

Former Workers have been loaded into Workday and this should help alleviate creation of Duplicate IDs between Campus Solutions, CS, and Workday.

Before using the task **Hire Employee**, always run the **Find Worker** report to make sure they are not already an Active Worker. If you find the Worker, then review if this should be an **Add Additional Job** versus a brand- new Hire. This is one major cause of duplicate hires.

1. If Active Worker is not found, using Task, **Hire Employee**, Search as usual. Remember this task will only return Inactive Workers, which includes Terminated and Former Workers that have been loaded and match criteria.
  - a. **Note:** If Former Worker(s) found, only select Employee IDs from your school. Need to create a New Pre-Hire if hiring someone from a different school to prevent CS/IT issues downstream. **Working on validation.**
  
2. If you want to search for Former Workers for your Campus only, run the report
  - a. **Find Former Worker** – campus name. e.g. for Salisbury enter **Find Former Worker – Salisbury**. There is a unique report for each Campus but only the Report for your Campus will be displayed for you.  
  
**Find Former Worker – Bowie**  
**Find Former Worker – Coppin**  
**Find Former Worker – Frostburg**  
**Find Former Worker – Salisbury**  
**Find Former Worker – UBalt**
  
  - b. Enter First and Last Name of person to search e.g. **Vanessa Williams**. Select all that display but only the Vanessa Williams' for your Campus e.g. Salisbury, will be returned. If there are many results, Ctrl-A and click on checkbox to select all.

## Find Former Workers - Salisbury



**Instructions** Will only return Former ID beginning with UM29. Please enter additional parameters to limit results.

Former Worker ID

Legal Name contains

Worker Type **Search Results (5)**

Termination Date From

Termination Date To

- Vanessa Williams
- Vanessa Williams
- Vanessa Williams
- Vanessa Williams
- Vanessa Williams

- c. From the report results, review the SSN and DOB and identify the correct Former Worker to be rehired.


**Find Former Workers - Salisbury**

Legal Name contains Vanessa Williams  
Vanessa Williams  
Vanessa Williams  
Vanessa Williams  
Vanessa Williams

2 items

Former Worker	ID	Legal Name	Preferred Name	National Identifiers	Worker Type	Last Termination Date	Most Recent Hire Date	Original Hire Date	Continuous Service Date	Length of Service	Race/Ethnicity	Hispanic or Latino	Date of Birth
Vanessa Williams (Terminated: 05/30/2006)	UM29_1106204	Vanessa Williams	Vanessa Williams	[REDACTED] (USA-SSN)	Employee	05/30/2006							[REDACTED]
Vanessa Williams (Terminated: 12/19/2008)	UM29_1355342	Vanessa Williams	Vanessa Williams	[REDACTED] (USA-SSN)	Employee	12/19/2008							[REDACTED]

- d. After identifying the correct Former Worker, you can Rehire them as an Employee or Contract Contingent Worker, directly from the related action of the Worker.

**Find Former Workers - Salisbury** ⋮ 

Legal Name contains Vanessa Williams  
Vanessa Williams  
Vanessa Williams  
Vanessa Williams  
Vanessa Williams

2 items

Former Worker	ID	Legal Name	Pr
Vanessa Williams (Terminated: 05/30/2006) <span>⋮</span>	UM29_1106204	Vanessa Williams	Va
Vanessa Williams (Terminated: 12/19/2008) <span>⋮</span>		Vanessa Williams	Va

Business Process >

**Hire** >

Integration IDs >

Contract Contingent Worker

Hire Employee

- e. Proceed as usual. Once you Hire the Employee or Contract Contingent Worker, **Employee ID, Name, Date of Birth** and **SSN** will automatically be pulled in, if it exists in the Former Worker report result.
- f. Business Process needs to check if SSN or Date of Birth already exists and only present task to enter them if they do NOT exist. **This validation is in-progress.**