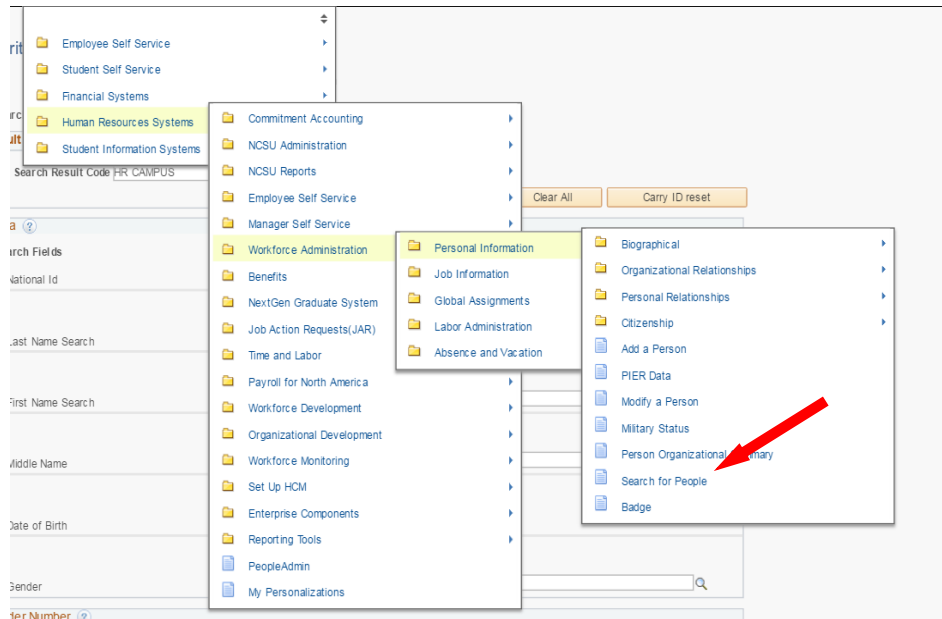


# Search Match

## How to SetUp a Search Match:

Login to **MyPack Portal** and follow this navigation:

Main Menu > Human Resources Systems > Workforce Administration > Personal Information > Search for People



Follow these steps:

1. Search Type: = Select Person from drop down box
2. Search Parameter = Select NC\_PSHR\_HIRE (HR Search Match) by clicking on magnifying glass
3. Click Save Search Criteria (blue link)
4. Name your search and click Save then Return to Advanced Search (the saved search will now be available to select from the Use Saved Search drop down menu)
5. Select your search and then click the Search button
6. On the next screen please select HR CAMPUS in the Search Result Code text box by clicking on the magnifying glass

A Search Criteria page should come up with different fields to search by. We recommend searching with as much information as possible. Once you complete this information click on Search. If there are no search results found then that means no one in the HR System exists with the information you provided. Please leave off the employee ID # and the person's information will be search matched and issued an employee ID # in Human Resources.

If your search does come back with a match or matches then you should review these individuals to verify which one is your exact match by clicking on Details. The next window that will open will be the Personal Information panel. On this screen you can verify date of birth, home address, and phone number. If the ID matches 100% then please include the employee ID # in the JAR transaction. If the ID does not match then leave off the employee ID # and the person's information will be search matched and issued an employee ID # in Human Resources.