FASA SEARCH / CREATE NEW PERSON

SEARCH

The search inquiry function available in FASA will search PeopleSoft Job records and Non-Employee Affiliate records. PeopleSoft Job records include the following types of records: employee, faculty, temps, casuals, part-time, student workers, GFS (grads and post-docs), SLAC employees, retirees. **NOTE:** This search inquiry function will **NOT** consider other PeopleSoft records including students and applicants.

If the individual has a prior Stanford Job or Non-Employee Affiliate record:

- The optimal search is by using Empl ID or SUNet ID and will return the quickest and most accurate results. Database is very large and contains many records, this will narrow search results.
- A name search requires both last and first name fields to be entered.
- Search results may show multiple records of information for an individual. **Any line may be selected** – it is used only to identify the individual for the transaction.

If the individual does not have a Stanford Job or Non-Employee Affiliate record:

- FASA transaction can be initiated by clicking **Create New Person** on the initial FASA page. This allows information about the person to be entered for the transaction, but does not create a PeopleSoft record. **A valid Empl ID (and some type of PeopleSoft record) will be needed before transaction can receive final approval and before upload into FAAS database.**

- Once a new PS record is created, a regular search can be completed before initiating a transaction (see above), OR use the **Validate Empl ID** function on appointment detail page to match transaction to a PS record.

*Note, a search should always be attempted (even if you believe there is no previous record) and must be completed before the Create New Person button will show on the page.*
CREATE NEW AFFILIATION RECORD (and Empl ID)

**See your Dean’s Office contact for your school’s procedures for this section**

Links for a HelpSU ticket to HR Transaction Group and a Secure Portal are available on the initial FASA page. When a search is completed with no records returned, link options will appear:

HelpSU ticket link will begin a request to the HR Transaction Group. This can be used for requesting a more complete search for an individual (including the Registry system), for notification that the Secure Portal link has been sent to a candidate and for HRT to monitor for completion or to request Empl ID information.

Text for the HelpSU ticket should include:
- Legal name of candidate
- Host department and organization code
- Description of request
- Department contact information

Secure portal link can be used to enter Bio/Demo data (e.g. name, address, social security number, date of birth) for a candidate. Link can be sent to the individual with a request to complete the information. Information entered is securely reported to the HR Transaction Group.

Text to use to send secure portal link to candidate with request to complete Bio/Demo information:

There is confidential information that we need to process your appointment in our human resources system. We gather this information through a secure online site to protect your identity.

Please use the link below to visit the Stanford Secure Portal, enter your information, and submit it for secure processing. Human Resources will use your personal data only to complete your record in our systems. The data will not be retained in this portal server once your record has been created in Stanford’s HR systems.

Website: Secure portal link

Please let me know when this is completed. Thank you
A view of the secure portal page: