

Use this task to search for a specific person in UCPath using the **Search/Match** page.

Use one of the following three search methods to see if the person already exists in UCPath.

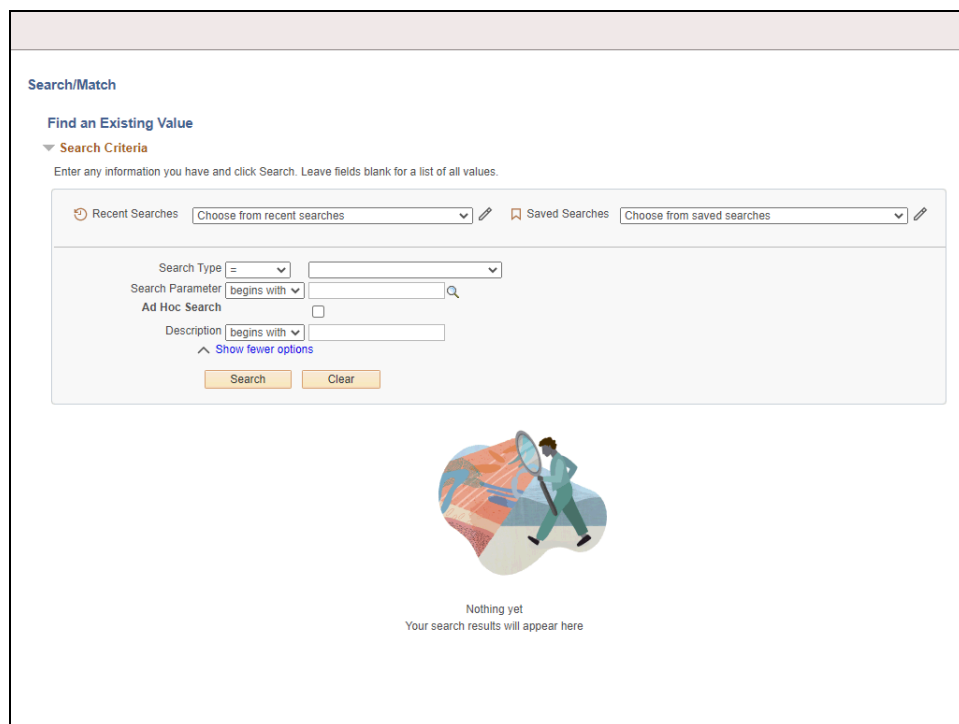
1. Enter the person's full Social Security number, if you have it.
2. Enter the person's legal first name and the date of birth.
3. Enter the person's legal first and legal last name.

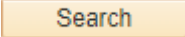
Navigation:

Menu > Workforce Administration > Personal Information > **Search Person**

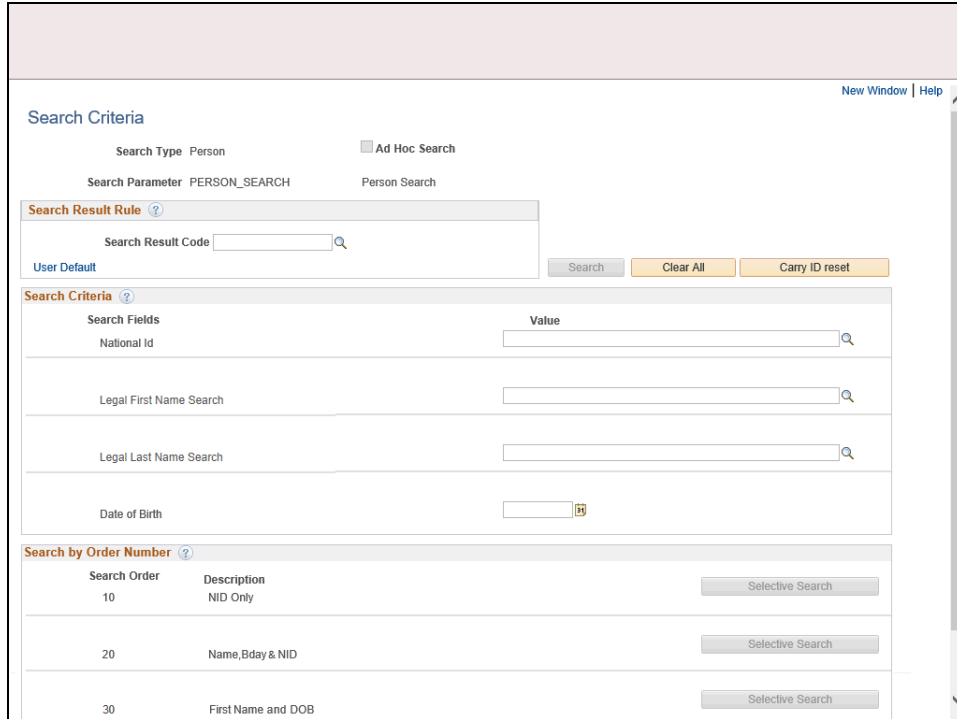
OR

WFA (Homepage) > HR Tasks (Tile) > **Search Person**



Step	Action
1.	In the Search Type field, select the Person option. Click the button to the right of the Search Type field. 
2.	Click the Person list item. 
3.	Click the Search button. 

Step	Action
4.	Select the Search Parameter. Click the Select button. 



Search Criteria

Search Type Person ☐ Ad Hoc Search

Search Parameter PERSON_SEARCH Person Search

Search Result Rule ?

Search Result Code 

User Default

Search Criteria ?

Search Fields	Value
National Id	
Legal First Name Search	
Legal Last Name Search	
Date of Birth	

Search by Order Number ?

Search Order	Description	
10	NID Only	Selective Search
20	Name, Bday & NID	Selective Search
30	First Name and DOB	Selective Search

Step	Action
5.	In the Search Result Code field, select the PERSON_RESULTS option. Click the Look up Search Result Code button. 

The screenshot shows the UCPath Search Criteria interface. A modal dialog box titled "Look Up Search Result Code" is open in the center. The dialog has a "Search Type" dropdown set to "Person". Below it, there are two input fields: "Search Result Code" with a "begins with" dropdown and a text input, and "Description" with a "begins with" dropdown and a text input. At the bottom of the dialog are buttons for "Look Up", "Clear", "Cancel", and "Basic Lookup".

The background interface shows the "Search Criteria" section with "Search Type" set to "Person" and "Search Parameter" set to "PERSON_SEARCH". There are sections for "Search Result Rule", "User Default", "Search Criteria" (with fields for National Id, First Name Search, Last Name Search, and Date of Birth), and "Search by Order Number" (with a table showing search order and description).

Step	Action
6.	Click the PERSON_RESULTS list item. PERSON_RESULTS
7.	This example demonstrates the recommended search methods that should be used to search for a person: 1. Enter the person's full Social Security number, if you have it. 2. Enter the person's first name and the date of birth. 3. Enter the person's first and last name. For the first example, search using the Social Security number.
8.	Click in the National Id field.
9.	Enter the employee's full social security number into the National Id field. For this example, enter 408601126 .
10.	Press [Tab] to save the field information and activate the Search button.

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Search Criteria

Search Type ☒ Person ☐ Ad Hoc Search

Search Parameter PERSON_SEARCH Person Search

Search Result Rule ?

Search Result Code PERSON_RESULTS Person Results

User Default

[Search](#) [Clear All](#) [Carry ID reset](#)

Search Criteria ?

Search Fields	Value
National Id	408601126
Legal First Name Search	
Legal Last Name Search	
Date of Birth	

Search by Order Number ?

Search Order	Description	
10	NID Only	Selective Search
20	Name, Bday & NID	Selective Search
30	First Name and DOB	Selective Search

Step	Action
11.	Click the Search button.

[Search](#)

[New Window](#) | [Help](#)

Search Results

Search Type ☒ Person ☐ Ad Hoc Search

Search Parameter PERSON_SEARCH Person Search

Result Code PERSON_RESULTS Person Search Results

Search Results Summary

Number of ID's Found 1

Search Order Number 10 NID Only

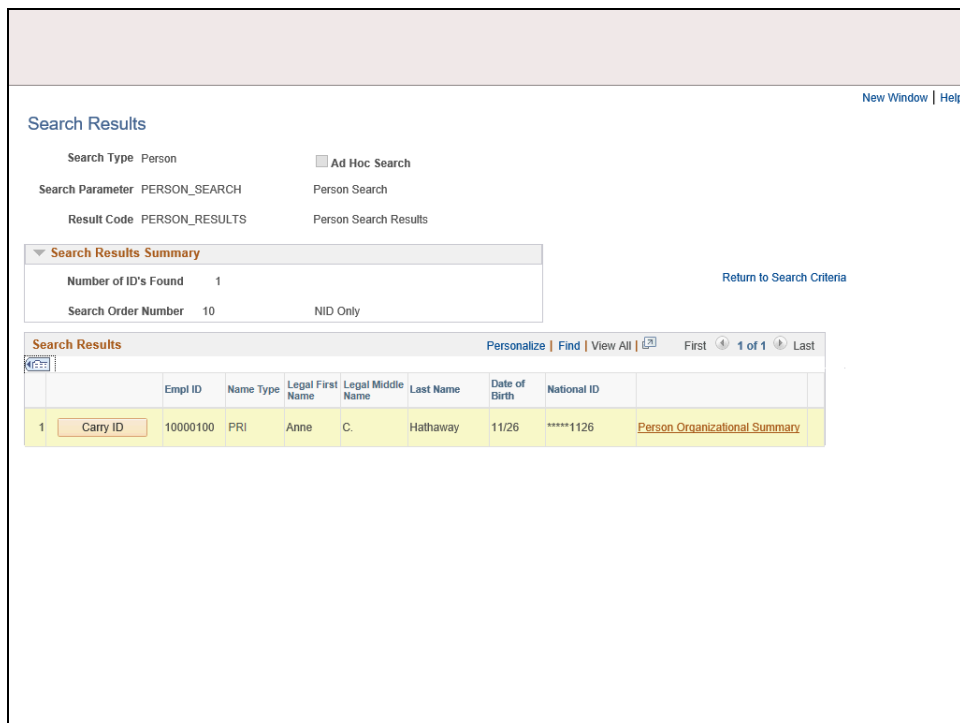
[Return to Search Criteria](#)

Search Results

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Results	Results2	Additional Information	Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth
1	Carry ID		10000100	PRI	Anne	C.	Hathaway	11/26

Step	Action
12.	The Search Results page displays a list of employees that match the search criteria. In this example, there is only one match.
13.	The Show all columns button displays the information from all three Search Results tabs on one page. Click the Show all columns button. 



Search Results

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PERSON_SEARCH Person Search

Result Code: PERSON_RESULTS Person Search Results

Search Results Summary

Number of ID's Found: 1

Search Order Number: 10 NID Only

[Return to Search Criteria](#)

Search Results Personalize Find View All [\[3\]](#) First 1 of 1 Last

		Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth	National ID	
1	Carry ID	10000100	PRI	Anne	C.	Hathaway	11/26	*****1126	Person Organizational Summary

Step	Action
14.	The Carry ID button captures the person's ID and carries it to the ID search field on any other pages to which you navigate. If you want to "forget" the person ID, click the Carry ID Reset button on the search criteria page.
15.	The National ID (Social Security number) field displays only the last four digits of the number.

Step	Action
16.	The last field provides access to the Person Organizational Summary page. Name can be found there. Click the Person Organizational Summary link. Person Organizational Summary

Person Organizational Summary

Anne Hathaway

Person ID: 10000100

Benefit Eligibility Hours
Limited Hours Career
Floater Hours Career

▼ **Employment Instances**

ORG Instance: 0 HR Status: Inactive Last Hire: 09/08/2009
Primary Job: ☒ Payroll Status: Retired Termination Date: 01/02/2015

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group
0	UCOP1		UNIVERSITY	Univ of CA, Ofc of President	CONV	CONVERSION JOB CODE		0.000000	Conversion Use Only	ZZZ	X	CNV

[Return to Search](#) [Notify](#)

Step	Action
17.	The Person Organizational Summary page opens in a new browser tab and provides detailed information about the person's jobs or assignments at all UC Locations. The employee's Name is displayed here.

Person Organizational Summary

Anne Hathaway

Person ID: 10000100

Benefit Eligibility Hours
Limited Hours Career
Floater Hours Career

▼ Employment Instances

ORG Instance: 0 HR Status: Inactive Last Hire: 09/08/2009
Primary Job: ☒ Payroll Status: Retired Termination Date: 01/02/2015

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group
0	UCOP1		UNIVERSITY	Univ of CA, Ofc of President	CONV	CONVERSION JOB CODE		0.000000	Conversion Use Only	ZZZ	X	CNV

[Return to Search](#) [Notify](#)

Step	Action
18.	Close the tab when finished.
19.	The Return to Search Criteria link closes the search results so you can start a new search, if needed. Click the Return to Search Criteria link. Return to Search Criteria

Search Criteria

Search Type Person ☐ Ad Hoc Search

Search Parameter PERSON_SEARCH Person Search

Search Result Rule ?

Search Result Code PERSON_RESULTS Person Results

User Default

Search Clear All Carry ID reset

Search Criteria ?

Search Fields	Value
National Id	408601126
Legal First Name Search	
Legal Last Name Search	
Date of Birth	

Search by Order Number ?

Search Order	Description	
10	NID Only	Selective Search
20	Name, Bday & NID	Selective Search
30	First Name and DOB	Selective Search

Step	Action
20.	Clear the current search criteria so you can enter the next search. For this next example, search using the person's first name and date of birth. Click the Clear All button. Clear All
21.	Click in the Legal First Name Search field.
22.	Enter the desired information into the Legal First Name Search field. For this example, enter anne.
23.	Click in the Date of Birth field.
24.	Enter the desired information into the Date of Birth field. For this example, enter 11261988.
25.	Press [Tab] to save the field information and activate the Search button.
26.	Click the Search button. Search

[New Window](#) | [Help](#)

Search Results

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PERSON_SEARCH Person Search

Result Code: PERSON_RESULTS Person Search Results

 **Search Results Summary**

Number of ID's Found: 1

Search Order Number: 10 First Name and DOB

[Return to Search Criteria](#)

Search Results [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Results	Results2	Additional Information					
		Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth
1	Carry ID	10000100	PRI	Anne	C.	Hathaway	11/26

Step	Action
27.	Click the Show all columns button. 

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Search Results

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PERSON_SEARCH Person Search

Result Code: PERSON_RESULTS Person Search Results

 **Search Results Summary**

Number of ID's Found: 1

Search Order Number: 10 First Name and DOB

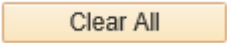
[Return to Search Criteria](#)

Search Results [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Results	Results2	Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth	National ID	
1	Carry ID	10000100	PRI	Anne	C.	Hathaway	11/26	*****1126	Person Organizational Summary

Step	Action
28.	If needed, click the Person Organizational Summary link to view additional information.
29.	Click the Return to Search Criteria link so you can start a new search, if needed. Return to Search Criteria

The screenshot displays the UCPath Search Criteria page. At the top right, there are links for 'New Window' and 'Help'. The 'Search Criteria' section includes a 'Search Type' dropdown set to 'Person', an 'Ad Hoc Search' checkbox, and a 'Search Parameter' dropdown set to 'PERSON_SEARCH'. Below this is a 'Search Result Rule' section with a 'Search Result Code' dropdown set to 'PERSON_RESULTS' and a 'User Default' checkbox. To the right of these are buttons for 'Search', 'Clear All', and 'Carry ID reset'. The 'Search Criteria' section contains four input fields: 'National Id', 'Legal First Name Search' (containing 'ANNE'), 'Legal Last Name Search', and 'Date of Birth' (containing '11/26/1988'). Below this is a 'Search by Order Number' section with three rows, each with a 'Search Order' number, a 'Description', and a 'Selective Search' button. The rows are: 10 (NID Only), 20 (Name, Bday & NID), and 30 (First Name and DOB).

Step	Action
30.	Clear the current search criteria so you can enter the next search. For this next example, search using the person's first and last name. Click the Clear All button. 
31.	Click in the Legal First Name Search field. 
32.	Enter the desired information into the Legal First Name Search field. For this example, enter anne .
33.	Click in the Legal Last Name Search field. 

Step	Action
34.	Enter the desired information into the Legal Last Name Search field. For this example, enter hathaway .
35.	Press [Tab] to save the field information and activate the Search button.

Search Criteria

Search Type Person ☐ Ad Hoc Search

Search Parameter PERSON_SEARCH Person Search

Search Result Rule ?

Search Result Code PERSON_RESULTS Person Results

User Default

Search Clear All Carry ID reset

Search Criteria ?

Search Fields	Value
National Id	
Legal First Name Search	ANNE
Legal Last Name Search	HATHAWAY
Date of Birth	

Search by Order Number ?

Search Order	Description	
10	NID Only	Selective Search
20	Name, Bday & NID	Selective Search
30	First Name and DOB	Selective Search

Step	Action
36.	Click the Search button. Search

[New Window](#) | [Help](#)

Search Results

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PERSON_SEARCH Person Search

Result Code: PERSON_RESULTS Person Search Results

Search Results Summary

Number of ID's Found: 1

Search Order Number: 10 Name, Bday & NID

[Return to Search Criteria](#)

Search Results		Personalize Find View All						First	1 of 1	Last
Results	Results2	Additional Information								
		Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth			
1	Carry ID	10000100	PRI	Anne	C.	Hathaway	11/26			

Step	Action
37.	Click the Show all columns button. 

[New Window](#) | [Help](#)

Search Results

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PERSON_SEARCH Person Search

Result Code: PERSON_RESULTS Person Search Results

Search Results Summary

Number of ID's Found: 1

Search Order Number: 10 Name, Bday & NID

[Return to Search Criteria](#)

Search Results		Personalize Find View All								First	1 of 1	Last
Results	Results2	Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth	National ID				
1	Carry ID	10000100	PRI	Anne	C.	Hathaway	11/26	*****1126	Person Organizational Summary			

Step	Action
38.	If needed, click the Person Organizational Summary link to view additional information.
39.	Click the Return to Search Criteria link. Return to Search Criteria
40.	You have searched for a specific person in UCPath using the Search/Match page. End of Procedure.