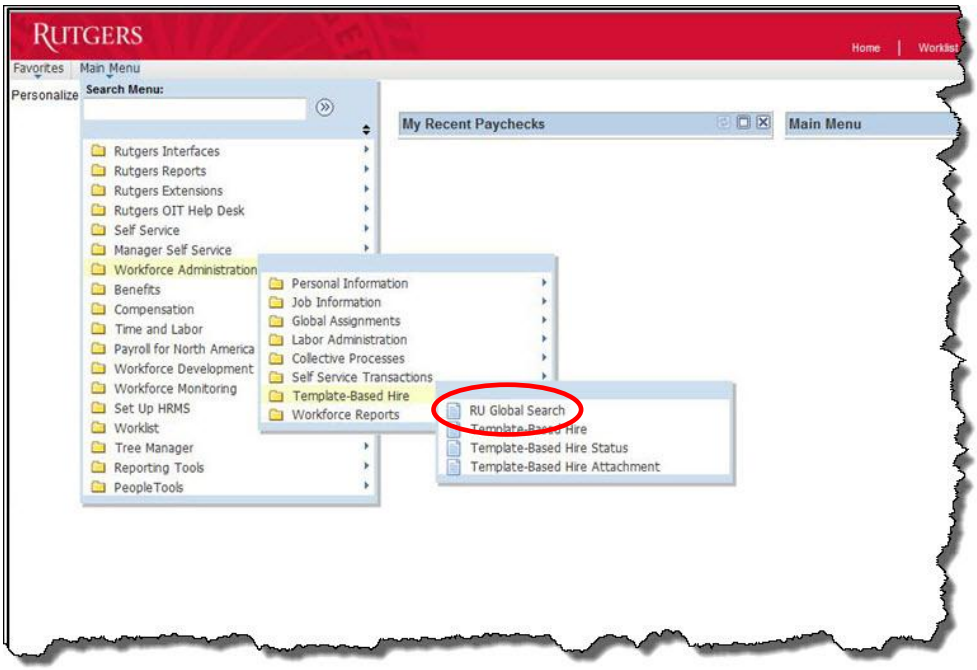
# HCM GLOBAL SEARCH INSTRUCTIONS

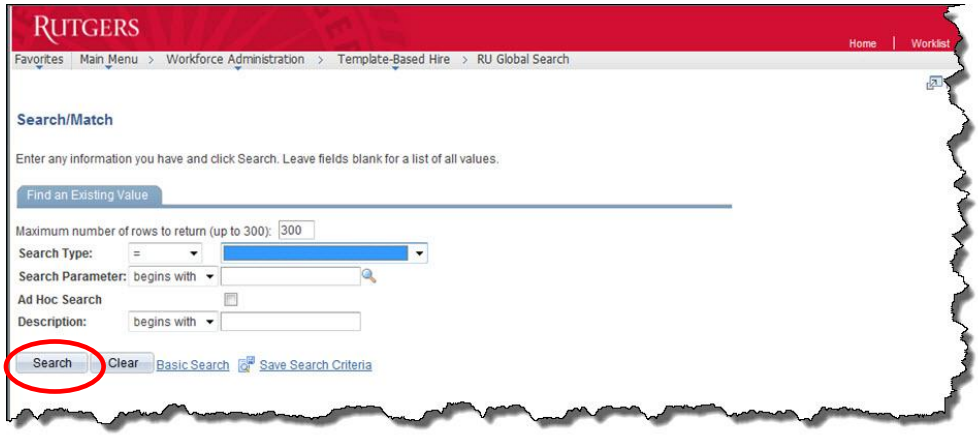
Global Search provides a mechanism for HR Preparers and Approvers to determine if an individual already exists in the HCM system. It also provides detailed information for each employment instance associated with an employee including: HR Status, Payroll Status, Hire Date, Termination Date, Employee 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.



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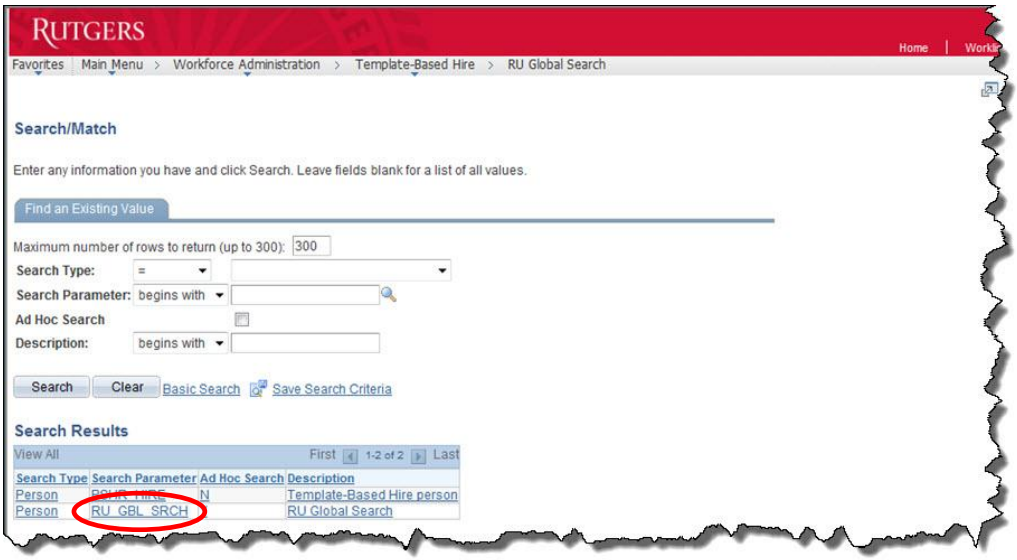
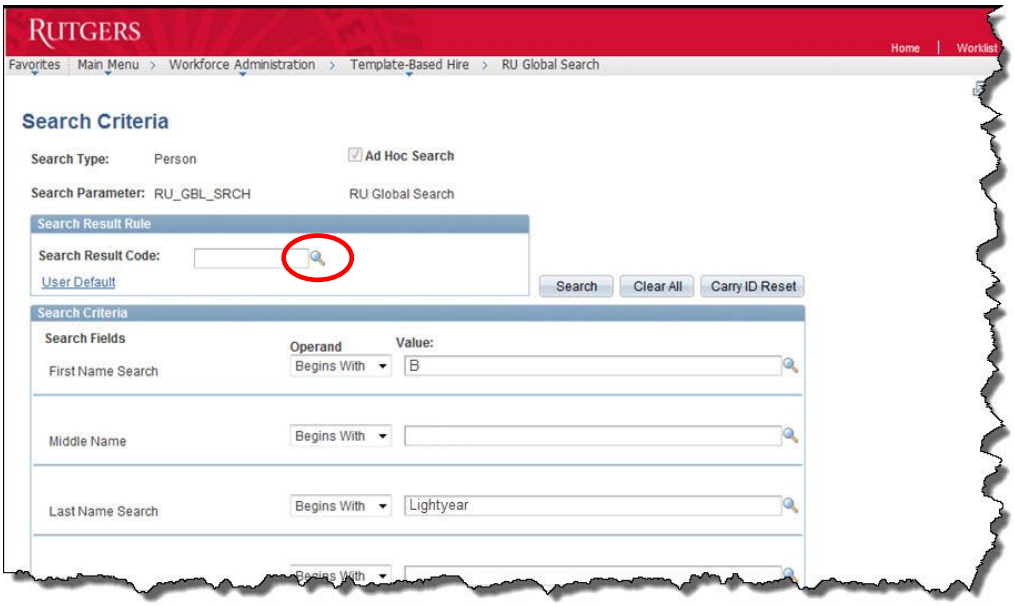
**Step 2:** Click on the "**RU_GBL_SRCH**" link in the "**Search Parameter**" column.




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



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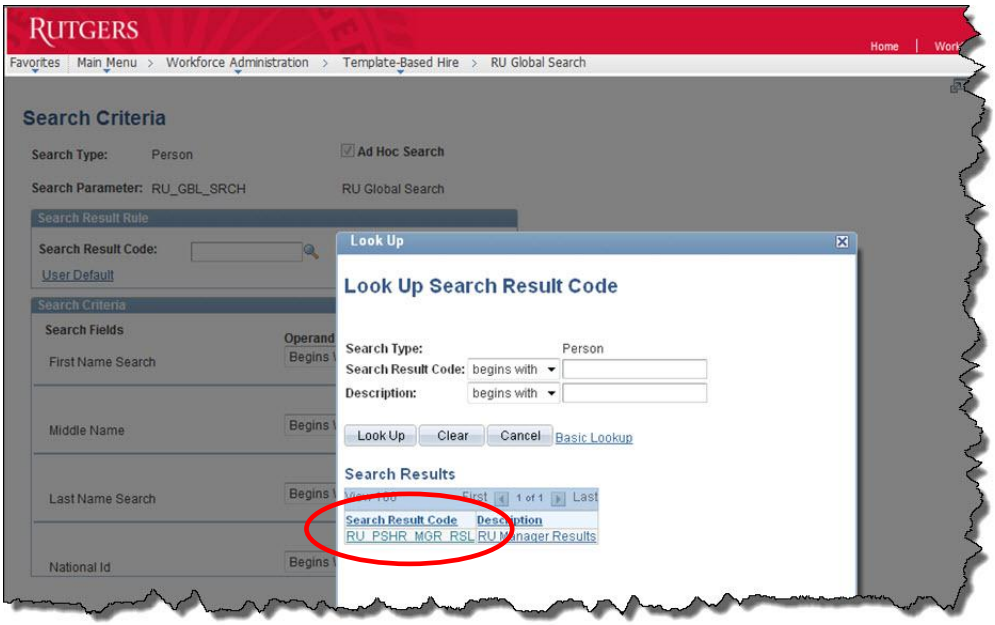
**Step 4:** Click on "**RU_PSHR_MGR_RSL**" link in the "**Search Result Code**" column.




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

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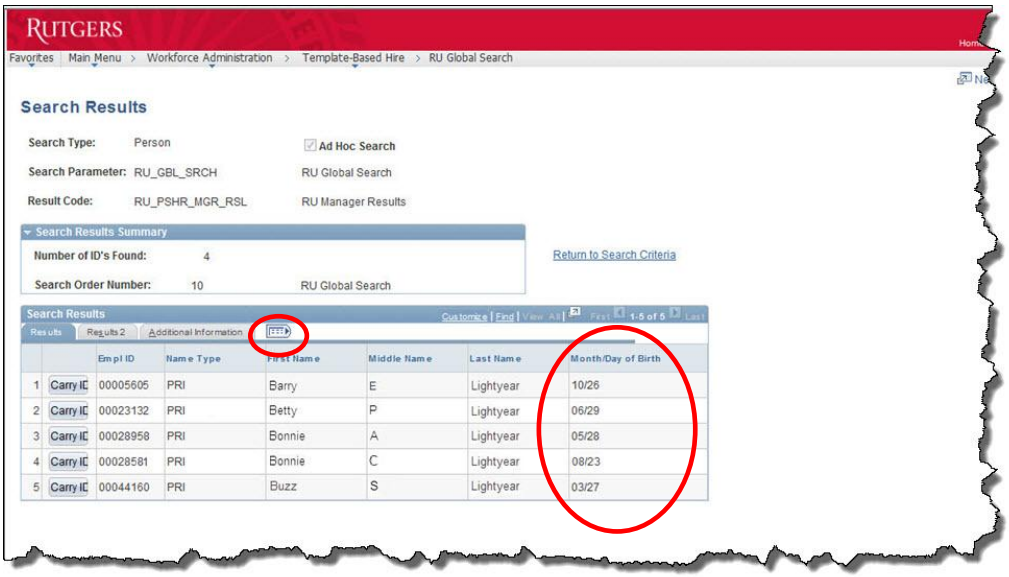
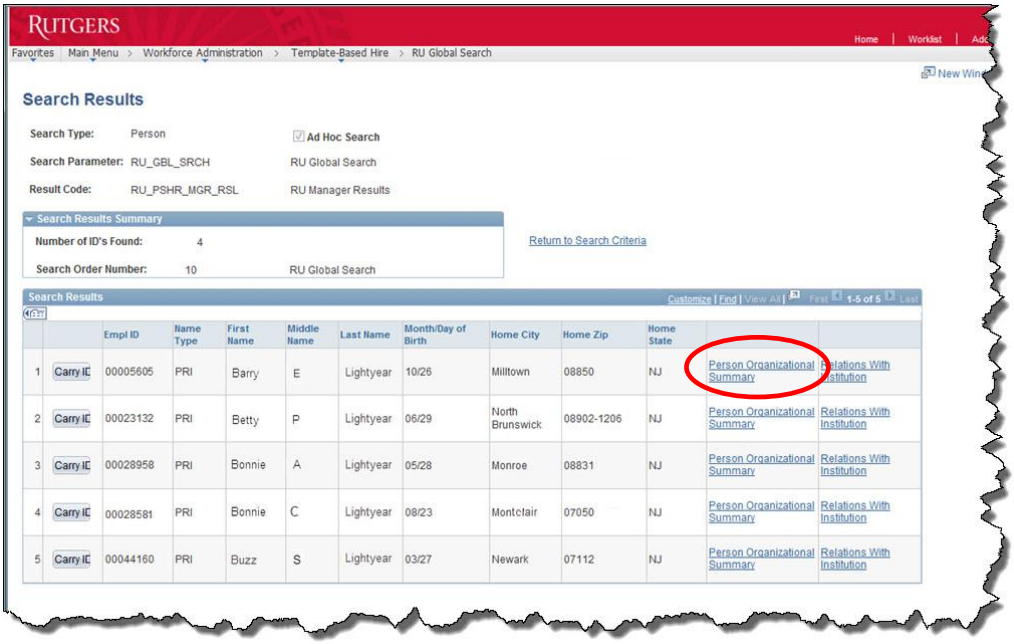
The next screen displays information for individuals who match the search criteria entered. "**Month/Day of Birth**" is provided to help verify identity.

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




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



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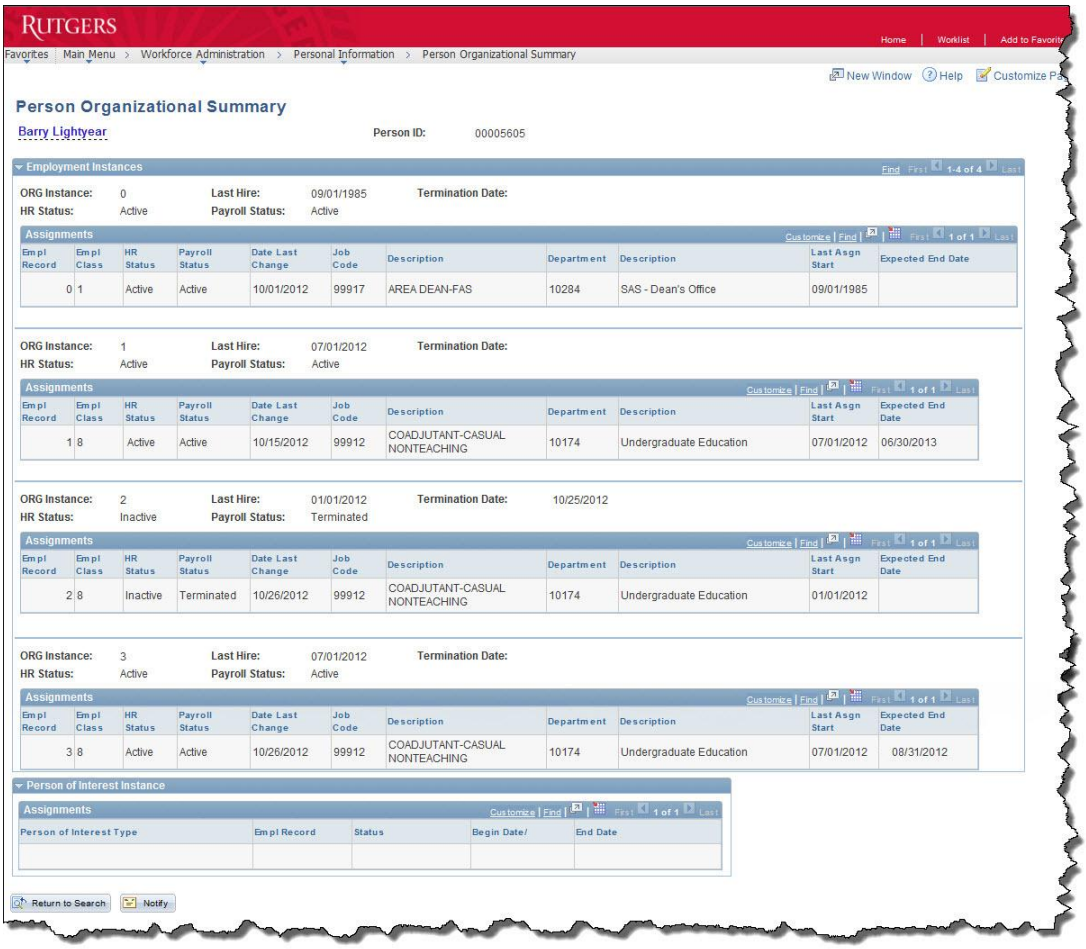
The "**Person Organizational Summary**" screen will appear in a new window:




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

## <u>Example of How to Use to Global Search:</u>

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.