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:

sonalize Search Menu:	>		18
Rutgers Interfaces     Rutgers Reports     Rutgers Extensions     Rutgers OIT Heb     Set Service     Manager Self Service     Manager Self Service     Manager Self Service     Administ     Benefits     Compensation     Time and Labor     Payroll for North Ar     Workforce Monitori     Set Up HRMS     Workforce Monitori     Set Up HRMS     Monager     Reporting Tools     PeopleTools	Pesk te tration Gibbal Assymme Gibbal Assymme Gibbal Assymme Collective Proce Self Service Trat Template-Based Workforce Repo	My Recent Paychecks	Main Menu

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

Step 1: Click on the "Search" button.

RUIGER	8				Home	Worklist
avorites Main Mer	nu > Work	force Administra	ion > Template-Based Hire > RU Glo	oal Search		
						a.
Search/Match						1
Enter any information	n you have a	nd click Search.	eave fields blank for a list of all values.			
Find on Existing V	alue					
This an Existing Ve	aiue					
Maximum number of	rows to retu	irn (up to 300):	00			
Search Type:	- •	•	· · · · · · · · · · · · · · · · · · ·			
Search Parameter:	begins with	n 🔻	9			1
Ad Hoc Search						1
Description:	begins with	n 🕶 🗌				
$\frown$						
Search	ar Basic	Search 🚰 Sav	Search Criteria			
						1

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

RUTGER	S		Home Work
Favorites Main Mer	nu > Workforc	Administration > Template-Based Hire > RU Global Search	TOTAL TOTAL
Search/Match			@ •
Enter any information	n you have and c	ck Search. Leave fields blank for a list of all values.	
Find an Existing Va	alue		
Maximum number of	f rows to return (u	a to 300); 300	
Search Type:	= •		9
Search Parameter:	begins with 👻	9	×.
Ad Hoc Search			
Description:	begins with $\bullet$		
Search Cle Search Results	ar Basic Sean	h 🞯 Save Search Criteria	
View All		First 🔳 1-2 of 2 💌 Last	
Search Type Search	Parameter Ad H	c Search Description	
Person RU GE	BL SRCH	Template-Based Hire person RU Global Search	4
		ma mana A mana h	

**Step 3:** Click on the " <a> " button next to the "**Search Results Code**" field.</a>

rices Main Menu > Wo	pricipice Auministration >	remplate	e-Based Hire >	KU Global Search			
earch Criteria							
earch Type: Perso	on	Ad Ho	c Search				
earch Parameter: RU_0	BL_SRCH	RU Glob	al Search				
Search Result Rule							
Search Result Code:							
bedrein neodit ooder		/					
User Default	<u> </u>			Search	Clear All	Carry ID Reset	
User Default Search Criteria				Search	Clear All	Carry ID Reset	
User Default Search Criteria Search Fields	Operand	,	Value:	Search	Clear All	Carry ID Reset	
User Default Search Criteria Search Fields First Name Search	Operand Begins \	With 👻	Value:	Search	Clear All	Carry ID Reset	
User Default Search Criteria Search Fields First Name Search Middle Name	Operand Begins V	With •	Value:	Search	Clear All	Carry ID Reset	
User Default Search Criteria Search Fields First Name Search Middle Name	Operand Begins \ Begins \	With •	Value: B	Search	Clear All	Carry ID Reset	

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

Rutgers		Home Work
Favorites Main Menu > Workforce Administration >	Template-Based Hire > RU Global Search	
Search Criteria		a s
Search Type: Person	I Ad Hoc Search	}
Search Parameter: RU_GBL_SRCH	RU Global Search	
Search Result Rule		<
Search Result Code:	Look Up 🛛	l l
User Default	Look Up Search Result Code	4
Search Criteria	Look op oter en kesek oode	{
Search Fields Operand	Search Tunar Barran	)
First Name Search Begins	Search Result Code: begins with	5
-	Description: begins with 👻	>
Middle Name Begins 1	Look Up Clear Cancel Basic Lookup	5
	Search Results	5
Last Name Search Begins	Man Too Exst 🕢 1 of 1 💽 Last	3
(	Search Result Code Description RU PSHR MGR RSL RU Minager Results	8
National Id Begins		5
manter	- Andrew - A	mont

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

RUTGERS			Home Wo
rites Main Menu > Workforce Admi	nistration > Template-Based Hire > RU Glo	bbal Search	
			t
earch Criteria			
Search Type: Person	Ad Hoc Search		
Search Parameter: RU_GBL_SRCH	RU Global Search		
Search Result Rule			
Search Result Code:	9		
User Default		Search Clear All Carry ID Reset	
Search Criteria			
Search Fields	Operand Value:		
First Name Search	Begins With		
Middle Name	Begins With 💌	I	
	$\frown$		
Last Name Search	Begins With 👻 Lightyear	٩	
	Besins With		
		And the second of the second o	

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

fure	us maxi	Menu > W	orktorce Administ	ration > remplat	e-Based Hire > RU (	alobal Search		
iea	arch F	Results						
Sea	arch Type	Pers	on	Ad H	oc Search			
Sea	arch Para	meter: RU_	GBL_SRCH	RU Glob	al Search			
Res	sult Code:	RU_	PSHR_MGR_RSL	RU Man	ager Results			
Se	earch Res	ults Summa	ry					
Se	earch Res umber of I	ults Summa D's Found:	ry4				Return to Search Criteria	
Se Nu Se	earch Res umber of I earch Ord	ults Summa D's Found: er Number:	ry 4 10	RU Glob	al Search		Return to Search Criteria	
Se Nu Sea	earch Res umber of I earch Ord urch Resu	ults Summa D's Found: er Number: Its	ry 4 10	RU Glob	al Search	ustomice   Find   Vie	Return to Search Criteria	
Sea Res	earch Res umber of I earch Ord arch Resu	ults Summa D's Found: er Number: Its eguts 2 A	ry. 4 10 dditional Information	RU Glob	al Search G	us tomice   Find   Vie	Return to Search Criteria	
- Se Nu Sea Res	earch Res umber of I earch Ord arch Resu	ults Summa D's Found: er Number: Its eguts 2 A Em pi ID	ry 4 10 ddtional information Name Type	RU Glob	al Search C Middle Nam e	untomice   End   Veo Last Nam e	Return to Search Criteria	
Sea Res	earch Res umber of I earch Ord arch Resu s uts R Carry IE	ults Summa D's Found: er Number: Its egults 2 A Em pi ID 00005605	4 10 dditional Information Name Type PRI	RU Glob	al Search Middle Name E	Last Name	Return to Search Criteria	
Sea Res	earch Res umber of I earch Ord arch Resu a ots Resu Carry IC Carry IC	Ults Summe D's Found: er Number: Its eguts 2 A Em pl ID 00005605 00023132	4 10 dditional Information Name Type PRI PRI	RU Glob Prot Name Barry Betty	al Search Middle Name E P	Last Name Lightyear Lightyear	Return to Search Criteria	
Sea 1 2 3	earch Res umber of I earch Ord urch Resu suts R Carry IE Carry IE Carry IE	Ults Summa D's Found: er Number: tts eguts 2 A Em p I ID 00005605 00023132 00028958	ry 4 10 dditional Information Name Type PRI PRI PRI	RU Glob Pirst flam e Barry Betty Bonnie	al Search Middle Hame E P A	Last Name Lightyear Lightyear Lightyear	Return to Search Criteria A: 2 For C 1.6 of 5 C Month/Day of Birth 10/25 06/29 05/28	
<ul> <li>Se</li> <li>Sea</li> <li>Res</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ul>	earch Res umber of I earch Ord irch Resu subs R Carry IC Carry IC Carry IC Carry IC	Ults Summe D's Found: er Number: tts En pl ID 00005605 00023132 00028958 00028581	ry 4 10 ddtional Information Name Type PRI PRI PRI PRI	RU Glob Prot Hame Barry Betty Bonnie Bonnie	al Search Middle Hame E P A C	Lightyear Lightyear Lightyear Lightyear Lightyear	Return to Search Criteria A: 2 Fast C 1:6 of 5 2 Month/Day of Birth 10/26 06/29 05/28 08/23	

**Step 6:** Click on the "<sup>m</sup>" button to display additional columns of information.

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

in.	Co Hulli		The office Providence		- Tempar	- Jused Inc	/ 10 00001 000					🖉 Nev
e	arch R	esults										
Sei	arch Type:	Perso	n		Ad H	oc Search						
Search Parameter: RU_GBL_SRCH				RU Glob	al Search							
Result Code: RU_PSHR_MGR_RSL					RU Man	ager Results						
- 5	earch Resu	ults Summary	l									
N	umber of ID	)'s Found:	4					Retu	im to Search Crite	ria		
S	earch Orde	r Number:	10		RU Glob	al Search						
Sea	arch Result	S								Custo	mize   Find   View All   🗿 🛛 F	rst KI 1-5 of 5 D Last
		Empl ID	Name Type	First Name	Middle Name	Last Name	Month/Day of Birth	Home City	Home Zip	Home State		
1	Carry IC	00005605	PRI	Barry	E	Lightyear	10/26	Milltown	08850	ци	Person Organizational Summary	Estations With stitution
2	Carry IC	00023132	PRI	Betty	P	Lightyear	06/29	North Brunswick	08902-1206	ци	Person Organizational Summary	Relations With Institution
3	Carry IC	00028958	PRI	Bonnie	A	Lightyear	05/28	Monroe	08831	LИ	Person Organizational Summary	Relations With Institution
4	Carry IC	00028581	PRI	Bonnie	с	Lightyear	08/23	Montelair	07050	Ш	Person Organizational Summary	Relations With Institution
5	Carry IE	00044160	PRI	Buzz	s	Lightyear	03/27	Newark	07112	IJ	Person Organizational Summary	Relations With

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

erso arry Lig	n Org htyear	anizatio	onal Sum	imary	F	Person ID: 0000560	05				
Employ	nent Inst	ances								Find First KI 1-4 of 4	D Last
RG Insta R Statu	ance: s:	0 Active	Last H Payro	lire: Il Status:	09/01/1985 Active	Termination Date:					
Assignn	nents								Customize   Find	Bist Clast 1	X Lost
m pl le cord	Em pl Class	HR Status	Payroll Status	Date Last Change	Job Code	Description	Department	Description	Last Asgn Start	Expected End Date	
	0 1	Active	Active	10/01/2012	99917	AREA DEAN-FAS	10284	SAS - Dean's Office	09/01/1985		
RG Inst R Statu	ance: 5:	1 Active	Last H Payro	lire: Il Status:	07/01/2012 Active	Termination Date:					
Assignn	nents							<u>Cus tom</u>	<u>ize   Find   1<sup>23</sup>   1</u>	Fest KI 1 of 1 DI Last	
im pl le cord	Empl Class	HR Status	Payroll Status	Date Last Change	Job Code	Description	Department	Description	Last Asgn Start	Expected End Date	
	18	Active	Active	10/15/2012	99912	COADJUTANT-CASUAL NONTEACHING	10174	Undergraduate Education	07/01/2012	06/30/2013	
RG Insta R Statu	ance: 3:	2 Inactive	Last H Payro	lire: Il Status:	01/01/2012 Terminated	Termination Date:	10/25/2012				
Assignn	nents			1000				<u>Custom</u>	ize   Find   12	rst 🖸 1 of 1 🖸 Last	
im pl le cord	Class	HR Status	Payroll Status	Date Last Change	Job Code	Description	Department	Description	Last Asgn Start	Expected End Date	
	28	Inactive	Terminated	10/26/2012	99912	COADJUTANT-CASUAL NONTEACHING	10174	Undergraduate Education	01/01/2012		
RG Insta R Statu:	ance: 5:	3 Active	Last F Payro	lire: Il Status:	07/01/2012 Active	Termination Date:					
Assignn	nents					and the second		Custom	ize   Find   🗖   🛗	Fist 1 of 1 DLast	
im pl le cord	Empl Class	HR Status	Payroll Status	Date Last Change	Job Code	Description	Department	Description	Last Asgn Start	Expected End Date	
	38	Active	Active	10/26/2012	99912	COADJUTANT-CASUAL NONTEACHING	10174	Undergraduate Education	07/01/2012	08/31/2012	
Person	of interes	st Instance	a								
Assignm	ients					Custo	mize   Eind   🗖   📲	First KI 1 of 1 D Last			
		Tunn		Em pl Recor	d Statu	a Bagin Dal	End Dat				

**Step 8:** Click on the "**EX**" button in the top right corner of the new window to close the "**Personal 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.