

Searching for Existing Identification Records

Unique Identification Records

A unique identification record is the primary key for most Banner HR data processing. Every individual in the Banner HR system must have a unique identification record...

...before they can be identified as an employee

and

...before any employee related activity can take place

The Most Critical Step...

Selecting the Correct Identification Record

Selecting the correct identification record represents the most critical step when working with Banner HR data. Every user of the Banner HR system is a steward of the database and responsible for accurate record management. The proper management of identification records within the Banner HR system is a critical element of database integrity.

Selecting the Wrong Individual's Record

Selecting the wrong individual's record will result in significant problems for the employee(s), the department(s), the campus HR office(s) and the USNH HR offices affected by this mistake. At a minimum, this type of mistake will certainly result in benefits and payroll errors.

Banner ID's Beginning With @

Do Not Use IDs Which Begin With @

Banner IDs beginning with @ are for applicant tracking only. No other HR activity should be associated with these records.

Validate the Individual's Information

It is critical to validate as much information about the person as is possible before assuming you have the correct identification record or assuming that no identification record exists. Previous entries for an individual may have included a typo in their USNH ID or SSN.

Task 1A: Search for an Existing ID Record by ID

TASK 1A: Search for an Existing ID Record by ID	
STEP 1: GATHER INFORMATION	1) USNH ID [9 digit number which begins with 9] 2) Last Name 3) First Name 4) Date of Birth
STEP 2: ACCESS the identification form	PPAIDEN
STEP 3: In the ID field , TYPE the person's USNH ID (no dashes) OR TYPE part of the USNH ID followed by % then PRESS ENTER [e.g. 999999%]	
STEP 4: REVIEW Results	<p>If a match exists... The individual's name is displayed Use NEXT BLOCK to VALIDATE name/SSN</p> <p>Use this record only if all information matches</p> <p>If a match exists... BUT... ...the ID does not match <i>*WARNING* Previous ID replaced with current ID</i> should be displayed on the auto-hint line Use NEXT BLOCK, Options > Alternate Names/ID's to VALIDATE the previous ID</p> <p>Use this record only if all info matches</p> <p>...the name does not match Use NEXT BLOCK, Options > Alternate Names/ID's to VALIDATE previous name</p> <p>Use this record only if all info matches</p> <p>If more than one match exists... ID and Name Extended Search is displayed To view results: CLICK the list's drop-down arrow Multi-lines reflect ID/name changes and the top line is the most current info</p> <p>To select a record: CLICK the individual's name This will return you to PPAIDEN Use NEXT BLOCK to VALIDATE name/ID/SSN</p> <p>Use this record only if all info matches</p>

To reduce results to individuals:

SELECT Person

The number of records matching the query is in upper right corner

To further reduce results:

ADD values to the fields **CLICK Search**

To exit without selecting a record:

CLICK the **X** in upper right

If No match exists...

ID number does not exist, press NEXT BLOCK to add ID information should be displayed

VERIFY ID entered; re-enter if necessary

DO NOT ADD ID INFORMATION

GO TO:

TASK 1B: Search for an Existing ID Record by Name

Task 1B: Search for and Existing ID Record by Name

TASK 1B: Search for an Existing ID Record by Name	
STEP 1: GATHER INFORMATION	1) USNH ID [9 digit number which begins with 9] 2) Last Name 3) First Name 4) Date of Birth
STEP 2: ACCESS the identification form	PPAIDEN
STEP 3: FORMULATE QUERY TEXT to type in name field	Name field is to the right of the ID field and is in the format: last name,first name Example: query text used to search for an individual named Robert Twilliams includes: twilli% twilliams,ro% twilliams,robin%
STEP 4: TYPE QUERY TEXT in name field	
STEP 5: PRESS ENTER	
STEP 6: REVIEW Results	<p>If a match exists... The individual's name is displayed Use NEXT BLOCK to VALIDATE name/ID/SSN Use this record only if all information matches</p> <p>If a match exists... BUT...</p> <p>...the ID does not match <i>*WARNING* Previous ID replaced with current ID.</i> should be displayed on the auto-hint line Use NEXT BLOCK, Options > Alternate Names/ID's to VALIDATE name/ID Use this record only if all info matches</p> <p>...the name does not match Use NEXT BLOCK, Options > Alternate Names/ID's to VALIDATE name/ID Use this record only if all info matches</p> <p>If more than one match exists... ID and Name Extended Search is displayed</p> <p>To view results: CLICK the list's drop-down arrow Multi-lines reflect ID/name changes and the top line is the most current info</p> <p>To select a record: CLICK the individual's name This will return you to PPAIDEN Use NEXT BLOCK to VALIDATE name/SSN</p>

Use this record only if all info matches

To reduce results to individuals:

SELECT Person

The number of records matching the query is in upper right corner

To further reduce results:

ADD values to the fields **CLICK Search**

To exit without selecting a record:

CLICK the **X** in upper right

If No match exists...

DO NOT ADD ID INFORMATION

GO TO:

TASK 1C: Query the Person Search Form [SOAIDEN]

Task 1C: Query the Person Search Form (SOAIDEN)

TASK 1C: Query the Person Search Form [SOAIDEN]	
STEP 1: GATHER INFORMATION	1) USNH ID [9 digit number which begins with 9] 2) Last Name 3) First Name 4) Date of Birth
STEP 2: ACCESS the identification form [PPAIDEN]	
STEP 3: CLICK ID field search button (Down pointing triangle)	
STEP 4: CLICK Person Search	SOAIDEN
STEP 5: TYPE all or part of the person's ID number, last name and/or first name	Use % and _ wildcards as needed
STEP 6: CHOOSE No Case-sensitive Query	Bottom left corner of form
STEP 7: Query > Execute	
STEP 8: REVIEW Results	<p>To select a likely match DOUBLE-CLICK the record This will return you to PPAIDEN Use NEXT BLOCK to VALIDATE name/SSN</p> <p>Use this record only if all info matches</p> <p>If No match exists OR to exit without selecting a record: CLICK Exit in upper right</p> <p>DO NOT ADD ID INFORMATION</p> <p>If you DO NOT have a Banner HR account which allows you to add identification records...</p> <p>...contact your Human Resources representative for assistance with adding an identification record for the person and proceed to page 13.</p> <p>If you DO have a Banner HR account which allows you to add identification records...</p> <p>GO TO: TASK 1D: Query the ID Lookup Tool</p>

Task 1D: Query the ID Lookup Tool (for users with PPAIDEN Entry Access)

TASK 1D: Query the ID Lookup Tool (for users with PPAIDEN Entry Access)	
STEP 1: GATHER INFORMATION	1) USNH ID [9 digit number which begins with 9] 2) SSN 2) Last Name 3) First Name 4) Date of Birth
STEP 2: ACCESS the ID Lookup Tool	On the Enterprise Systems Gateway page [http://www.usnhgateway.org/] CHOOSE Production Systems > Common ID Lookup
STEP 3: Enter your Username: and Password:	This is your Blackboard username and password. If you don't know your username... CLICK Forgot Password? and then CLICK Find my username! If you don't know your password... CLICK Forgot Password? and use the Password Reset Service . If you are unable to reset your password contact the UNH IT Help Desk at (603) 862-4242.
STEP 4: Enter your search criteria	1. Search by USNH ID OR 2. Search by SSN (No dashes) OR 3. Search by First Name, Last Name (Do not enter Middle Name; it will limit results.) OR 4. Search by DOB [Date of Birth] (DD-MON-YYYY) Note: The '%' symbol may be used as a wildcard except on the DOB field.
STEP 5: REVIEW Results	If you find a match review your results carefully! Validate the record found against your source documentation (I-9, etc.). If the data matches, write down the Common ID [USNH ID] because this will be the number you will use to add an identification record. If the data is close but doesn't all match (transposed birth date, etc.) contact the UNH IT Help Desk at (603.862.4242) for clarification. If No match exists after completing Task 1, 2 & 3 and you DO HAVE a Banner HR account which allows you to add identification records...

	...proceed to Chapter 2: Adding Identification Records
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