

Name/ID Search Procedures

Prior to Banner HR Entry

Before entering any data in the Banner form PPAIDEN, you must complete a Person Name/ID Search. This search is **mandatory**, as the individual may already exist in Banner HR, Banner Finance, and/or Banner Student.

Entry of duplicate identification information in Banner may result in the following:

- incomplete employee or student information in UAOnline
- incorrect employment and payroll reporting to state and federal agencies
- inability for an individual to register for classes and/or receive timely financial aid
- inability to pay or refund individuals or clients for services to the university
- substantial time, effort, and cost in research and corrections of records
- inconvenience and possible incurred costs to the individual

Complete a Person Name/ID Search in all three of the forms described below even if a result is returned on the first one and/or two. This will facilitate discovery and clean-up of existing duplicate identification records and ensure current data is being entered on the correct Name/ID.

Name/ID Search in PPAIDEN (Identification Form)

Start the search by entering the university Employee ID (if provided on the Personal Demographic Form or Application Profile) in the ID field on the PPAIDEN form. If no ID is provided, perform a search on the individual's Social Security Number (if provided) by entering it in the ID field. Please also note any information listed on the Personal Demographic Form and/or information provided on the applicant form in UAKJobs under "prior associations" with the University. If the individual lists any item after 1996, they will have records in the Banner system.

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification PPAIDEN 7.2 (PROD)

ID: Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

ID: Name Type: SSN/SIN/TIN:

Person

Last Name:
First Name:
Middle Name:
Prefix:
Suffix:
Preferred First Name:
Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User:
Activity Date:
Origin:

Original Creation

User:
Create Date:

ID number, LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.
Record: 1/1 | | | | | <OSC>

Never assume that the individual is not in the system if not found by this search method.

Next, select the **Search** icon (Down arrow) next to the ID and Name fields. Then, select **Alternate ID Search (GUIALTI)** from the list.

GUIALTI Search (SSN/SID Alternate ID Search Form)

Enter the last name of the individual in the **Last Name** field. The name fields are case sensitive (first letter in upper case, all others in lower case) unless “Case Insensitive Query” is selected at the bottom of the page.

A wildcard value (%) may be entered before or after a string of characters. A wildcard value should be entered after the last name so suffixes like Jr and Sr are found. To limit the search, you should also to enter a partial, not the full, first name or the initial of the first name followed by the % sign. If you believe the name you are searching for may be the last part of a hyphenated name, you can enter a wildcard prior to the last name as well. Execute the query to bring forward any individuals that meet your search criteria.

Example: A name search for Timothy Smith Jr should be entered as Smith% in the Last Name field and Tim% in the first name field. This will ensure return of anyone with last name Smith with a suffix as well as Tim or any variation on the spelling of Timothy.

If no data is found, look at the individual's Personal Demographic Form and/or Application profile for previous names or a preferred first name and Enter/Execute a query based on these as well.

The screenshot shows the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > GUIALTI [Q]". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. A toolbar with various icons is located below the menu. The main window has a title bar that says "SSN/SIN Alternate ID Search GUIALTI 7.0 (PROD)". Inside, there is a table with the following columns: SSN/SIN/TIN, ID, Entity, Last Name, First Name, Middle Name, Birthdate, and Change. The table contains multiple rows, all of which are currently empty. At the bottom of the window, there are two radio button options: "Case Insensitive Query" (which is selected) and "Case Sensitive Query". Below these options is a status bar that says "Enter a query; press F8 to execute, Ctrl+Q to cancel." and "Record: 1/1 | Enter-Qu... | <OSC>".

When results are returned, review the names carefully to see if the individual appears on the list and that the first name, middle initial, and birth date also match. If a match is made, review the Change indicator column in order to select the right record. The change indicator will be blank

for the most current data (*Values in this column are N for name change and I for ID change*). Hit **Select** or double-click on the appropriate line to return the information back to PPAIDEN. If no match is found, the system will inform you that no records were found at the bottom of the screen. You may search by SSN by entering the SSN in SSN/SIN/TIN field. You can also search by birth date with a partial first name and a % to pull all possible matches. Initiate another query by entering different criteria or select **Cancel Query**.

Never assume that the individual is not in the system if not found by this search method.
Next, exit out of PPAIDEN and go to **SSN/SIN/TIN History (GUITINH)**.

GUITINH Search (SSN/SIN/TIN History)

Enter the SSN of the individual in the SSN/SIN/TIN field and Next Block. The person's University ID, along with their name and birth date will show up in the 'Entity Selection' block. There should only be ONE ID per individual.

Oracle Developer Forms Runtime - Web: Open > GUITINH

File Edit Options Block Item Record Query Tools Help

SSN/SIN/TIN History GUITINH 7.3 (PROD)

ID: SSN/SIN/TIN:

Entity Selection

ID	Entity	Name	Current SSN/SIN/TIN	Birth Date

History

SSN/SIN/TIN Changed From	SSN/SIN/TIN Changed To	Changed By	Date Changed	Time Changed

ID: press LIST for person, COUNT HITS for non-persons, DUP ITEM for SSN/SIN Search.
Record: 1/1

If the individual is found in Banner, go to the Personnel Demographic Form procedures at http://www.alaska.edu/hr/procedures/PDF/personnel.changes.personal_demographic.pdf to review the fields for any changes to existing data.

If you discover an individual with two or more IDs from any of the above searches, please see “Reporting a Duplicate ID” below.

If no records are returned from any of the above searches, please see “Creating a New Name/ID Record” below.

Reporting a Duplicate ID

All duplicate identification records for employees should be reported to Statewide HR by email at syhr@alaska.edu. For each duplicate ID reported, please include: all ID's with associated names and the correct name as it appears on the employee's Social Security card.

Do not perform any further Banner data entry until an appropriate ID is coordinated between Statewide and the MAU.

Creating a New Name/ID Record in PPAIDEN

If the person/ID is not found in the name/ID searches, **Exit** to return to PPAIDEN. Select the **Generate ID** icon at the top of the form; you may also type "GENERATED" in the **ID** field. Then, select Next Block.

Enter the information on PPAIDEN with the current data provided by the individual on the Personal Demographic Form and/or Applicant profile. Once you Commit/Save the name and SSN record under Current Identification an auto-generated ID will appear in the ID field.

Note regarding Student Employees:

If entering data for Human Resources, you should never need to enter an original name/ID record in PPAIDEN for a student employee. Student employees will have been entered by Banner Student when the individual applied for admission and/or registered for classes with the University.