

Searching HRS to Determine if Student is Currently Working or Has Ever Worked for UW Oshkosh

Complete a search to see if someone is in the HRS Payroll System:

Information Needed

Social Security Number (SSN; National ID)

Search in HRS Payroll System

Login to HRS	hrs.wisconsin.edu or via the UW-System Portal
Click	Workforce Administration
Click	Personal Information
Click	Add a Person – Student Help
Click	Search for matching persons
Enter SSN#	National ID Box (without dashes)
Click	Tab or Enter on Keyboard
Scroll Down	Find NID Only
Click	Selective Search

If There is No Match to National ID Search

New Hire Paperwork	Have employee complete I-9, W4, Direct Deposit, Selective Service (male only)
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing
<i>After Notification from Human Resources</i>	
Add	Funding
Add	Time Approvers

If a Match to National ID – Search to See if Have Job

Confirm	National ID (Social Security Number)
Write Down or Copy	Empl ID # - Note: Carry ID does not do anything
Click	Home
Click	Workforce Administration
Click	Job Information
Click	Job Data - Student Help Only
Enter Empl ID#	Empl ID Box
Click	Search
Action, Reason and Termination Date	Review for each job listed (empl recd #) to determine if still active job or if it is termed, how long has <i>not</i> been active

What to Do After Search for Job and Review of All Job Termination Dates:

If No Job Found

New Hire Paperwork	Have employee complete I-9, W4, Direct Deposit, Selective Service (male only)
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing
<i>After Notification from Human Resources</i>	
Add	Funding
Add	Time Approvers

If Employee has an Active Job (Same or Different Department) OR Employee has Termed (Ended) Job in Different Department for less than 12 months

Add	Employment Instance
Add	Funding
Add	Time Approvers
Job Termed 4 Months but less than 12 mos.	Employee should complete new W4 Form and Direct Deposit Send to Human Resources; Indicate 'SH' on Direct Deposit

If Employee has Termed (Ended) Job in Same Department for less than 12 months

Rehire on Same Job	Add a Row on Current Job and Update Data
Add	Funding
Add	Time Approvers
Job Termed 4 Months but less than 12 mos.	Employee should complete new W4 Form and Direct Deposit Send to Human Resources; Indicate 'SH' on Direct Deposit

If Employee has Not Worked for UW Oshkosh for 12 months

New Hire Paperwork	Have employee complete new I-9, W4, Direct Deposit
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing
<i>After Notification from Human Resources</i>	
Add	Funding
Add	Time Approvers

Complete a search to see if someone is in the HRS Payroll System:

Login to HRS (hrs.wisconsin.edu) or via the UW-System Portal

On Left Menu Bar

- Click Workforce Administration
- Click Personal Information
- Click Add a Person – Student Help
- Click Search for matching persons

Must have Search Result Code of PSHR_GENERAL in order to search

Search Result Rule

Search Result Code: **PSHR_GENERAL** General Core HR Results
[User Default](#) Search Clear All Carry ID Reset

Search Criteria

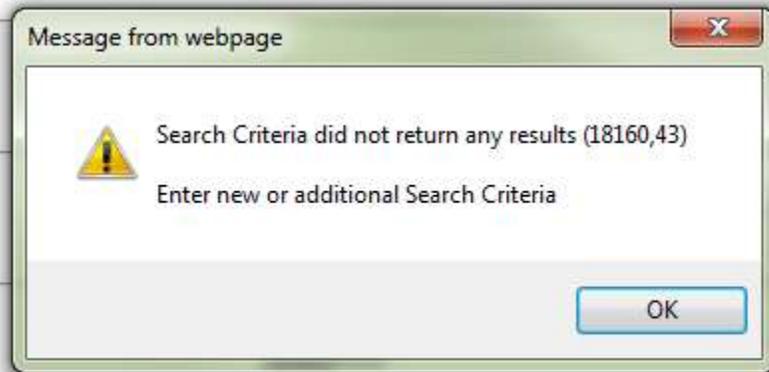
Search Fields	Value
Address Line 1	<input type="text"/>
City	<input type="text"/>
First Name Search	<input type="text"/>
Last Name Search	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="text"/>
National Id	<input type="text"/>

Input Student Social Security Number without dashes; click Tab or Enter on Keyboard

Search by Order Number

Search Order	Description	Selective Search
10	Name,Addr,City,Bday,Gender,NID	Selective Search
20	NID Only	Selective Search
30	Name,Bday,Gender	Selective Search
50	Name Only	Selective Search

If No Match to National ID Search (Social Security Number)



New Hire Paperwork	Have employee complete I-9, W4, Direct Deposit, Selective Service (male only)
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing

If a Match to National ID Then Search to See if Have Job

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: PSHR_SAVE_TIME HR Auto Run at Save Time

Result Code: PSHR_GENERAL General Core HR Results

Search Results Summary

[Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 20 NID Only

Search Results						
Results	Results2	Additional Information				
	EmpID	Name Type	Name Effective Date	First Name	Last Name	National ID
1	Carry ID 00123456	PRI	02/10/2011	ZENITH BELLE		

Confirm National ID (Social Security Number)
Write Down or Copy Empl ID
 Note: Carry ID does not do anything
Search to See if Have Job

Search to See if Have Job

Click	Home (upper right area of screen)
Click	Workforce Administration
Click	Job Information
Click	Job Data - Student Help Only
Enter Empl ID#	Empl ID Box
Click	Search

Click Home ↓

This screenshot shows the Oracle Workforce Administration main menu. A red box labeled '1' highlights the 'Home' button in the top right corner. A red box labeled '2' highlights the 'Workforce Administration' menu item in the left-hand navigation menu.

This screenshot shows the 'Job Information' page within the Workforce Administration section. A red box labeled '3' highlights the 'Job Information' link in the main content area.

This screenshot shows the 'Job Data - Student Help Only' search page. A red box labeled '4' highlights the 'Job Data - Student Help Only' link in the main content area. A red box labeled '5' highlights the 'Input Empl ID Number' text input field in the search form.

↩ 6 - Click Search

Action, Reason and Termination Date

Review for *each* job listed (empl recd #) to determine if still active job or if it is termed, how long has *not* been active

- ▷ Manager Self Service
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - ▷ Review Job Information
 - ▷ Reports
 - ← Job Data
 - ← Job Data - Student Help Only
 - ← Add Emplmnt Instance - Student
 - ← Current Job
 - ▷ Template-Based Hire
 - ▷ Workforce Reports
- ▷ Benefits
- ▷ Time and Labor
- ▷ Payroll for North America
- ▷ Global Payroll & Absence Mgmt
- ▷ Payroll Interface
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Workforce Monitoring
- ▷ Set Up HRMS
- ▷ UW Absence Management Reports
- ▷ UW Benefits Reports
- ▷ UW Financial Reports
- ▷ UW HR Reports

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 00721365

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

↓ 1 - Click on First Empl Rcd Nbr (Job) Row

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
00123456	0	ZENITH BELLE		(blank)	(blank)	R
	1	ZENITH BELLE		(blank)	(blank)	R

Work Location Job Information Job Labor Payroll* Salary Plan Compensation UW Custom UW Benefits

ZENITH BELLE EMP ID: 00123456 Empl Rcd #: 0

Work Location Find First 1 of

HR Status: Inactive Payroll Status: Terminated Go To Row

*Effective Date: 06/03/2012 Sequence: 0 *Job Indicator: Primary Job

*Action: Termination *Reason: Fixed-Terminal

Last Start Date: 08/31/2011 Termination Date: 06/02/2012

Expected Job End Date: 06/02/2012

Last Date Worked: 06/02/2012 Override Last Date Worked

Position Number: Position Management Record

*Regulatory Region: USA United States

Company: UWS University of Wisconsin System

*Business Unit: UWOSH UW Oshkosh Department Entry Date: 08/31/2011

*Department: F250199 RES LIFE OPERATIONS

*Location: F0038 FLETCHER HALL

Establishment ID: UWOSH UW Oshkosh Date Created: 06/03/2012

Job Data Employment Data Earnings Distribution Benefits Program Participation

Note Empl Record Number (Empl Rcd #)

0 = first job
1 = second job
And so on

Must look at each job to determine if still active employee

↩ 2 - Note Action, Reason and Termination Date

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

↩ 3 - Click Next in List to view other jobs

What to Do After Search for Job and Review of All Job Termination Dates:

If No Job Found

New Hire Paperwork	Have employee complete I-9, W4, Direct Deposit, Selective Service (male only)
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing
<i>After Notification from Human Resources</i>	
Add	Funding
Add	Time Approvers

If Employee has an Active Job (Same or Different Department) OR Employee has Termed (Ended) Job in Different Department for less than 12 months

Add	Employment Instance
Add	Funding
Add	Time Approvers
Job Termed 4 Months but less than 12 mos.	Employee should complete new W4 Form and Direct Deposit Send to Human Resources; Indicate 'SH' on Direct Deposit

If Employee has Termed (Ended) Job in Same Department for less than 12 months

Rehire on Same Job	Add a Row on Current Job and Update Data
Add	Funding
Add	Time Approvers
Job Termed 4 Months but less than 12 mos.	Employee should complete new W4 Form and Direct Deposit Send to Human Resources; Indicate 'SH' on Direct Deposit

If Employee has Not Worked for UW Oshkosh for 12 months

New Hire Paperwork	Have employee complete new I-9, W4, Direct Deposit
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing
<i>After Notification from Human Resources</i>	
Add	Funding
Add	Time Approvers