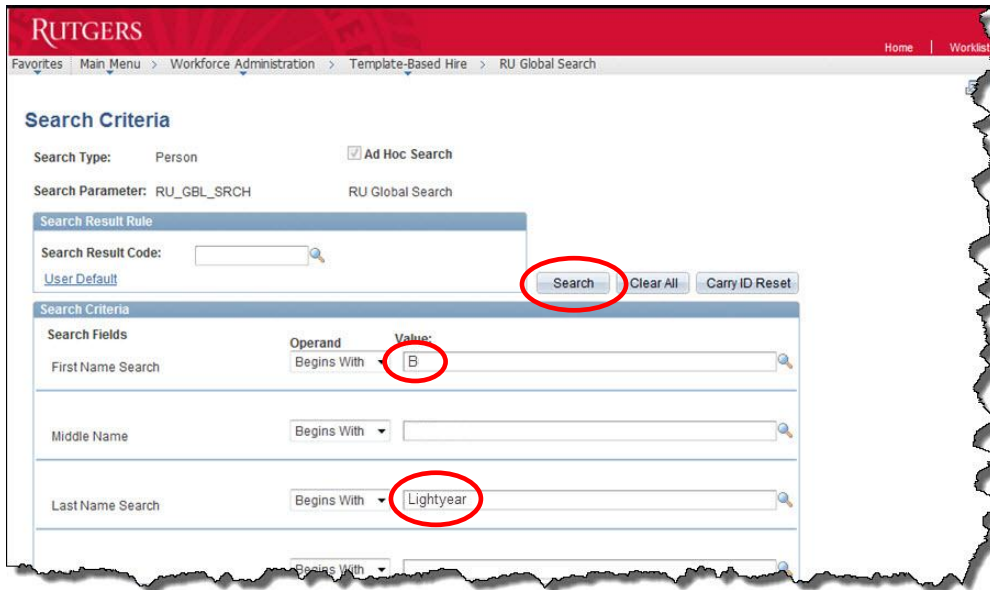


# HCM GLOBAL SEARCH INSTRUCTIONS

**Step 4:** Click on “RU\_PSHR\_MGR\_RSL” link in the “Search Result Code” column.




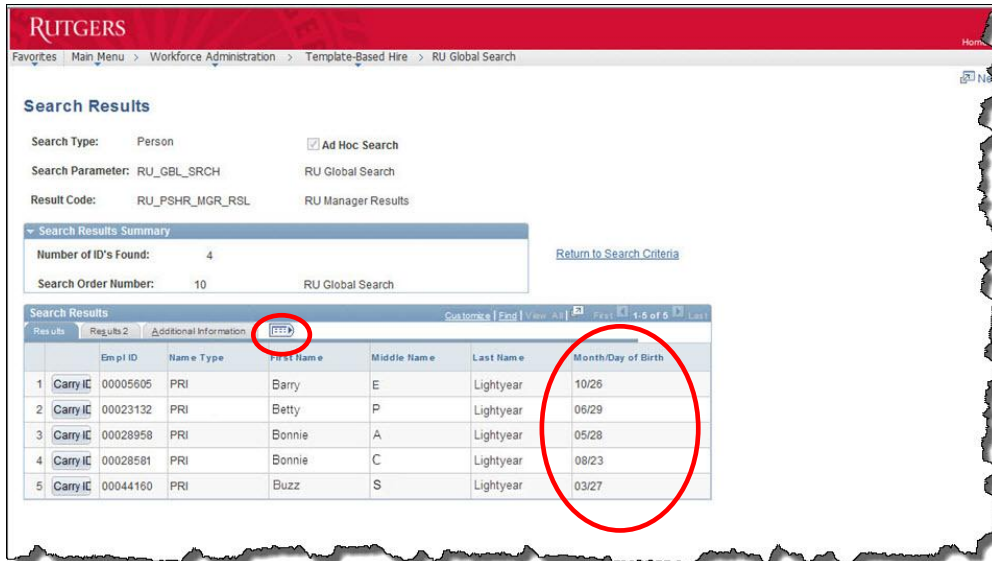
**Step 5:** Enter search criteria in any or all of the “Search Fields” and then click on the “Search” button.



# HCM GLOBAL SEARCH INSTRUCTIONS

The next screen displays information for individuals who match the search criteria entered. “Month/Day of Birth” is provided to help verify identity.

**Step 6:** Click on the “” button to display additional columns of information.



**Search Results**

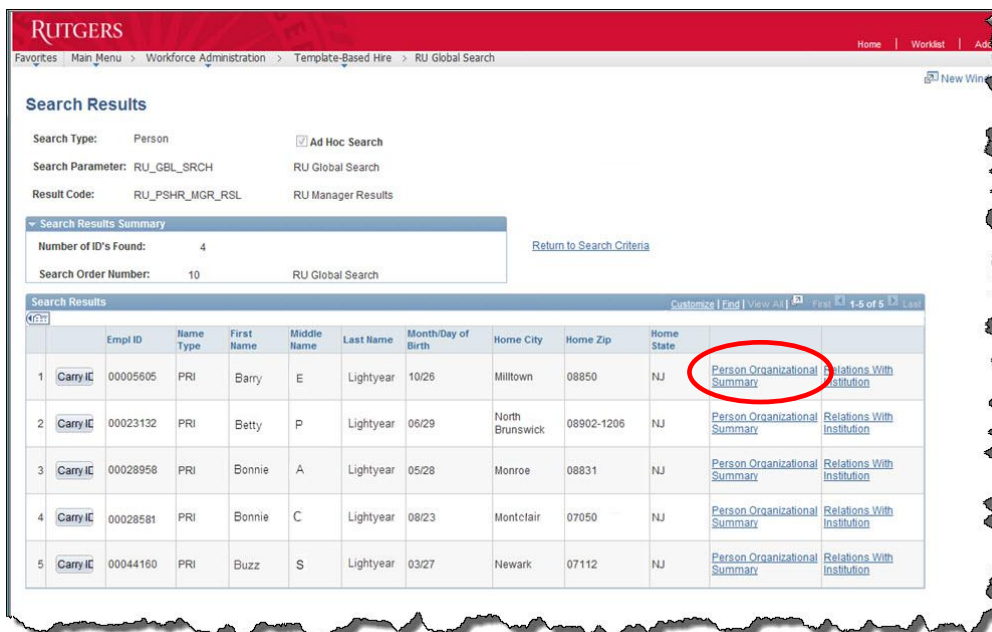
Search Type: Person  Ad Hoc Search  
Search Parameter: RU\_GBL\_SRCH RU Global Search  
Result Code: RU\_PSHR\_MGR\_RSL RU Manager Results

Search Results Summary  
Number of ID's Found: 4 [Return to Search Criteria](#)  
Search Order Number: 10 RU Global Search

Search Results

Results	Results 2	Additional Information	Customize	Find	View All	First	1-5 of 5	Last
Empl ID	Name Type	First Name	Middle Name	Last Name	Month/Day of Birth			
1 <a href="#">Carry IC</a>	00005605	PRI	Barry	E	Lightyear	10/26		
2 <a href="#">Carry IC</a>	00023132	PRI	Betty	P	Lightyear	06/29		
3 <a href="#">Carry IC</a>	00028958	PRI	Bonnie	A	Lightyear	05/28		
4 <a href="#">Carry IC</a>	00028581	PRI	Bonnie	C	Lightyear	08/23		
5 <a href="#">Carry IC</a>	00044160	PRI	Buzz	S	Lightyear	03/27		

**Step 7:** Click on the “**Personal Organizational Summary**” link to see the complete list of employment instances that are associated with an employee.



**Search Results**

Search Type: Person  Ad Hoc Search  
Search Parameter: RU\_GBL\_SRCH RU Global Search  
Result Code: RU\_PSHR\_MGR\_RSL RU Manager Results

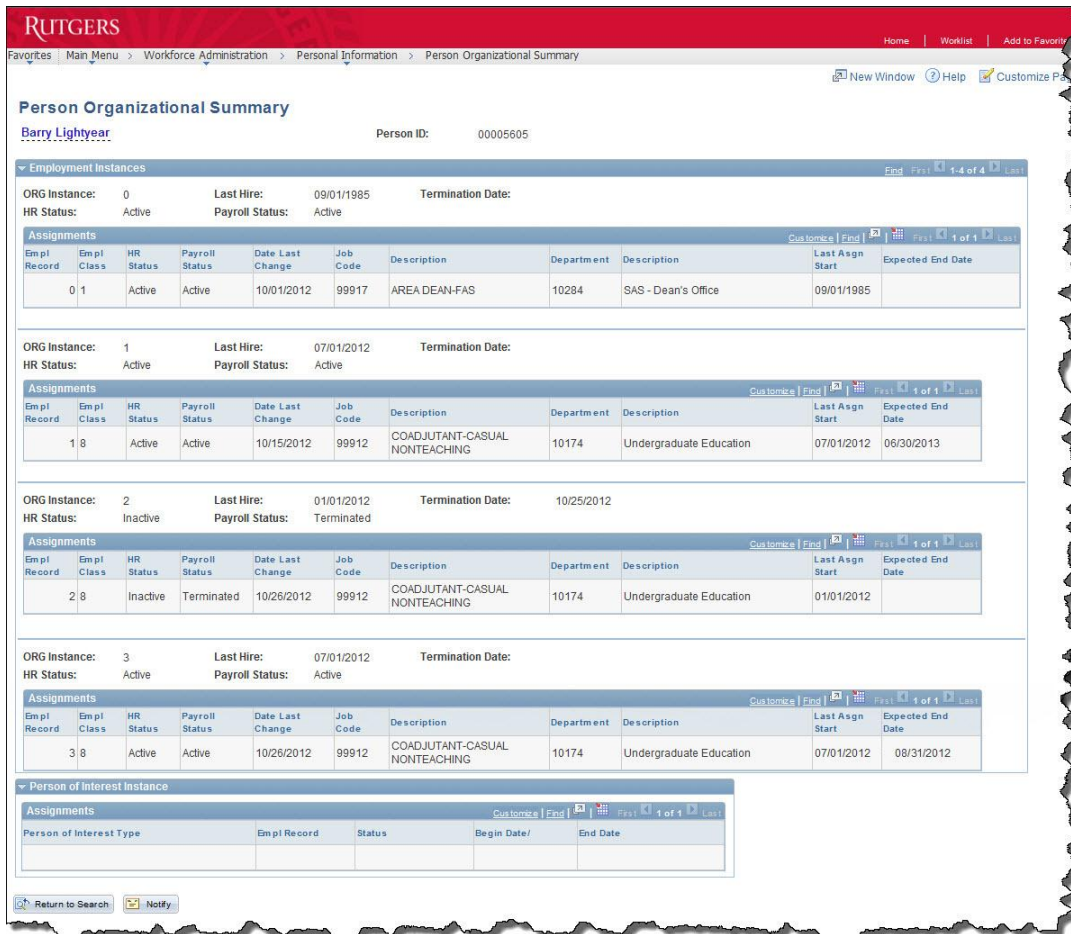
Search Results Summary  
Number of ID's Found: 4 [Return to Search Criteria](#)  
Search Order Number: 10 RU Global Search


Search Results

Results	Results 2	Additional Information	Customize	Find	View All	First	1-5 of 5	Last			
Empl ID	Name Type	First Name	Middle Name	Last Name	Month/Day of Birth	Home City	Home Zip	Home State	Person Organizational Summary	Relations With Institution	
1 <a href="#">Carry IC</a>	00005605	PRI	Barry	E	Lightyear	10/26	Milltown	08850	NJ	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>
2 <a href="#">Carry IC</a>	00023132	PRI	Betty	P	Lightyear	06/29	North Brunswick	08902-1206	NJ	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>
3 <a href="#">Carry IC</a>	00028958	PRI	Bonnie	A	Lightyear	05/28	Monroe	08831	NJ	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>
4 <a href="#">Carry IC</a>	00028581	PRI	Bonnie	C	Lightyear	08/23	Montclair	07050	NJ	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>
5 <a href="#">Carry IC</a>	00044160	PRI	Buzz	S	Lightyear	03/27	Newark	07112	NJ	<a href="#">Person Organizational Summary</a>	<a href="#">Relations With Institution</a>

# HCM GLOBAL SEARCH INSTRUCTIONS

The “Person Organizational Summary” screen will appear in a new window:



**Step 8:** Click on the “” button in the top right corner of the new window to close the “Person Organizational Summary.” To view another employee, repeat Step 7. To perform a new search, click on the “Return to Search Criteria” link on the “Search Results” screen and repeat Steps 5-8.

## Example of How to Use to Global Search:

Department HR Preparers should use Global Search to gather information about an individual before submitting HR transactions to UHR via HCM for processing. For example, a Preparer in SAS has paperwork to hire Barry Lightyear into a Class 8 Coadjutant position effective 2/1/2013. The Preparer can use Global Search to gather employment details for Mr. Lightyear. From the Person Organizational Summary (see image above), the Preparer can tell Org Instance 3, a.k.a. Record 3, is a Class 8 Coadjutant appointment in the Undergraduate Education Department. Since it is Active and expected to end on 8/31/12, the Preparer in SAS can call the Preparer in Undergraduate Education and request to have Org Instance/Record 3 transferred to SAS. Once transferred, the SAS Preparer can then use Request Reappointment in Manager Self Service to activate Mr. Lightyear’s Class 8 position within SAS.