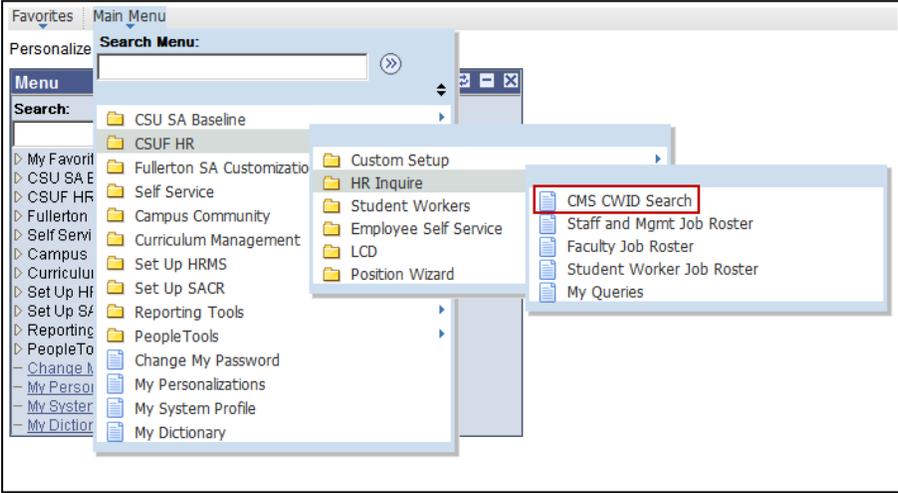
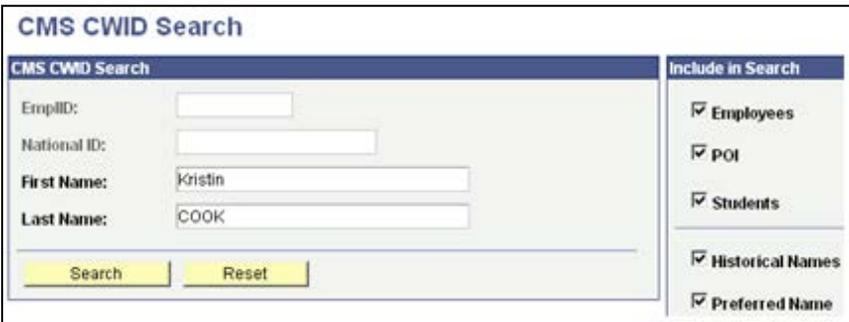
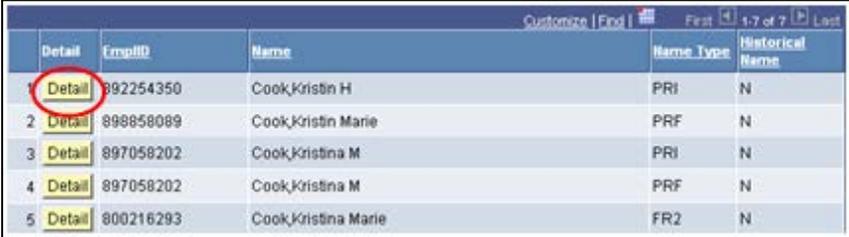


Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct CMS page: Main Menu > CSUF HR > Inquire > CMS CWID Search</p>  <p>You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the screen.</p>	
<p>Step 2: Enter at least one search criteria:</p> <ul style="list-style-type: none"> • EmplID = Campus Wide ID • National ID = SSN • First Name = First Name • Last Name = Last Name <p>The more information you enter, the quicker and more accurate results. Leave all boxes checked to receive comprehensive search results.</p> <ul style="list-style-type: none"> • 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. • <p>When you have entered the criteria click Search.</p>	

Processing Steps	Screen Shots																														
<p>Step 3: All people in the database that met your search criteria will be displayed.</p> <p>Select the person that you would like to see more information on by clicking on the DETAIL button next to their name.</p>  <p>Human Resources only uses the primary (PRI) name type</p>	 <table border="1"> <thead> <tr> <th>Name Type</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ADV</td><td>Advancement Preferred</td></tr> <tr><td>DEG</td><td>Degree</td></tr> <tr><td>DPL</td><td>Diploma</td></tr> <tr><td>FR1</td><td>Former1</td></tr> <tr><td>FR2</td><td>Former2</td></tr> <tr><td>FTR</td><td>Father</td></tr> <tr><td>LEG</td><td>Legal</td></tr> <tr><td>MDN</td><td>Maiden</td></tr> <tr><td>MTR</td><td>Mother</td></tr> <tr><td>OTH</td><td>Other</td></tr> <tr><td>PPS</td><td>Prior to PeopleSoft</td></tr> <tr><td>PRF</td><td>Preferred</td></tr> <tr><td>PRI</td><td>Primary</td></tr> <tr><td>PRS</td><td>PERS/STRS Prior Name</td></tr> </tbody> </table>	Name Type	Description	ADV	Advancement Preferred	DEG	Degree	DPL	Diploma	FR1	Former1	FR2	Former2	FTR	Father	LEG	Legal	MDN	Maiden	MTR	Mother	OTH	Other	PPS	Prior to PeopleSoft	PRF	Preferred	PRI	Primary	PRS	PERS/STRS Prior Name
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<p>Step 4: A grid of all CSUF appointments that person (past and present) will be displayed. To search for another person, click RETURN</p>																															

EmpID	892254350	Name	Kristin Cook	National ID	XXXXXX-7777	Birthdate	01/31/000X										
Appointment Type	POI Type	Empl Rcd #	Employee Classification	HR Status	Status	Job Code	Job Description	DeptID	Dept Descr	Position #	Position #	Agency	Unit	Serial	FTE	FLSA Status	CBID
1 Employee		0	Regular	Inactive	Terminated	1038	Admin Analyst/Spclst 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
EmplID	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.