

This work instruction was last updated: 30th March 2010

Searching for Employees – Current and Past

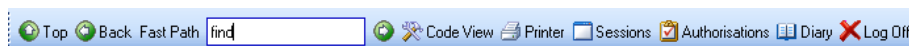
This Work Instruction describes how to look up on ResourceLink for staff who currently work for the University or who have worked in the past.

- | | |
|---|---|
| 1 | Using Find to Search for Current & Past Employees |
|---|---|

1 Using Find to Search for Current & Past Employees

- 1.1 You will always need to find employees' records on the system. If you already know their staff number you can go straight to the task required.
- 1.2 The following search form is made available

- 1.3 The Employee Number, Surname, search and select options are highlighted
- 1.4 Entering either the Employee Number or Surname select search.
- 1.5 Select the appropriate staff member from the list
- 1.6 **Alternatively continue as follows:**
- 1.7 Type 'Find' in the Fast Path field on the toolbar and press 'Enter'.



OR

- 1.8 Select Search for a Human Object in the Favourites Section of the screen



- 1.9 Complete the Surname field and any other fields that you can e.g. date of Birth.

MD900G11 Find a Person - Criteria

General

Surname Initials

Forename

Nat. Ins. No. Sex ☐

Date of Birth Post Code

Current Employee ☒ (Y - Current, N - Not current, A - Any, L - Leavers, D - Deleted)


As at Date

Search Exit




- 1.10 Change the 'Current Employee' field to 'A'

Current Employee ☒ (Y - Current, N - Not current, A - Any, L - Leavers, D - Deleted)

- 1.11 Click on **Search**

- 1.12 To look at further information about the employee, window in by clicking on the **1840355**  at the end of the data entry field to the 'Employee Number' field.

MD900G16 Find a Person - Matching Results

Seq	Name	Initials	Title	Birth Date
005	THOMPSON	BM	MR	
	Nat. Ins. No. 1840355 			
	BARRY			
	Member 	Applicant 	Candidate	
	Interviewer		Tutor	
006	THOMPSON	C	MRS	
	1715283			
	Nat. Ins. No.			
	CHRIS			
	Member	Applicant	Candidate	
	Interviewer		Tutor	

Add Change Delete Expand

Choose Task Select - Add Select - Amend Revise Criteria Exit

- 1.13 You will be presented with the Employee Summary Screen



General			
Nat. Ins. No.	YZ357746B	Length of Service:	
Orig. Start Date	13/03/2006	Employment	2 Years 6 Months 22 Days
End Date		Serv. Cond	2 Years 6 Months 22 Days
Gender	M	Pension	2 Years 6 Months 22 Days
Age	52 Years 11 Months 10 D...	Redundancy	2 Years 6 Months 22 Days
Date Of Birth	21/04/1957		
Main Post	DD03006231	General Dogsboddy	
Position Status	PS002	Part Time - Permanent	
State Retire Date	21/04/2022		
State Retire Age	65 Years 0 Months		

Payroll Summary Personnel Summary **Post Hierarchy** Exit

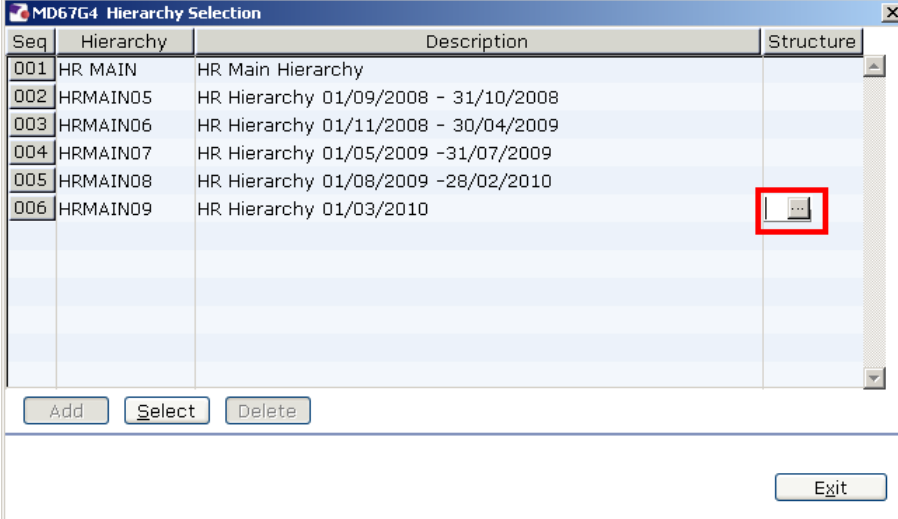
1.14 You can find their place in the hierarchy by clicking on Post Hierarchy



General			
Nat. Ins. No.	YZ357746B	Length of Service:	
Orig. Start Date	13/03/2006	Employment	2 Years 6 Months 22 Days
End Date		Serv. Cond	2 Years 6 Months 22 Days
Gender	M	Pension	2 Years 6 Months 22 Days
Age	52 Years 11 Months 10 D...	Redundancy	2 Years 6 Months 22 Days
Date Of Birth	21/04/1957		
Main Post	DD03006231	General Dogsboddy	
Position Status	PS002	Part Time - Permanent	
State Retire Date	21/04/2022		
State Retire Age	65 Years 0 Months		

Payroll Summary Personnel Summary **Post Hierarchy** Exit

1.15 This will bring up the HRMAIN versions. Click on the highest numbered HRMAIN available (the one without an end date). This will be the most recent one and window in to the Structure



Seq	Hierarchy	Description	Structure
001	HR MAIN	HR Main Hierarchy	
002	HRMAIN05	HR Hierarchy 01/09/2008 - 31/10/2008	
003	HRMAIN06	HR Hierarchy 01/11/2008 - 30/04/2009	
004	HRMAIN07	HR Hierarchy 01/05/2009 -31/07/2009	
005	HRMAIN08	HR Hierarchy 01/08/2009 -28/02/2010	
006	HRMAIN09	HR Hierarchy 01/03/2010	

Add Select Delete Exit

1.16 This will display their position within the Structure Unit

Seq	Level Name	Str Unit	Description
001	UoS	0000000000	University of Southampton
002	UEG	PK00000000	Professional Services Group
003	SCHOOL	PKGR000000	University Secretary
004	DIVISION	PKGRDD0000	Human Resources
005	SUB DIV	PKGRDD0200	Organisational Development
006	TEAM	PKGRDD0220	HR Systems & Information Team

Buttons: Add, Change, Delete, Exit

- 1.17 Continue to click on **Exit** to return to home page.
- 1.18 The Employee ID will appear in the **Person Work List** in the Control Panel of the Home Page.

ID	Name
1840355	MR BM THOMPSON

- 1.19 By Double Clicking on this person a pencil appears beside their Id and means that any task opened will be with this employees record. To stop this, double click on the name again for the pencil to disappear.

ID	Name
1840355	MR BM THOMPSON