State of Wisconsin

Department of Administration

Search for People

Purpose

The purpose for Search for People functionality is to allow agencies to find employee information for employees who are not in their row-level security. This information can be used to gather the information needed to perform a Request Job Change ("People Stealer"), and it can also be used to ensure employees are not duplicated within PeopleSoft HCM.

Contents

Resources

To be used in combination with:

Personnel Roster

Enterprise Personnel Report

Search by SSN

Job Change Request (PeopleStealer)

How To Search For People

Begin by navigating to the **Search for People** page.

Workforce Administrator Home Page > Human Resources Dashboard > Person Tile > Search Folder > Search For People

OR

NavBar > Workforce Administration > Personal Information > Search for People

1. Select Person from the **Search Type** List
2. Enter or Select PSCS_ADHOC in the **Search Parameter** Field.
3. Click **Search**

4. Enter the desired **Search Results Code**:

- **JOB_DATA1** – most typically used, will provide all required data to "steal" record
  - o Empl ID
  - o Name
  - o Empl Record
  - o Org Relationship
  - o Effective Date
  - o Empl Class
  - o Company
  - o Business Unit
  - o Department ID
  - o Payroll Status
  - o HR Status

- **PERSON_DATA**
  - o Empl ID
  - o Name
  - o Empl Record
  - o DOB
  - o Home Address
  - o Home City
  - o Home State
  - o Home Postal Code
  - o Home Phone

- **PROFILE_DATA**
  - o Empl ID
  - o Name
  - o Empl Record
  - o Probation End Date

- **PSRS_HIRE**
  - o Empl ID
  - o Last Name
  - o First Name
  - o Middle Initial
  - o National ID
  - o DOB
  - o Home Address
  - o Home City

5. Enter the first name, **TAB OUT OF THE FIELD**

6. Enter the last name, **TAB OUT OF THE FIELD**

IMPORTANT: The name fields are hard coded with a search type of "Begins With".

Search Criteria ⑦

Search Fields	Value
First Name Search	
Last Name Search	

7. Click on either of the **Search** buttons to review your search results.

Search Criteria

Search Type   Person   ☐ Ad Hoc Search

Search Parameter   PSCS_ADHOC   CS_Person Adhoc Search

Search Result Rule ⑦

Search Result Code JOB_DATA1 🔍	Search	Clear All	Carry ID reset
User Default	Job Data 1		

Search Criteria ⑦

Search Fields	Value
First Name Search	
Last Name Search	

Search by Order Number ⑦

Search Order	Description		Selective Search
10	CS_AdHoc Search		

Return to Search Results

8. If there are no matching results to display you will receive this message:

Search Criteria did not return any results (18160,43)

Enter new or additional Search Criteria

OK

9. If there are matching results to display you will be brought to the list of results
   a. The number of individual Empl ID's that match your search will be listed under the Search Results Summary.

10. To expand the column display, click the Show All Columns icon

11. If you are using the Job Change Request (PeopleSteal) functionality, make note of the Empl ID, Business Unit, and Department ID
12. There will be a row for all Job Data rows on the employee's record. The Effective Date is the effective date of that particular Job Data row.