

# PPAIDEN

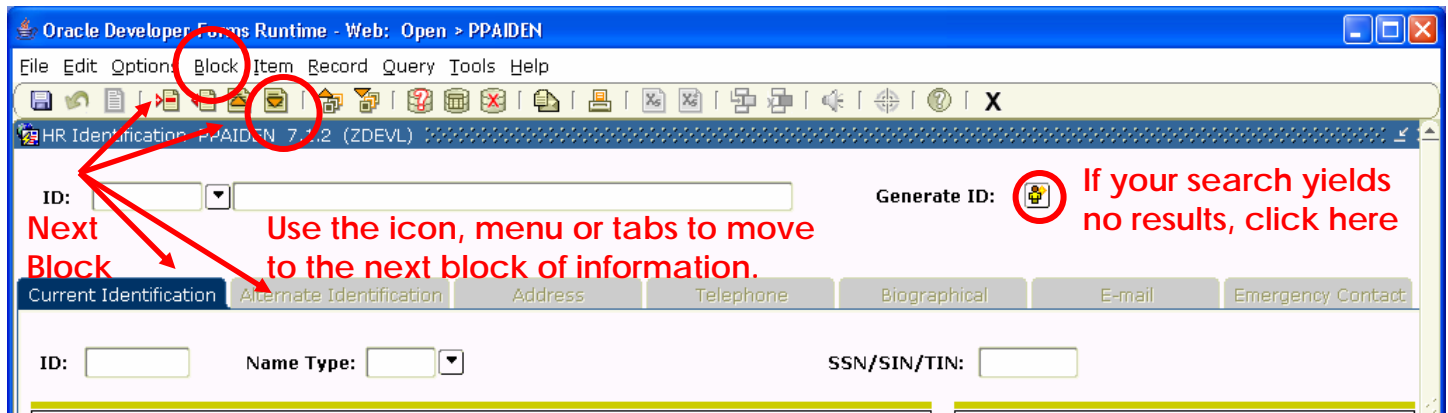
Revised November 17, 2006

Use PPAIDEN to "create" a new employee-but only after completing a thorough search! If the person already has an A number, skip down to page 3: Current identification Block.

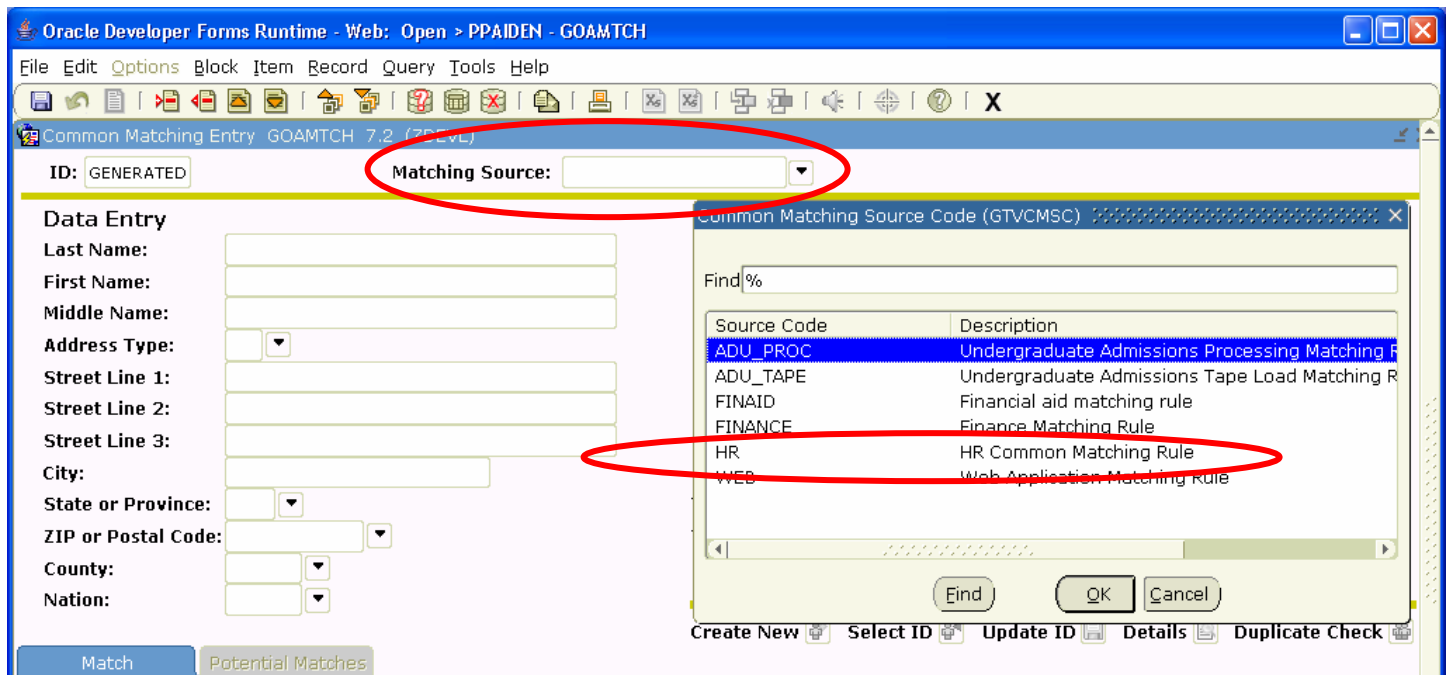
There are seven critical elements involved in entering a new employee. They are: Name, Address, SSN, Birth date, Gender, Citizenship and Ethnicity.

To enter a NEW employee with a NEW A-number, click on Generate ID.

Next Block: Move from block to block in PPAIDEN with the "next block" icon; pull down menu, or keystroke (control page down). You can also click on the tabs.



Select HR for the matching Source. You can select it from the list as shown by clicking on the arrow box next to the field, or simply type HR in the field. Move to the Next block.



**Complete the Matching Source Information.** Enter the last name, first name, SSN and birth date. Use the legal name as shown on the Social Security Card. (Note: on this form, the birth date is entered as day/month/year (or dd/mm/yyyy). Use the correct data standards when entering names. The first letter is uppercase, others are lowercase.

Click on the Duplicate Check icon. The system will run the information against the HR Common Matching rule to check for similar records.

If similar records are found, they will show up in the bottom block on the page. Scroll through the records to ensure none of them could be the person you are entering. This is a final check in the system before you enter a new person. Please be thorough.

**Oracle Developer Forms Runtime - Web: Open > PPAIDEN - GOAMTCH**

File Edit Options Block Item Record Query Tools Help

Common Matching Entry GOAMTCH 7.2 (ZDEVL)

ID: GENERATED Matching Source: HR HR Common Matching Rule

**Data Entry**

Last Name: Cat **Use correct data standards when entering names!**

First Name: Fat

Middle Name:

Address Type: MA Mailing

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Non-Person Name:

SSN/SIN/TIN: 123123000

Birth Date: Day: 01 Month: 07 Year: 1980

Gender: Not Available

E-mail Type: CAMP Campus Email

E-mail:

Telephone Type: MA Mailing

Telephone:

Create New Select ID Update ID Detail Duplicate Check

ID	Name SSN/SIN/TIN	Address	Telephone E-mail	Birth Date Gender

All Addresses:

Match Priority: Match Results: Clear

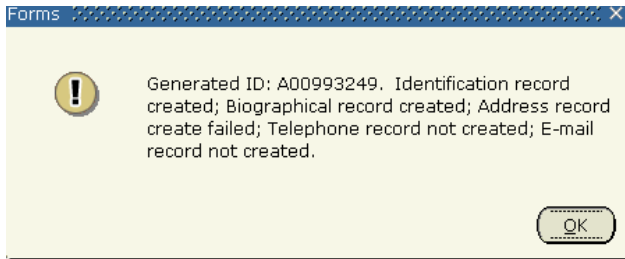
Gender.  
Record: 1/1 ... <OSC>

SCT Banner

No matches found, create as new?

Yes No

If the system finds no potential matches, click on Yes; a new user will be created.

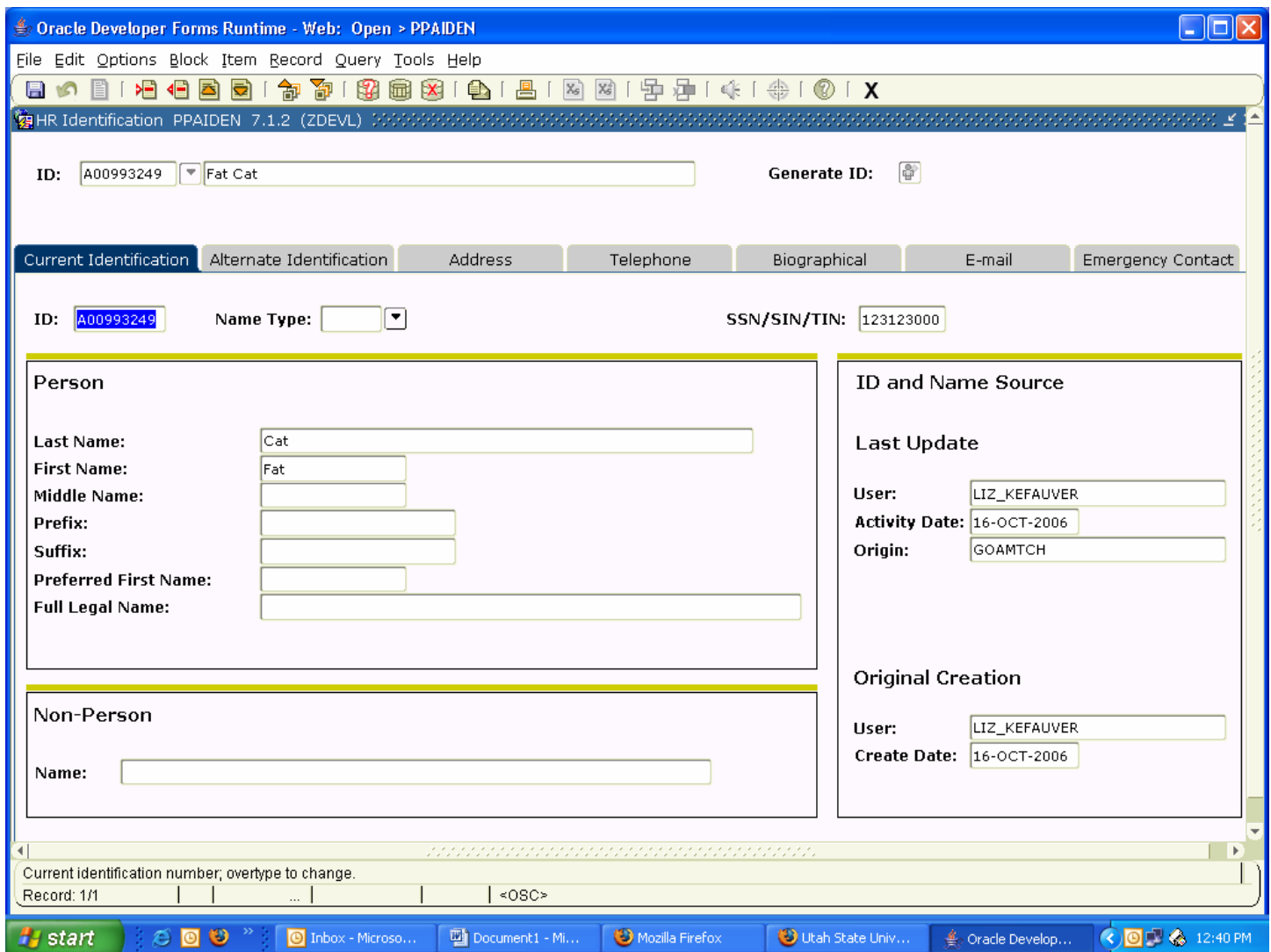


This box tells you what has just been generated; Click OK to continue.

**Next Block:** Move from block to block in PPAIDEN with the "next block" icon; pull down menu, or keystroke (control page down).

The **Current Identification** block shows the full legal name. If you are entering information into Banner, use the legal name as shown on the Social Security Card. The ID will be generated for you. **Name** is the first critical element.

This information will be filled in for you. First, double check the SSN and the First, Middle and Last names. The Non-Person field is for vendors and is not applicable in HR transactions. Note that your name and the date will be populated automatically.



**Address** is the second critical element.

The "From Date" field will be populated. Do not fill in the "To Date" field, which is for a change of address. Filling in the "To" date may inactivate the address.

The address type should be **MA**. This is the mailing address. Ensure that this is the address where the employee will receive official postal mail such as pay information and W2 forms. The sequence number will populate automatically.

Note: If you are editing an existing file and need to update the address, Click on the "Record" pull-down menu, then "Insert," to clear the form and insert a new **MA** Address. Do not delete or type over the old address unless you are correcting an error.

**Use correct data standards when entering information.** Do not use periods (.) when entering abbreviations. Do not use the pound sign (#) when entering apartment numbers. Type the first letter of street and city names in uppercase. After entering the address, if you tab down to the zip code and enter it, it will populate the city and state fields. You won't need to fill out the County and Nation fields.

If you enter a phone number, the first field is for the area code, the middle field is for the seven digit number (no dash) and the last field is for an extension. The phone number is not a required element.

**Save** by pressing F10 or clicking on the save icon or using the File pull-down menu.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'PPAIDEN' form. The 'Address' tab is selected. The 'From Date' is 16-OCT-2006. The 'Address Type' is set to 'MA' (Mailing), which is circled in red. The 'Sequence Number' is 1. The address is 1234 Oak St, Logan, UT 84321. The telephone number is 435-7971000-9999. Red text annotations state: 'Always select "MA" for the address type.' and 'Use the correct data standards when entering addresses: Do not use # or % Do not use periods in abbreviations.'

The **Biographical Tab** contains the last five critical elements.

**Gender:** you must identify male or female. You will get an error on your EPAF if you select Not Available.

**Birthdate:** type the date in this format: mmddyyyy with no slashes, it will populate correctly.

**SSN:** Double check to ensure this number is correct

**Citizenship:** 1 is for US citizen. Click on the arrow box to see other options.

**Ethnicity:** Click on the arrow box to see all options. The new Ethnicity field will be used when updated ethnicity codes are implemented.

**Save** by pressing F10, Clicking on the "File" pull-down menu and selecting "Save," or clicking on the save icon (disc). Close this form by clicking on the black **X**.

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

HR Identification PPAIDEN 7.1.2 (ZDEVL)

ID: A00993249 Fat Cat Generate ID: [Icon]

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

**Gender:**  Male  Female  Not Available

**Birth Date:** 01-JUL-1980 [Calendar Icon]

**Age:** 26

**SSN/SIN/TIN:** 123123000

Confidential  Deceased

**Deceased Date:** [Calendar Icon]

**Citizenship:** 1 U.S. Citizen

**Marital Status:** [Dropdown]

**Religion:** [Dropdown]

**Legacy:** [Dropdown]

**Ethnicity:** W White, non-Hispanic

**New Ethnicity:** None

Ethnicity and Race Confirmed

**Confirmed Date:** [Calendar Icon]

**Veteran File Number:** [Text Box]

**Veteran Category:** None

**Active Duty Separation Date:** [Calendar Icon]

Special Disabled Veteran

**Last Update**

**User:** LIZ\_KEFAUVER

**Activity Date:** 16-OCT-2006

Race	User	Activity Date
[Dropdown]	[Text Box]	[Text Box]
[Text Box]	[Text Box]	[Text Box]
[Text Box]	[Text Box]	[Text Box]

Gender Record: 1/1 <OSC>

After completing this form, proceed to the next step, which is assigning a job to the employee. See the "What EPAF Do I Use-Reference Guide." Use an EPAF that begins with JB\_ (example: JB\_SAL, JB\_ADJ, JB\_WH).