

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.
	Person
3.	Click the Search button.



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

Secure Criteria						New Wir	ndow Help
Search Chiena		_					
Search Typ	e Person	Ad Hoc Search					
Search Paramete	r PERSON_SEARCH	Person Search					
Search Result Rule 🕧							
Search Result	t Code	٩					
User Default				Search	Clear All	Carry ID reset	
Search Criteria 👔							
Search Fields			Va	ilue			
National Id						Q	
Legal First Nam	e Search					٩	
Legal Last Nam	e Search					٩	_
Date of Birth				Ħ			
Search by Order Number	?						
Search Order	Description					Selective Search	
10	NID Only						
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.



Search Criteria Search Type Person Search Parameter PERSON_SEARCH Search Result Rule @ Search Result Code User Default Search Criteria @ Search Fields National Id First Name Search Last Name Search Date of Birth	Look Up Search Result Code Image: Code Search Type Person Search Result Code Description Degins with Image: Code Search Results Image: Code Search Results View 100 First Image: Look Up Search Results Image: Code Search Results View 100 First Image: Look Up Search Results PSRS_N_RESULTS Image: Look Up Search Results PSRS_HIRE Prepare For Hire	All Carry ID reset
Search Order Multipler () Search Order Description 10 NID Only		Selective Search

Step	Action				
6.	Click the PERSON_RESULTS list item.				
	PERSON_RESULTS				
7. This example demonstrates the recommended search methods that should b 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.				



					New Win	dow Help
Search Critoria						
Search Onteria						
Search Type	Person	Ad Hoc Search				
Search Parameter	PERSON_SEARCH	Person Search				
Search Result Rule 🧃						
Search Result	Code PERSON RESULTS Q P	orcon Poculto				
User Default		erson results	Search	Clear All	Carry ID reset	
Search Criteria						
Search Fields			Value			
National Id			408601126		Q	
Logal First Name	Sourch				Q	
Legal First Maine						-
Legal Last Name	Search				Q	
Date of Birth			Ħ			
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	~
	- automo una pop					1

Step	Action
11.	Click the Search button.
	Search

								New Wi	ndow
ea	arch Results								
	Search Type F	erson		Ad Hoc Searc	h				
Se	arch Parameter F	PERSON_SEA	RCH	Person Search					
	Result Code F	ERSON_RES	BULTS	Person Search Re	sults				
	Search Results	Summary							
	Number of ID's	Found	1				Retu Sea	urn to rch Criteria	
	Search Order N	lumber 10		NID Only					
iea Res	rch Results sults Results2	Additional	Information (====	Person	alize Find View	All 🗐 First	🕚 1 of 1 🛞 La	ast	
		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.

	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	Return to Search Criteria
Search Order Number 10 NID Only	
Search Results Personalize Find	View All 🔄 First 🖲 1 of 1 🕑 Last
Minimum Empl ID Name Type Legal First Legal Middle Name Last Name Date of Birth National	I ID
1 Carry ID 10000100 PRI Anne C. Hathaway 11/26 *****112	26 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

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.



0		nces		Floater H	ours Care	er						
	RG Instanc Primary Jol	e 0 b: ✔ Pa	HR Status In yroll Status Re	active etired Termin	Last Hire ation Date	09/08/2009 01/02/2015						
Assignm Empl I Record I	ents Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FL SA Status	Pa Gr
0 1	UCOP1		UNIVERSITY	Univ of CA, Ofc President	^{of} CONV	CONVERSION JOB		0.000000	Conversion Use Only	ZZZ	х	С
r Return to	o 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.
	Return to Search Criteria link.



Course Critoria						New Wir	ndow Help
Search Chiena		_					
Search Type	Person	Ad Hoc Search					
Search Parameter	PERSON_SEARCH	Person Search					
Search Result Rule 👔							
Search Result Co	de PERSON_RESULTS	Q Person Results					
User Default				Search	Clear All	Carry ID reset	
earch Criteria 🕜							
Search Fields			v	alue			
National Id			40860	1126		٩	
Legal First Name S	Search					Q	
Legal Last Name S	Search					٩	
							_
Date of Birth				H			
Search by Order Number 👔							
Search Order	Description					Selective Search	
10	Nib Oliy						_
						Selective Search	
20	Name, Bday & NID						
						Selective Search	
30	First Name and DOB						

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



Search Type Person Ad Hoc Search Search Parameter PERSON_SEARCH Person Search Result Code PERSON_RESULTS Person Search Results Search Results Search Results Return to Search Criteria Search Results Terrst Name and DOB Return to Search Criteria Search Results Personalize Find View All 2 First 1 of 1 to Last search Results Empl ID Name Type Legal Middle Legal First Name Indept Name Date of Birth 1 10000100 FRI Anne C. Hathaway 11/26	earch	Results								New Window
Barch Results Result Not Standard Result Not Standard Result Code PERSON_SEARCH Person Search Results Search Results Return to search Results Search Order Number 10 First Name and DOB Search Results Personalize Find View All 20 First I of 1 P Last Legal Middle Legal Middle Legal Middle Legal Middle Legal Middle Last Name Date of Birth Date of Birth Empl ID Name Type Legal Middle Last Name Empl ID Name Type Legal Middle Last Name Carry ID 10000100 PRI Anne C.	Sea	rch Type Pe	erson		Ad Hoc Searc	b				
Result Code PERSON_RESULTS Person Search Results Search Results Summary Return to search Criteria Number of ID's Found 1 Search Order Number 10 First Name and DOB Search Results Personalize [Find] View All [Image: Personalize [Find] View All [I	Search P	arameter PE	ERSON SEAF	RCH	Person Search					
Search Results Summary Return to Search Criteria Search Order Number 10 First Name and DOB Search Criteria Search Criteria Search Order Number 10 First Name and DOB Earch Results Personalize Find View All 2 First I of 1 Image: Colspan="4">Last Earch III Name Type Legal Middle Last Name Date of Birth I Carry ID 10000100 PRI Anne C. Hathaway 11/26	Re	sult Code PE	ERSON RES	ULTS	Person Search Re	sults				
Return to Search Criteria Return to Search Criteria Search Order Number 10 First Name and DOB Personalize Find View All 2 First I of 1 () Last Earch Results Deteor Birth Regults2 Additional Information Empil ID Name Type Legal Middle Last Name Date of Birth I C. Hathaway	Searc	h Rosults S	ummary							
Search Order Number 10 First Name and DOB Search Critteria earch Results Personalize Find View All 20 First (1 of 1) Last earch Results2 Additional Information Empt ID Name Type Legal Middle Last Name Date of Birth 1 Carry ID 10000100 PRI Anne C. Hathaway 11/26	Nur	nber of ID's I	Found 1					R	teturn to	
Becaults of the Main Cane Door earch Results Personalize Find View All 2 First () 1 of 1 () Last tesults Additional Information () () () () () () () () () () () () ()	Soz	rch Order N	umber 10		First Name and D	OB		S	earch Criteria	
Carry ID Name PRI Anne C. Hathaway Date of Birth	anak D		10		Barra		- A 11 [7]		f h	
Empl ID Name Type Legal First Name Legal Middle Name Last Name Date of Birth Carry ID 10000100 PRI Anne C. Hathaway 11/26	earch R Results	Regults2	Additional I	Information	Person	alize Find Viev	All 🔛	First 🖤 1 of 1 🖤	Last	
Camy ID 10000100 PRI Anne C. Hathaway 11/26			Empl ID	Name Type	Legal First Name	Legal Middle Name	Last Name	Date of Birth		
	1 C	arry ID	10000100	PRI	Anne	C.	Hathaway	11/26		

Step	Action
27.	Click the Show all columns button.

Search Results			New Window Help
Gearch 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		Return to Search	Criteria
Search Order Number 10	First Name and DOB		
Search Results	Persona	alize Find View All 🖾 💿 First 🕢 1 of 1 🛞 La:	st
Empl ID Name Type Lei Na	ne Name Date of Birth	National ID	
1 Carry ID 10000100 PRI Ani	ne 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

						New Win	idow Help
Search Criteria							
Search Type	Person	Ad Hoc Search					
Search Parameter	PERSON_SEARCH	Person Search					
Search Result Rule 👔							
Search Result Co	de PERSON_RESULTS	C Person Results					
User Default				Search	Clear All	Carry ID reset	
Search Criteria 🕜							
Search Fields			V	alue			
National Id						Q	
Legal First Name S	Search		ANNE			٩	
Legal Last Name S	Search					٩	
Date of Birth			11/26/	1988 🛐			
Search by Order Number 👔							
Search Order 10	Description NID Only					Selective Search	
20	Name,Bday & NID					Selective Search	
30	First Name and DOB					Selective Search	

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.
	Clear All
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						New Win	dow Help
Search Type	Person	Ad Hoc Search					
Search Parameter	PERSON_SEARCH	Person Search					
Search Result Rule ?							
Search Result Co	ode PERSON_RESULTS	Results					
User Default				Search	Clear All	Carry ID reset	
Search Criteria 🕐							
Search Fields			V	alue		0	
National Id							
Legal First Name S	Legal First Name Search					Q	
Legal Last Name S		HATH	AWAY		٩		
Date of Birth			Ħ				
Search by Order Number (?							
Search Order	Description					Selective Search	
10	NID Only						
20	Name,Bday & NID					Selective Search	
30	First Name and DOB					Selective Search	

Step	Action
36.	Click the Search button.
	Search



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 Personalize Find View All Image First • 1 of 1 • Last Results Personalize Find View All Image First • 1 of 1 • Last Results Regults2 Additional Information Image First • 1 of 1 • Last results Regults2 Additional Information Name Legal Middle Legal First Name Legal First • 1 of 1 • Last To any ID 10000100 PRI Anne	earch Re	sults									New Window
Search Results Search Results Code PERSON_SEARCH Person Search Search Results Person Search Results Number of ID's Found 1 Search Order Number 10 Name, Eday & NID Search Results Personalize Find View All 20 First I of 1 le Last Search Results Personalize Find View All 20 First I of 1 le Last Search Results Personalize Find View All 20 First I of 1 le Last Search Results Personalize Find View All 20 First I of 1 le Last Search Results Personalize Find View All 20 First I of 1 le Last Search Results Regults2 Additional Information Image: Note I ast Name Legal Middle Empl ID Name Type Legal First Name Legal Middle Last Name Carry ID 10000100 PRI Anne C. Hathaway 11/26	Search	ype Person			Ad Hoc Searc	:h					
Result Code PERSON_RESULTS Person Search Results Search Results Summary Return to Search Criteria Search Order Number 10 Name, Bday & NID Search Results Personalize Find View All 20 First I of 1 I Last Barch Results Personalize Find View All 20 First I of 1 I Last Eesuits Regults2 Additional Information Image: Name Name Name Name Name Name Name Name	Search Param	eter PERSO	N_SEA	RCH	Person Search						
Search Results Summary Return to Search Order Number 10 Name, Bday & NID Search Results Personalize Find View All 20 First ④ 1 of 1 ④ Last Empl ID Name Type Legal Middle Last Name Date of Birth Carry ID 10000100 PRI Anne C. Hathaway 11/26	Result (ode PERSO	N_RES	ULTS	Person Search Re	esults					
Number of ID's Found 1 Return to Search Order Number 10 Name, Bday & NID aarch Results Personalize Find View All [2] First (1) of 1 (2) Last esults Engel ID Name : Personalize Find View All [2] First (2) 1 of 1 (2) Last Engel ID Anne Legal Middle Last Name Date of Birth Carry ID 10000100 PRI Anne C. Hathaway 11/26 Integer	Search Re	sults Summ	nary								
Search Order Number 10 Name, Bday & NIJ Search Results Personalize Find View All First 1 of 1 Last seults Regults2 Additional information Image: Name legal Middle Last Name Date of Birth Empl ID Name Type Legal First Name Legal Middle Last Name Date of Birth Carry ID 10000100 PRI Anne C. Hathaway 11/26	Number	of ID's Found	d 1	I				R	eturn to earch C	riteria	
Personalize Find View All [2] First (1) 1 (2) Last Last Legal Middle Last Empl ID Name Type Legal Middle Last Date of Birth 1 Carry ID 10000100 PRI Anne C. Hathaway 11/26	Search	order Numbe	er 10		Name, Bday & NII	D					
Legal Middle Legal Middle Last Name Date of Birth I Carry ID 10000100 PRI Anne C. Hathaway 11/26	earch Resul	ts			Person	alize Find Vie	w All 🚺 🖉 Fil	rst 🕙 1 of 1 🛞	Last		
Carry ID 10000100 PRI Anne C. Hathaway 11/26	Results Re	sults2 Ad	ditional I I ID	Name Type	Legal First Name	Legal Middle	Last Name	Date of Birth			
	1 Carry I	1000	0100	PRI	Anne	Name C.	Hathaway	11/26			
		_									

Step	Action
37.	Click the Show all columns button.

											1
Sea	arch Results									New Window	I Helt
Search Type Person				A	d Hoc Searcl	h					
Se	arch Parameter F	ERSON_SEAF	RCH	Perso	on Search						
	Result Code F	ERSON_RESU	JLTS	Perso	on Search Re	sults					
-	Search Results	Summary									
	Number of ID's	Found 1							Return to Search Co	riteria	
	Search Order I	lumber 10		Name	e, Bday & NID						
Sea	rch Results						Personali	e Find View /	All 🖪 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
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.