Search Match

1. Click the **Workforce Administration** link.

2. Under the **Personal Information** link, Click the **Search Match-Search for People** link.

3. Click the **Search** button.

4. Choose the **URI HR Search/Match** description.

5. Click the **Look Up** for the **Search Result Code** field.

6. Click the **CS Pers Traditional Result Mask** Description.

7. Enter the person's social security number in the **National ID** field.
   
   This number should be entered as a continuous number without dashes.

8. Enter the person's Social Security # in the **National ID field** and then tab out.
   
   Click **Search**.

9. If the person is in the system, the results will look like this.
   
   The person's ID number is located under the EmplID column.
   
   Click on the **Results 2** tab to get birth year.

10. If the person is not in the system with their social security number, this message will appear.
    
    “Search match Criteria did not return any results. Enter new or additional criteria.”
   
   A search must now be done using the person’s name.

   Click the **OK** button.

11. Click on the **Clear All** button to get rid of any criteria in the fields.

12. Enter in the person's first name, tab out of the field.
    Then enter the person's last name.
    
    Be sure to tab out of each field so the system can process the information you are giving it.

13. Click the **Search** button.

14. If the person is in the system, the results will look like this.
    
    The person's ID number is located under the EmplID column.

15. **End of Procedure.**