**Searching HRS to Determine if Student is Currently Working or Has Ever Worked for UW Oshkosh**

**Complete a search to see if someone is in the HRS Payroll System:**

### Information Needed

Social Security Number (SSN; National ID)

### Search in HRS Payroll System

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to HRS</td>
<td>hrs.wisconsin.edu or via the UW-System Portal</td>
</tr>
<tr>
<td>Click</td>
<td>Workforce Administration</td>
</tr>
<tr>
<td>Click</td>
<td>Personal Information</td>
</tr>
<tr>
<td>Click</td>
<td>Add a Person – Student Help</td>
</tr>
<tr>
<td>Click</td>
<td>Search for matching persons</td>
</tr>
</tbody>
</table>

**Enter Search Result Code**

PSHR_GENERAL (can enter as User Default so will always be in there)

**Enter SSN#**

National ID Box (without dashes)

**Scroll Down**

Find NID Only

**Click**

Selective Search

**If There is No Match to National ID Search**

**New Hire Paperwork**

Have employee complete I-9, W4, Direct Deposit, Selective Service (male only), Agreement & Verification of Hours Form

**Appointment Form**

Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing

**After Notification from Human Resources**

Add | Funding
Add | Time Approvers

**If a Match to National ID – Search to See if Have Job**

**Confirm**

National ID (Social Security Number)

**Write Down or Copy**

Empl ID # - Note: Carry ID does not do anything

**Click**

Home

Click | Workforce Administration
Click | Job Information
Click | Job Data - Student Help Only

**Enter Empl ID#**

Empl ID Box

**Click**

Search

**Action, Reason and Termination Date**

Review for *each* job listed (empl recd #) to determine if still active job or if it is termed, how long has *not* been active

Revised 06/21/2017
<table>
<thead>
<tr>
<th>What to Do After Search for Job and Review of All Job Termination Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If No Job Found</strong></td>
</tr>
<tr>
<td>New Hire Paperwork</td>
</tr>
<tr>
<td>Appointment Form</td>
</tr>
<tr>
<td><strong>After Notification from Human Resources</strong></td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td><strong>If Employee has an Active Job (Same or Different Department) OR Employee has Termed (Ended) Job in Different Department for LESS THAN 3 years</strong></td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Job Termed 4 Months but less than 3 years</td>
</tr>
<tr>
<td><strong>If Employee has Termed (Ended) Job in Same Department for LESS THAN 3 years</strong></td>
</tr>
<tr>
<td>Rehire on Same Job</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Job Termed 4 Months but less than 3 years</td>
</tr>
<tr>
<td><strong>If Employee has Not Worked for UW Oshkosh for 3 Years or More</strong></td>
</tr>
<tr>
<td>New Hire Paperwork</td>
</tr>
<tr>
<td>Appointment Form</td>
</tr>
<tr>
<td><strong>After Notification from Human Resources</strong></td>
</tr>
<tr>
<td>Add</td>
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<tr>
<td>Add</td>
</tr>
</tbody>
</table>
Complete a search to see if someone is in the HRS Payroll System:

Login to HRS ([hrs.wisconsin.edu](hrs.wisconsin.edu)) or via the UW-System Portal

- Click Workforce Administration
- Click Personal Information
- Click Add a Person – Student Help
- Click Search for matching persons

Enter Search Result Code: PSHR_GENERAL (can enter as User Default so will always be in there)

Must have Search Result Code of PSHR_GENERAL in order to search

Input Student Social Security Number without dashes; click Tab or Enter on Keyboard
If No Match to National ID Search (Social Security Number)

New Hire Paperwork
Have employee complete I-9, W4, Direct Deposit, Selective Service (male only), Agreement & Verification of Hours Form

Appointment Form
Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing

If a Match to National ID Then Search to See if Have Job

Search Results

Search Type: Person
Search Parameter: PSHR_SAVE_TIME
Result Code: PSHR_GENERAL

Number of ID's Found: 1
Search Order Number: 20

Search Results Summary

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name Type</th>
<th>Name Effective Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>National ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>00123456</td>
<td>PRI</td>
<td>02/10/2011</td>
<td>ZENITH BELLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Search to See if Have Job

- Click Home (upper right area of screen)
- Click Workforce Administration
- Click Job Information
- Click Job Data - Student Help Only

Enter Empl ID# in Empl ID Box

- Click Search
Click on First Empl Rcd Nbr (Job) Row
Action, Reason and Termination Date

Review for each job listed (empl recd #) to determine if still active job or if it is termed, how long has not been active

Effective Date: 06/03/2012
Effective Sequence: 0
HR Status: Inactive
Payroll Status: Terminated

Note Empl Record Number (Empl Rcd #)

0 = first job
1 = second job
And so on

Must look at each job to determine if still active employee

3 – Click Next in List to evaluate other jobs