

Processing Steps	Screen Shots	
Step 1: Navigate to the correct CMS page: Main Menu > CSUF_HR > Inquire > CMS CWID Search You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the screen.	Favorites Main Menu Personalize Search Menu: Menu Image: Search Menu: Search: CSU SA Baseline Image: CSUF HR Custom Setup Image: CSUF HR Image: Custom Setup Image: Campus Community Image: Campus Curriculum Management Image: Curriculum Campus Set Up HRMS Image: Curriculum Set Up Set Up HRMS Employee Self Service Image: Curriculum Set Up Set	earch Imt Job Roster Roster rker Job Roster
 Step 2: Enter at least one search criteria: EmpIID = Campus Wide ID National ID = SSN First Name = First Name Last Name = Last Name The more information you enter, the quicker and more accurate results. Leave all boxes checked to receive comprehensive search results. Employees = Any faculty, staff or student employees. POI (Persons of Interest) = Anyone in CMS that is not currently employed by the university (ex. future hires, those expressing interest in CSUF academics, etc.) Students = Any student not employed by the university. Historical Names = Any previous name(s) used. Preferred Name = Name specified as preferred name. When you have entered the criteria click Search. 	CMS CWID Search ErapilD: National ID: First Name: COOK Search Reset	Include in Search IF Employees IF POI IF Students IF Historical Names IF Preferred Name

Processing Steps	Screen Shots								
Step 3:									
All people in the database that met	Entered Frances	- Contraction of the second	Quatomize End	Feat 4	1-7 of 7 E Las				
your search criteria will be	Dotail <u>EmpliD</u>	Name		Name Type	Name				
displayed.	Detail 892254350	Cook,Kristin H	PRI N						
	2 Detail 898858089	Cook,Kristin Marie		PRF	N				
Select the person that you would	3 Detail 897058202	Cook,Kristina M		N					
ike to see more information on by	4 Detail 897058202	Cook,Kristina M		PRF	N				
clicking on the DETAIL button next	5 Detail 800216293	Cook,Kristina Marie	FR2 N						
o their name.	Name Type		Description						
6	ADV		Advancement Preferred						
Human Resources only uses he primary (PRI) name type	DEG		Degree						
	DPL		Diploma						
	FR1		Former1						
	FR2		Former2						
	FTR		Father						
	LEG		Legal						
	MDN		Maiden						
	MTR		Mother						
	ОТН		Other						
	PPS		Prior to PeopleSoft						
	PRF		Preferred						
	PRI		Primary						
	PRS		PERS/STRS Prior Name						
Step 4:		2020-03-02-02-02-02-02-02-02-02-02-02-02-02-02-		ennenere e					

Emplid 892254350 Name Kristin Cook National ID x0063067777 Birthdate 01/31/00000 A grid of all CSUF appointments that person (past and present) will HR Status Status Job Code Job Real Type Red # Classificat Deptil Dept.Descr Position be displayed. To search for another Admin Analyst/Spcist 10137 Human Resources 00023257 12 Mo 1 Employee Terminated 1038 0 Regular. Inactive person, click RETURN Immediate Pay Special Consultant 00027001 2 Employee 1 Active Active 4660 10057 CM8 Return D

nplid 892254	sto Name	Kris	stin Cook		National ID	XXX-XX-7777	Birt	hdate	01/31/00000								
											e			Custor	nize Eind 🚞	First 12 of	2 E Las
Appointment Type	POL Type	Empl Red #	Employee Classification	HR Statum	Status	Job Code	Job Description	<u>DeptiD</u>	Dept Descr	Position #	Position #	Agency	Unit	Serial	EIE	FLSA Statum	CBID
1 Employee		0	Regular	Inactive	Terminated	1038	Admin Analyst/Spcist 12 Mo	10137	Human Resources	00023257	00023257	242	741	083	1.000000	Exempt	R09
2 Employee		1	Immediate Pay	Active	Active	4660	Special Consultant	10057	CMS	00027001	00027001	242	541	002	1.000000	Nonexempt	E99

The following table lists CMS field names and their definitions used for CMS CWID Search.

Field:	Definition:
National ID	For CSUF, the National ID will be the U.S. assigned Social Security Number (SSN), a 9-digit number assigned by the Social Security Administration (SSA). Only the last four digits are displayed in this search.
Name	This field displays the employee's name as Last Name, First Name Middle Initial
Birth Date	The birth date of the employee. The year of birth is masked.
Appointment Type	The description field identifies if the position is Regular (permanently funded from a budget perspective) or Temporary (temporarily funded)
Status	This field shows the status of the appointment i.e. Active, Terminated, Leave
EmpIID	This is the Campus Wide Identification number for the employee. (CWID)
Empl Rcd Nbr	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Jobcode	Identifies the job classification of the employee.
Jobcode Description	This is the description of the job classification code.
Department	This field displays the department number that the person was appointed into.
Department Name	This field displays the description of the department that the person was appointed into.
Position Number	This field identifies the CMS position number that the employee occupies. The position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
Agency	This field contains the State Controller's Office payroll agency number and is used to identify the payroll source. This field is used in combination with the Unit, Job Code (Class), and Serial fields to record the employee's SCO Position Number.
Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.
Serial	This field contains the State Controller's Office serial number. This field is used in combination with the Agency, Unit, and Job Code (Class), fields to record the employee's SCO Position Number.
FTE	This field contains the calculated percentage of standard hours the employee works per work period based on the job code definition of standard hours per work period.
FLSA Status	The FLSA Status indicates whether a Job Code/Salary Grade is subject to overtime according to the Fair Labor Standards Act.