

Employee Search Match Overview

Employee Search Match is used to determine if an employee ID already exists for a person in the Cardinal system. A couple of the reasons this process is performed is to validate the employee's termination from the sending agency with a transfer and to obtain the existing Employee ID in the case of a rehire.

If the search does not produce any results, complete the new hire process. For further information on completing a new hire, refer to the Job Aid titled **HR351_Completing a New Hire**. This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.

If the search returns employment information, Agency HR will review the historical employment information and make note of the existing Employee ID. If the employee is still active in another agency, Agency HR will coordinate with the other agency prior to completing a new hire or an Inter-Agency Transfer.

Table of Contents

Using the Employee Search Match 2

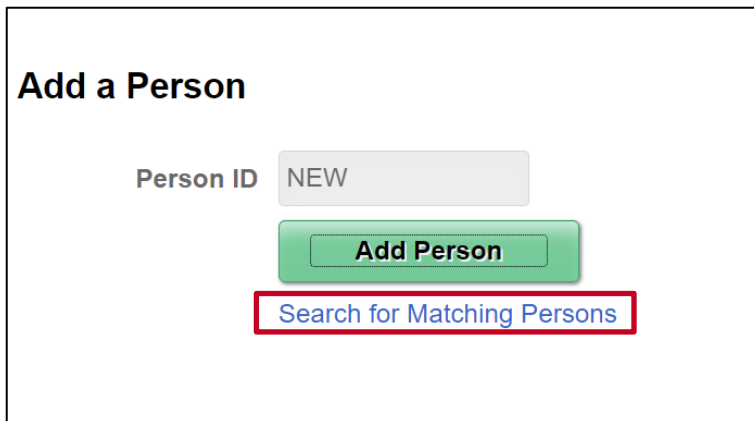
Using the Employee Search Match

Before beginning, the applicable employee's SSN must be available for immediate reference.

1. Navigate to the **Add a Person** page using the following path to search for matching persons:

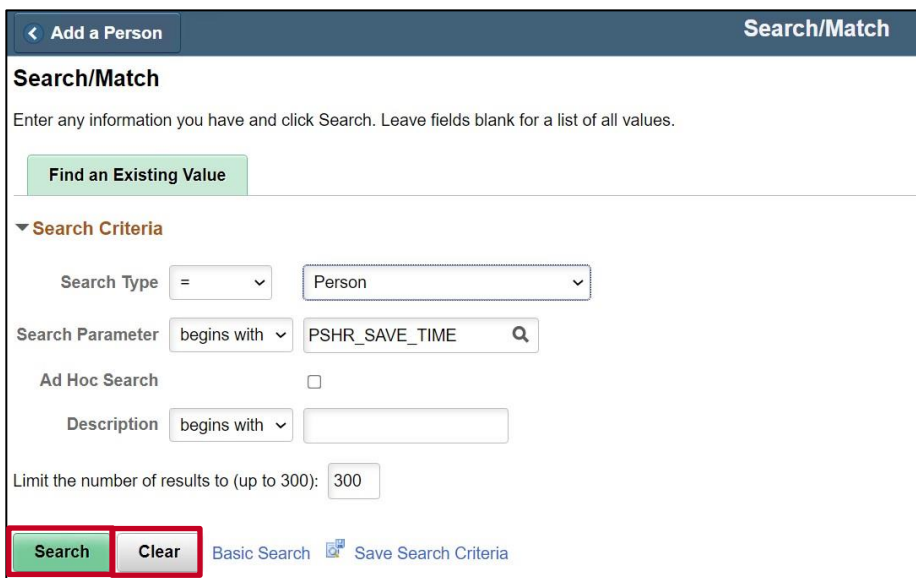
Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



2. Click the **Search for Matching Persons** link.

The **Search/Match** page displays.



3. Click the **Clear** button or update the **Search Parameter** field to **PSRS_HIRE**.
4. Click the **Search** button.

The **Search Criteria** page displays.

Search Criteria

Search Type Person Ad Hoc Search

Search Parameter PSRS_HIRE Prepare For Hire

Search Result Rule ?

Search Result Code PSRS_HIRE x Q Prepare For Hire

User Default

Search Criteria ?

Search Fields Value

National Id Q

Search by Order Number ?

| Search Order | Description | |
|--------------|-------------|---|
| 10 | NID Only | <input type="button" value="Selective Search"/> |

5. Enter the employee's SSN into the **Value** field.
6. Press the **Tab** key on the keyboard to enable the **Search** button.
7. The SSN is reformatted automatically (i.e. dashes removed if entered). Click the **Search** button.

The **Search Results** page displays.

Search Results

Search Type Person Ad Hoc Search

Search Parameter PSRS_HIRE Prepare For Hire

Result Code PSRS_HIRE Prepare For Hire

Search Results Summary

| | | |
|----------------------|----|---|
| Number of ID's Found | 1 | Return to Search Criteria |
| Search Order Number | 10 | NID Only |

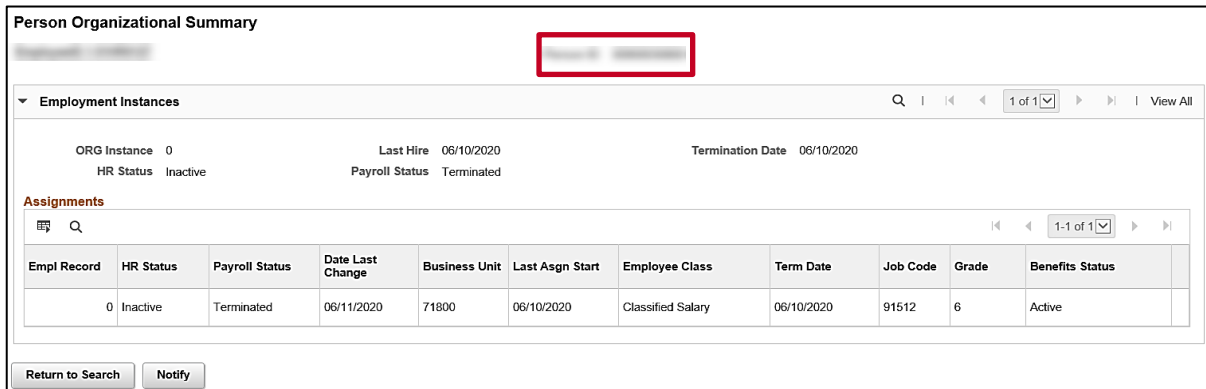
Search Results

| | | Empl ID | Last Name | First Name | Middle Name | | |
|---|---|---------|-----------|------------|-------------|--|---|
| 1 | <input type="button" value="Carry ID"/> | | | | | | Person Organizational Summary <input type="button" value="+"/> <input type="button" value="-"/> |

Note: A popup message will display indicating the search criteria did not return any results when the employee's SSN is not already in the Cardinal system. In this case, the employee does not exist in Cardinal and the user can proceed with the new hire process. For further information on completing a new hire, refer to the Job Aid titled **HR351_Completing a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Click the **Person Organizational Summary** link.

The **Person Organizational Summary** page displays in a new internet tab.



Person Organizational Summary

Employment Instances

ORG Instance 0 Last Hire 06/10/2020 Termination Date 06/10/2020
 HR Status Inactive Payroll Status Terminated

Assignments

| Empl Record | HR Status | Payroll Status | Date Last Change | Business Unit | Last Asgn Start | Employee Class | Term Date | Job Code | Grade | Benefits Status |
|-------------|-----------|----------------|------------------|---------------|-----------------|-------------------|------------|----------|-------|-----------------|
| 0 | Inactive | Terminated | 06/11/2020 | 71800 | 06/10/2020 | Classified Salary | 06/10/2020 | 91512 | 6 | Active |

Return to Search Notify

9. Write down the Employee ID if applicable.

Note: If the employee has an active employment information with another agency, Agency HR will need to coordinate with the other agency prior to completing the hire/transfer process within Cardinal.

Note: If the Employee has inactive employment information, Agency HR will make note of the Employee ID and proceed with processing the applicable transaction for that employee.

Note: If the Employee exists in Cardinal and there is no previous job information for the person, the **Person Organizational Summary** page will display with only the employee's name and Person ID. The image below displays this scenario. You will then proceed to the New Hire or Transfer process.



Person Organizational Summary

Person ID

Return to Search Notify