


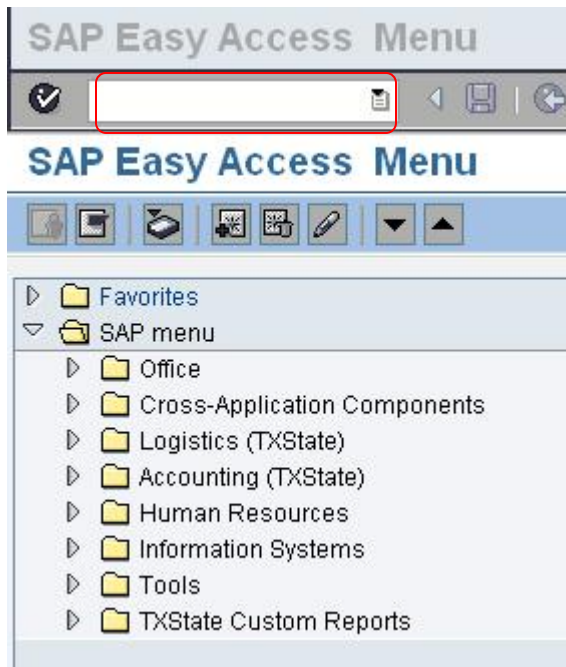
Completion of ZHRPeopleSearch and Request for Net ID

People Search for Employment History

SAP transaction ZHRPEOPLESEARCH is available to assist our campus users who have the DEPARTMENT HEAD security role. This transaction will provide the PCR preparer with relevant employment history from 11/30/2004 to the present to determine if the employee to be hired is a current Texas State employee, a previous employee, or someone who will be a new hire to Texas State. Access to employment history will aid the preparer in the selection of the correct PCR form.


To use this transaction, follow the steps below:


- At the SAP Easy Menu enter transaction ZHRPEOPLESEARCH in the white text box and click the green check  or press the Enter key on your keyboard.



- The People Search for Employment History screen will load

People Search for Employment History


Report Selection
Social Security Number
First Name
Middle Name
Last Name
Date of Birth
Optional Layout
Select System(s) to Search
 SAP and Person History
 Student Information System
 All

- Enter the employee's social security number, first name, middle name or initial, last name, and date of birth.
- Select the ALL option
- Click  to populate employment history.

If a people record does exist, the following screen and information will appear. Note the title of the record. **If the title appears as ****SAP History Found****, the individual does have either a current or previous work history record in SAP and the New Hire or Quick Hire PCR is not used to appoint the individual.**

The screenshot shows the SAP 'People Search for Employment History' interface. The search criteria are: Run Date = 01/30/2012, Social Security Num = 123456789, First Name = Jane, Last Name = Doe, Date of Birth = 09/01/1952. The results table is as follows:

Personnel	Pernr	Social Sec	First name	Mid. name	Last na...	Date of birth	Begin Date	End Date	Payroll area text	Employee...	Employee S	Position Text	Organizati	Employment	Employe...
A00291200	12297	123456789	Jane		Doe	09/01/1952	08/13/2007	12/31/9999	Monthly Payroll	Staff	12 Mo NE Salaried	Transcript Evalu	Office of U	Active	100.00
A00291200	12297	123456789	Jane		Doe	09/01/1952	12/11/2006	02/12/2007	Monthly Payroll	Staff	12 Mo NE Salaried	Inventory Contro	Bookstore	Active	100.00
A00291200	12297	123456789	Jane		Doe	09/01/1952	12/12/2005	11/18/2006	Monthly Payroll	Staff	12 Mo NE Salaried	Inventory Contro	Bookstore	Active	100.00

The 'SAP History Found' screen indicates the employee's

- Person ID to be used for PCR creation;
- Any existing Personnel Assignment number(s);
- Employee's current name;
- Date of Birth;
- Record of employment history;
- Employee subgroup (hourly or salaried); exempt/non-exempt status;
- Position title and departments currently or previously employed by;
- employment status
- FTE
- Net ID (if established)

In the example above, the employee was hired 12/12/2005 as a salaried staff employee and terminated 11/18/2006. She was rehired 12/11/06 and terminated 2/12/2007. She was rehired again on 8/13/2007 and is an active employee. If an employee is changing from a salaried position to an hourly position, a change in payroll area is not possible within the same pay period. The new appointment would be processed as an Additional Appointment with an effective date of the 1st of the following month. Employees cannot hold a salaried position and an hourly position at the same time.

If a ****Person History Found**** or ****SIS History Found**** record appears, the individual's employment is treated as a new hire in SAP. A Person ID number will be displayed and Net ID (if existing)

1. Record the Person ID number; you will use the number when the New Hire or Quick Hire PCR is selected.
2. Make note of the assigned Net ID, if one exists. You will need to indicate this NET ID when requesting reactivation due to a Rehire or Quick Rehire action.
3. If a Net ID does not exist, you will request one through the [Net ID Request website](https://tim.txstate.edu/netidrequest/). (<https://tim.txstate.edu/netidrequest/>)

If a Person ID and User ID appear but when creating the E-PCR you receive the message "Employment record not validated", you will need to request re-activation by accessing the [Net ID Request website](https://tim.txstate.edu/netidrequest/). (<https://tim.txstate.edu/netidrequest/>). Note the existing Person ID and User ID on your request under the Prior Affiliation.

If the message returned is "No History Found**" the individual is new to Texas State. Creation of the New Hire or Quick Hire PCR will be required. Prior to the PCR creation, completion of the NET ID Request Process web application is required.

Net ID Request

This program is required:

- (1) To create the Person ID (PLID) and NetID for all new salaried staff, faculty, and non regular, non student staff (NSNR);
- (2) To reactivate a previous NetID for an individual who is being rehired;
- (3) To create a missing PLID or NetID for an individual found in ZHRPEOPLE search; or
- (4) To create a PLID and NetID for an individual who needs access to university resources prior to the actual hire date.

Do not use this program if hiring a student employee. Student employees have an existing PLID and Net ID in their student records.

* Upon completion of the NET ID request, the hiring department is responsible for providing the employee their Person ID (PLID) and Net ID information.

NetID Request Process

Prepare Before You Begin

- Decide if you will enter each name on the form individually or import a .CSV file with multiple names.
- If you import the multiple names, use the template on the site and be sure to follow the formatting and input instructions on the site: *Download Import Instructions. Separate spreadsheets for each group are required if importing for a combination of faculty, staff or guest requests.*
- If you are processing individual PCRs, you may wish to submit separate requests. Any errors in the request will result in the entire request not being approved.
- If your request is completed incorrectly or not approved, you will be required to submit a new request.
- **Be accurate! Once requests are submitted, you cannot go back and edit the request details.**

The Process

1. NetID Request website: <https://tim.txstate.edu/netidrequest>
2. Login with your NetID and password.
3. Click **Create a New Request**.
4. Complete the appropriate form fields.
5. Click **Review & Confirm**.
6. Click **Submit Request**.
7. An e-mail with instructions will be sent to the *Requestor* and *Sponsor* when processing is complete.

Complete the Form Accurately and According to Instructions

Here are some helpful details!

TxState Guest	<ul style="list-style-type: none"> • Access to Texas State online services (except e-mail) • Set the expiration date no later than 7 days into the future, or for the specific amount of time the guest needs access - not to exceed one calendar year.
Faculty	<ul style="list-style-type: none"> • Gives basic faculty access. This is intended for future faculty only. • Set the expiration date 30-45 days after the expected hire date to allow time for the PCR to be processed • If the faculty becomes permanent before the expiration date, the account will not be disabled
Staff	<ul style="list-style-type: none"> • Gives basic staff access. This is intended for future staff only. • Set the expiration date 30-45 days after the expected hire date to allow time for the PCR to be processed • If the staff becomes permanent before the expiration date, the account will not be disabled

Figure 1. NetID Types

Request Info Section

- A. You only see *NetID types* that you have been given access to request.
- B. Select an expiration date. See Figure 1 (above) for expiration guidelines.

Requestor and Sponsor Sections

- C. Select either the checkbox next to ***I am also the sponsor***, or enter the NetID of the Sponsor.
- D. A Sponsor phone number is required and will *not* fill in automatically if you are the sponsor.

User's Section

Revised: March 19, 2013

- E. There are two ways to add the new NetID names: (1) Enter individuals by selecting **Add New User** or (2) Use the template on the page (**Download Import Template** link) and import the CSV file.
- F. If you use the *Import* option, be sure to save it as this file type: **.csv**
 - o Note: This is *not* a typical Excel file extension (.xls or .xlsx). The document template is already a .csv file.
- G. If you use the template to import multiple names, your entries must exactly follow the guidelines set forth in the **Download Import Instructions** link on the screen.

Important Notes

- H. Fill in the form completely and accurately. Use the person's formal first and last name (no nicknames). **Do not guess on any information.** Incorrect data may lead to duplicate accounts, delay processing, and result in rejection. If your request is not approved, you will be required to start over with a new request.

REFER TO NEXT PAGE FOR ILLUSTRATION OF SCREEN

If you have questions about how to complete this form contact Human Resources MDC at 512.245.2557 or Faculty Records at 512.245.2786.

NetID Request Process

NetID Request

Home
New Request
My Requests

New Request

Request Info

*Net ID Type: **A**

*Expiration Date: **B**

*Sponsorship Reason:

Requestor	Sponsor
Name: Jennifer L. LaGrange	Name: <input type="text"/>
Email: j19@txstate.edu	Email: <input type="text"/>
Title: Technical Training Analyst	Title: <input type="text"/>
Dept: Client Services	Dept: <input type="text"/>
Net ID: j19	*Net ID: <input type="text"/> Validate
<input checked="" type="checkbox"/> I am also the sponsor C	*Phone #: () - - D
or	

The sponsor is valid

Users

Import CSV File: **F**

E

or

G [Download Import Instructions](#) [Download Import Template](#)

Max. Users Per Request: 500 Users Added: 0

H

Prefix	First Name	MI	Last Name	Suffix	Email	Phone	Birth Date
*Prefix:	<input type="text"/>						
*First Name:	<input type="text"/>						
*Middle Name:	<input type="text"/>						
*Last Name:	<input type="text"/>						
*Suffix:	<input type="text"/>						
*Other/Maiden Name(s):	<input type="text"/>						
*Personal Email:	<input type="text"/>						
*Personal Phone #:	<input type="text"/>						
*SSN:	<input type="text"/>						
*Birth Date:	<input type="text"/>						<input type="text" value="31"/>
Prior Affiliation:	<input type="checkbox"/>						
*Prior Identifiers:	<input type="text"/>						

* indicates a required field.