



Searching for Employees in Person Management

This guide will cover:

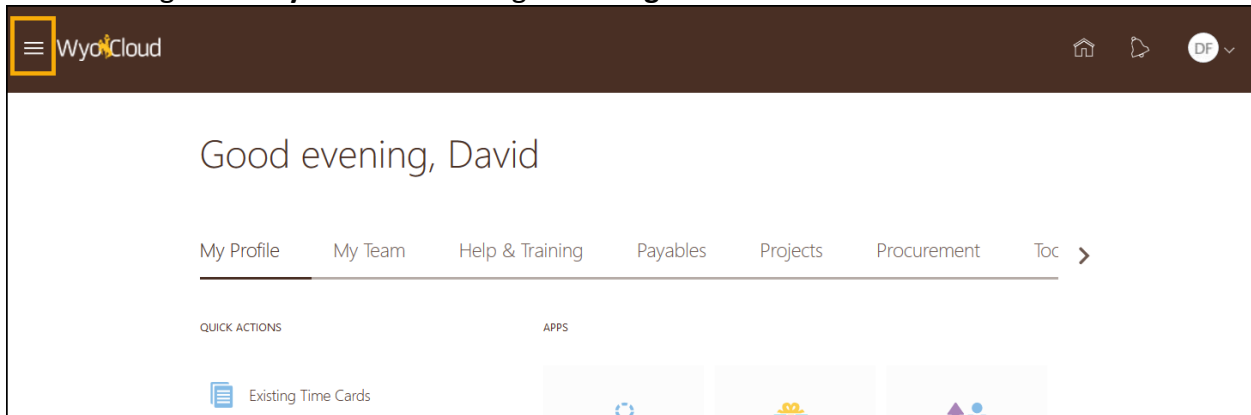
- Using person management to locate employees within your assigned area of responsibility. This is the first step to completing many transactions as a decentralized human resources representative.
- Area of responsibility is section of the UW organizational tree in which you can see and process transactions against.



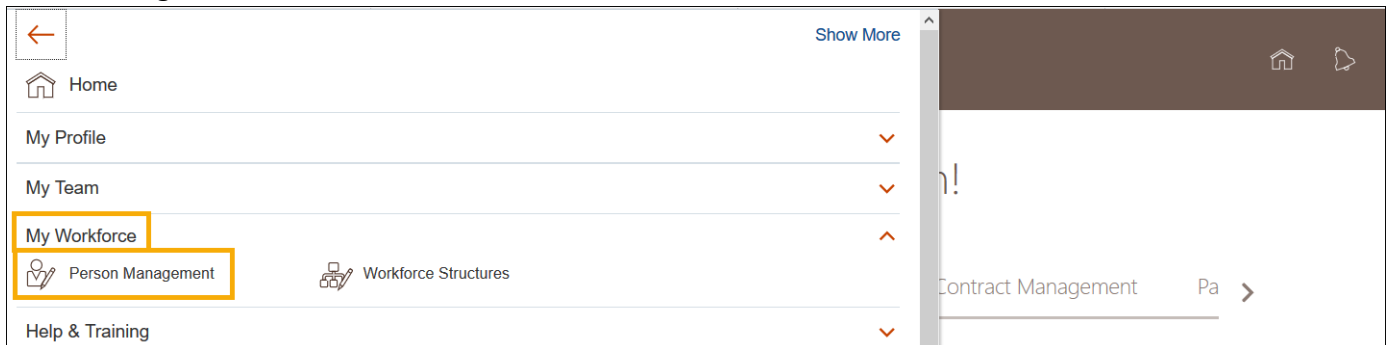
This guide details the steps for completing this process using **Decentralized Human Resources Representative** WyoCloud access.

Step One

- Navigate to **My Workforce** using the **Navigator** bar.



- First click **My Workforce** to expand, then select **Person Management** within the navigator.





Step Two

Locate the employee whom the compensation change is needed.

- The *Person Management: Search* page will display. Here you can search for all employees within your area of responsibility.
- To search, enter at least one of the fields marked with a **double asterisk (**)**. Name or Person Number are recommended.
- To search for previous employees, check the *Include terminated work relationships* box and adjust the *Effective As-of Date*.
- Click **Search**.

Person Management: Search

Advanced Saved Search All People

Search

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

* Effective As-of Date 12/27/2018

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
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- Once the desired employee is located, click their **name** from the search results to open the *Person Management: Manage Employment Page*.

Person Management: Search

Advanced Saved Search All People

Search

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

* Effective As-of Date 12/27/2018

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Testerson, Employee1	TR5000		Associate Vice President of Human Resources	Wyoming Hall	Employee	Trainee	Active - Payroll ...	



- After clicking on the employee's name, the *Person Management: Manage Employment* page will be displayed.

Employee1 Testerson: Person Management

Person Number: TR5000

Manage Employment x

Manage Employment

Work Relationship

Legal Employer: [blank] Country: United States

Worker Type: Employee

Hire Date: 1/1/2018

Assignment: Trainee

Action: Hire Effective Start Date: 1/1/2018 (1 of 1)

Action Reason: Hire to fill vacant position Effective End Date: [blank]

Buttons: Edit, View History

Multiple Assignments

If the employee appears on the search results multiple times, they have multiple assignments. There are a few ways you can confirm you which assignment you are opening.

- Begin by looking at the **Department** and **Job** columns to narrow down the results. For example, Employee1 in the screenshot below has two assignments but in two different departments. So you can use department to easily identify the assignment in your department.

Search Filters: Name: testerson, Keywords: [blank], Person Number: [blank], National ID: [blank], Effective As-of Date: 12/28/2018

Search Results

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Testerson, Employee1	TR5000		Associate Vice President of Human Resources	Wyoming Hall	Employee	Trainee	Active - Payroll E...	[Dropdown]
Testerson, Employee1	TR1009		Systems and Institutional Effectiveness	Wyoming Hall	Employee	Trainee	Active - Payroll E...	[Dropdown]
Testerson, Employee100	TR1099		Associate Vice President of Human Resources	Wyoming Hall	Employee	Trainee	Active - Payroll E...	[Dropdown]



- You can also add additional columns to the search results. Once a column is added, it remains on the search results until you remove it.
- To add a column, click **View** then **Columns**. Here you can see the full list of available columns check the **box** to the left of the column name to add it to the *Search Results*.

The screenshot shows the "Search Results" interface. At the top, there are buttons for "Actions", "View", and "Format". The "View" button is highlighted with a blue box, and its dropdown menu is open, showing "Columns" selected with a blue box. Below the dropdown, a list of columns is displayed, each with a checkbox to its left. The "Assignment Name" and "Assignment Number" checkboxes are highlighted with orange boxes. The table below the dropdown shows search results with columns for "Name" and "TR" (Tracked Record).

Name	TR
Testerson, EmployeeNb2	TR0
Testerson, EmployeeNb1	TR0
Testerson, Employee1	TR5
Testerson, Manager1	TR8
Testerson, Employee466	TR1
Testerson, Employee183	TR1
Testerson, Employee287	TR1
Testerson, Employee397	TR1
Testerson, Employee334	TR1
Testerson, Employee80	TR1



- You can also confirm the assignment details by clicking on one from the search results. This opens the *Person Management: Manage Employment* page where the full details of the assignment can be reviewed.

Employee1 Testerson: Person Management Done

Person Number TR5000

[Manage Employment](#) ×


Manage Employment Done

Work Relationship

Legal Employer Country United States

Worker Type Employee

Hire Date 1/1/2018

Assignment: Trainee  Edit View History

Action Hire

Action Reason Hire to fill vacant position

Effective Start Date 1/1/2018 (1 of 1)

Effective End Date

Assignment Details

Assignment Number ETR5000

Business Unit UWYO

Person Type Employee

Assignment Status Active - Payroll Eligible

Primary Yes

Projected End Date

Job Details

Position Trainee Position

Start Time

toggling between assignments

- From the *Person Management: Manage Employment* page you can move between assignments without returning to the search results by using the **toggle icon**.

Employee1 Testerson: Person Management Done

Person Number TR5000

[Manage Employment](#) ×


Manage Employment Done

Work Relationship

Legal Employer Country United States

Worker Type Employee

Hire Date 1/1/2018

Assignment: Trainee  Edit View History

Action Hire

Action Reason Hire to fill vacant position

Effective Start Date 1/1/2018 (1 of 1)

Effective End Date

This completes the steps to locating employees in Person Management.