USNH
Managing PPAIDEN Records

THE ‘WHAT’
(WHAT’S CHANGING)

THE ‘WHY’
(REASON FOR THE CHANGE)

THE ‘WHEN’

AND

THE ‘HOW’
(SEARCHING AND ADDING)
The ‘What’:

- Banner HR PPAIDEN entry users will need to revise their search techniques for locating records prior to adding a new person record to PPAIDEN.
  - Users will need to search by USNH ID, name, or use GOAMTCH to look for records.
  - If no record is found a new ID Lookup Tool will need to be used before deciding to add any new records to PPAIDEN.

- The SSN will no longer be used as the ID on PPAIDEN.
  - The Generate ID function will need to be used to assign a random number to new PPAIDEN records.
  - In the future, all existing alternate records containing SSNs will be removed from the system. In the interim, employees will continue to be able to use their SSN to access WISE.
  - A valid SSN is still required for all employees and will only be entered in the SSN field.
The ‘Why’: 
- USNH will be assigning new USNH IDs to all entities in the Banner Finance/HR system regardless of their status or current use.
- The USNH IDs will be randomly generated numbers which begin with the number “9”.
- This change will eliminate the use of SSN as the primary identifier.
The ‘When’:

• On the weekend of October 17\(^{th}\), 2009, the system will be unavailable to users to allow for the conversion to be completed and tested before Monday, October 19\(^{th}\), 2009
The How:

- Searching for Existing PPAIDEN Records
- Using the ID Lookup Tool
- Adding New PPAIDEN Records
- Timing
• Searching for PPAIDEN records
  ○ Use the USNH ID number
  ○ Use the last name, first name and wildcards
  ○ Use GOAMTCH – Common Matching
    ✷ If you do not know the USNH ID number, you will need to use
    Generate ID in the key block area to access the search area below.
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- **Using the ID Lookup Tool**
  - You must be logged into the VPN to access the ID Lookup tool
  - The ID Lookup Tool is available on the Enterprise Systems Gateway at [www.usnhgateway.org](http://www.usnhgateway.org)
  - Look for Common ID Lookup under Production Systems
• **Using the ID Lookup Tool**
  - The ID Lookup tool username and password are the same as your blackboard username and password.
    - If you don’t know your Blackboard username... go to the ID Lookup Tool login page, click **Forgot Password?** Then click **Find my Username**
    - If you don’t know your Blackboard password... go to the ID Lookup Tool login page, click **Forgot Password?** then use the **Password Reset Service**. If you are unable to reset your password contact the UNH IT Help Desk at (603) 862-4242.
Managing PPAIDEN Records

- Using the ID Lookup Tool
  - Enter your search criteria
  - Don’t include the Middle Name... it limits your results
  - Common ID = USNH ID
• **Using the ID Lookup Tool**
  - Review your results carefully
  - If a record is close but not all of the data matches contact the UNH IT Help Desk [603.862.4242] for clarification.
  - If you find a match, use the Common ID [USNH ID] number to lookup or add the new PPAIDEN record.

<table>
<thead>
<tr>
<th>Common ID</th>
<th>Data Src</th>
<th>SPRIDEN ID</th>
<th>Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Username</th>
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**Adding New PPAIDEN Records**

- If after using ALL the search methods previously defined you are able to locate a USNH ID [Common ID] using the ID Lookup Tool, use that number to add the PPAIDEN record.
  - Remember to overwrite the ID number which is automatically inserted in the SSN field with the correct SSN.
- If after using ALL the search methods previously defined including the ID Lookup Tool you are NOT able to locate a USNH ID [Common ID] you can add a new PPAIDEN record by using the Generate ID function.
Adding New PPAIDEN Records

1. Click on the Generate ID: button. The word GENERATED will populate the ID field in the key block area.
2. Next Block. The word GENERATED will appear in the ID field on the Current Identification tab.
3. Enter all of the required information (SSN, Last Name, First Name, etc)
4. Save
Adding New PPAIDEN Records

- A random USNH ID will automatically be assigned.
Timing
- The ID Lookup Tool database is not real time. It is updated nightly.
- Several systems (GSC, SIS, FINANCE/HR) feed USNH ID information into this database.
- If multiple systems feed in information for the same person, the USNH ID number assigned to the system which feeds in last will be updated to match the other systems. This update process will be automated.
- An alternate record containing the original ID information will be created to allow for lookup using either number.
Questions?

Contact Us
- Amanda Riecks-Kurshinsky  603.862.0993
- Larry Johnson  603.862.0994
- Carol Powers  603.862.0992
- UNH IT Help Desk  603.862.4242