To determine whether or not a new employee is already in the system with an Employee ID number, please follow these steps.

Log into the Human Resources e-Campus site.

- Click on the Workforce Administration link from the Main Menu
- Under Workforce Administration, Click on the **Search for People** link
On the Search/Match Panel, just click the **Search button**.

Click on the **URI HR Search/Match**
Click on the Search Result Code – this step only has to be done once.

Click on the PSCS_Trad.Mask CS_Pers Traditional Result Mask link.
There are two ways a search can be done for a person.

1. **Search by National ID** – enter in the social security number as one continuous number – no dashes - for the person you are looking for. Tab out of the field, the **Search button** will open up for you to click on.

2. **Search by First Name/Last Name** – enter in the person’s first name and last name, making sure to tab out of each field. The **Search button** will open up for you to click on.

The person will show up on this screen if they are in the system.

**Please be sure to search separately both by National ID and then by First/Last Name. **

If you get a message that there are ‘No matching values’ on both searches, this person does not have an Employee ID.

End of Procedure.