CHAPTER 1

Adding a Person to Your Campus Solutions Database

To create records in your PeopleSoft Campus Solutions database, you add a person record or an organization record. This chapter discusses how to add person records for students and other nonpaid individuals. Use PeopleSoft Human Resources Management (HRMS) to enter records for employees and contingent workers.

This chapter provides and overview of ID assignment and discusses how to:

- Add an individual to your database.
- Add or update biographical details data.

Note. If you license PeopleSoft HRMS, you should read the HRMS Administer Workforce documentation for adding a person and become familiar with the difference and implications of adding records for employees, contingent workers, and persons of interest. Persons of interest are individuals who do not have or need a job record in your PeopleSoft database. Students are persons of interest.

If you are implementing separate instances of PeopleSoft Campus Solutions and PeopleSoft HCM, you should read the additional documentation describing those integrations. Certain items and business processes that are detailed in this PeopleBook may vary depending on how you configure your separated systems. The *CS-HCM Integration Information Knowledge Document* details the additional documents that describe the setup, functional, and technical implementation considerations.

See Also

PeopleSoft HRMS 9.0 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"

lscc, Adding Organizations to Your Database

CS-HCM Integration Information, posted to My Oracle Support https://support.oracle.com

Understanding System ID Assignment

When you open the Add a Person component, the system requests a person ID. You can assign IDs two ways:

- Automatically

  If you use automatic ID assignment, the system adds IDs sequentially as you add new people.

  The system maintains the last assigned ID on the Installation Table - Last ID Assigned page.

  See *PeopleSoft HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HRMS," Setting Up Implementation Defaults

- Manually

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You enter the IDs, using any system that you choose for the organization. With manual entry, you don't need to assign IDs sequentially.

Assigning IDs manually is the only way that you can include alphabetical characters in the IDs.

Note. To avoid maintaining two different sets of IDs, you should either always assign them manually or always let the system assign them.

See Also

lscc, Setting Up ID Delete Control

lscc, Managing System IDs

Adding an Individual to Your Database

To add an individual to your system, you must create a personal information record for that individual. If you use automatic ID assignment, when you enter data and save the record, the system assigns the next available sequential ID to that individual and adds the record to your database. Before adding an individual, however, you should run the Search/Match process to determine if a record already exists for that individual.

Important! When you add an individual to your database and save the new value, the system performs an automatic search to determine if a duplicate record already exists. This automatic search uses the search/match criteria established by your institution. It notifies you that a duplicate is detected, but it does not give you the opportunity to identify the duplicates. Use the Search/Match feature to help detect and identify duplicates.

See lscc, Setting Up Search, Match.

See lscc, Searching for Records and Using Search, Match.

Warning! Before adding organizations or entering and updating data about them, you must be familiar with PeopleSoft applications, including the Add, Update/Display, Include History, and Correct History modes and the PeopleSoft method of applying effective dates with active or inactive status.

See *PeopleTools: PeopleSoft Applications User's Guide, "Understanding Effective Dates"*

You can update personal information for an individual on the same Biographical Details page, but in update/display mode after adding the individual.

To add an individual to your database using automatic ID assignment:

1. Select Campus Community, Personal Information, Add/Update a Person.
2. Click the Add a New Value link at the bottom of the Add/Update a Person search page.

   The Add a New Value search page appears with the word *New* in the ID field.

   Warning! If you overwrite the word *NEW* in the ID field on the Add a New Value search page, and manually enter an ID for the new person, you will disrupt the autonumbering sequence included with your system. Your system administrator might need to correct the situation.

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3. Click the Add button.

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The Biographical Details page appears with an ID value of *NEW.*

4. Enter at least the required data, which includes the individual's first and last name and all of the data in the Biographical Historygroup box (effective date, marital status, and gender).
5. Click Save.

   If you click Save before you enter the required data, an error message appears, reminding you that required data is missing.

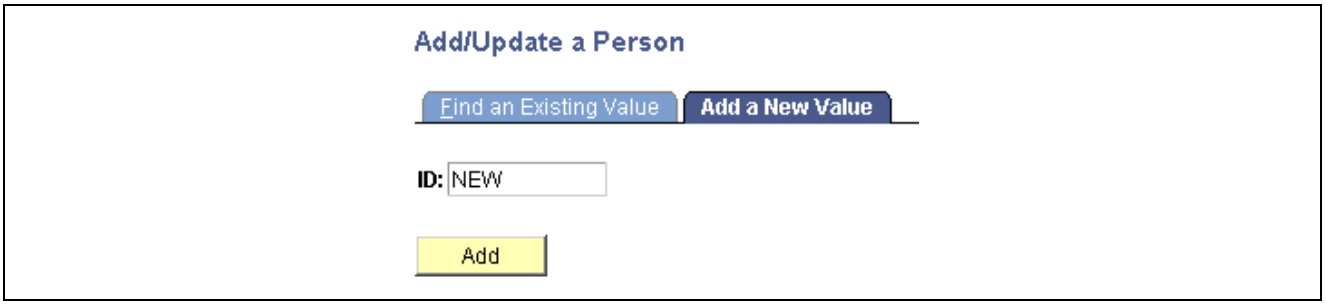
   If all required data is entered, the system runs an automatic search based on the entered data and the specified search/match criteria. The search determines if a record for this individual already exists. If a record with this data does not already exist, the system assigns the next available unique ID to the record and adds it to your database.

   If the system finds an existing record with the data, it displays the *Potential Duplicate Found* warning message.

   You can click OK to add the individual or click Cancel to investigate further.

Warning! If you click OK, the system adds the new person even though potential duplicates exist. If this is not what you want, click Cancel.

In most cases, you should identify the potential duplicate individuals first to determine if you should add the new one. Then click Cancel to exit the message and return to the Biographical Details page; from there, access the Search/Match page to run a search and identify the duplicate.



Example of the Add/Update a Person, Add a New Value page where you enter "NEW" to add a person

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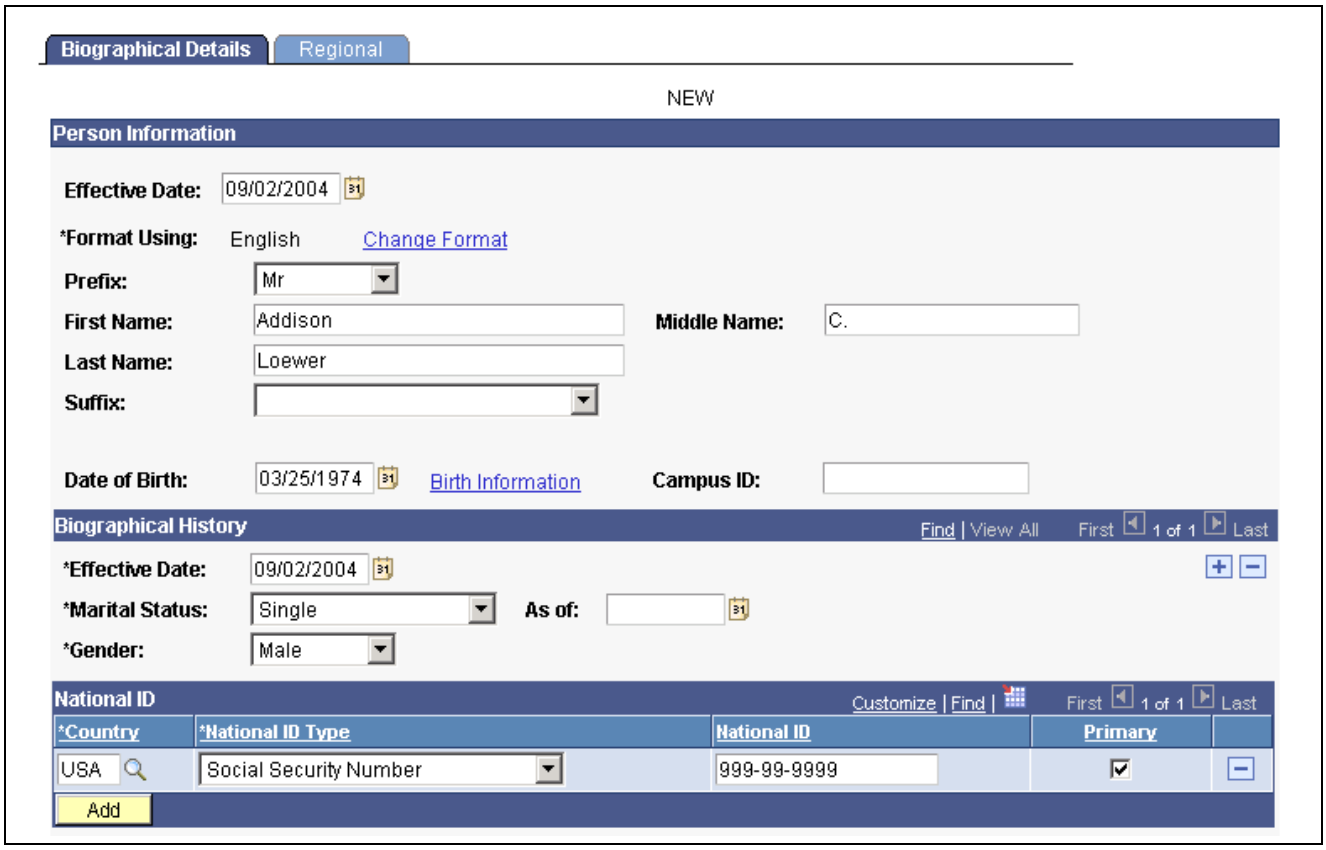
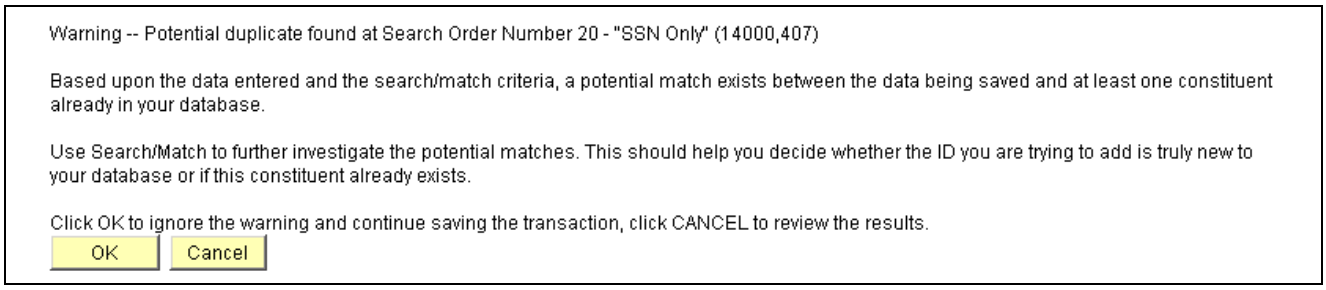


Example of the top of the Biographical Details page where the system displays the ID of "NEW" when you add a person

If the system detects a record with duplicate information, such as another record with the same National ID number, a *Potential Duplicate Found* warning message appears, providing you the opportunity to continue adding the person or to cancel and investigate the duplicate further.



Example of a "Potential Duplicate Found" warning message that appears when the system detects duplicate data

Adding or Updating Biographical Details Data

To create a personal information record, you must enter biographical data about that individual on the Biographical Details page. To update biographical data, you can return to the Biographical Details page or you can access pages described in the *Managing Biographical Data* section to edit or update specific information. When you save information on either the Biographical Details page or the specific information pages, the system writes it to the relevant maintenance tables and updates that information both places.

This section lists prerequisites and discusses how to:

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- Enter biographical details.
- Enter regional specific data.

See Also

lscc, Managing Biographical Information

Prerequisites

Before entering or updating basic biographical data, you must design and set up names, addresses, and other foundational elements of Campus Community. You must also set up basic elements for personal data management.

See Also

lscc, Designing Campus Community

lscc, Setting Up Biographical Information, Setting Up Emergency Contacts Data

Pages Used to Add or Update Biographical Details Data

Page Name	Definition Name	Navigation	Usage
Biographical Details	SCC_BIO_DEMO_PERS	Campus Community, Personal Information, Add/Update a Person, Biographical Details	Enter or update an individual's name and other basic biographical data.
Birth Information	SA_BIRTH_DETAIL	Click the Birth Information link on the Biographical Details page.	Enter or review an individual's birth location data.
Edit Address	EO_ADDR_USA_SEC	Click the Edit Address link on the Biographical Details page.	Edit an individual's address data. If you have enabled address validation on the Address Format page, the system validates the address that you enter when you click OK. The system validates the address by comparing it to the county, state, and city as defined on the Valid Address page. If your address does not contain a valid county, state, and city for the selected country you will receive an error. See *PeopleSoft HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HRMS," Administering Country Codes

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Page Name	Definition Name	Navigation	Usage
Address Search	EO_ADDRESS_SRCH	Click the Address Search link on the Edit Address page.	Search for cities within the selected country. This link appears when you change the country by clicking the Change Address link. Enable address search on the Address Format page. See *PeopleSoft HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HRMS," Administering Country Codes
Visa/Permit Data	VISA_PERMIT_DETAIL	Click the Visa/Permit link on the Biographical Details page.	Enter or review an individual's visa and permit data, including country type, date of issue, duration, issuing authority, and other visa and permit information.
Citizenship	SA_CITIZENSHIP_DTL	Click the Citizenship link on the Biographical Details page.	Enter or review an individual's citizenship and passport detail data, including country, citizenship status, passport number, issue date, expiration date, and other relevant information.
Regional	SCC_BIO_DEMO_REG	Campus Community, Personal Information, Add/Update a Person, Regional	Enter regional specific information for an individual.

Entering Biographical Details

Access the Biographical Details page (Campus Community, Personal Information, Add/Update a Person, Regional).

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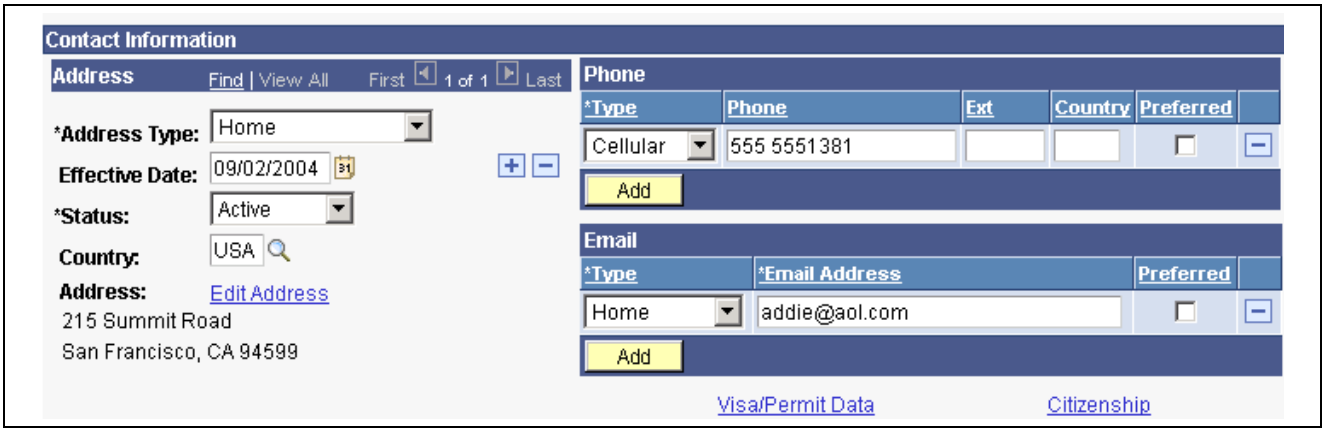
Biographical Details page (1 of 2)



Biographical Details page (2 of 2)

When you add a new person and are using system-generated IDs, the field at the top of the page displays the value *NEW* until you save the record. When you access the record after having saved it, the field displays the ID that the system assigned to this individual.

Person Information

Date of Birth Enter the individual's date of birth.

Birth Information Click this link to access the Birth Information Detail page, on which you can enter or edit the individual's birth location, country, and state.

Campus ID Enter the campus ID with which this person is most closely associated.

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Biographical History

Effective Date (Required)

Enter the date when the marital status and gender should be effective in your system.

Note. If you are changing the individual's marital status, you *must* enter an effective date.

Note. If you change the individual's name prefix, first, middle, or last name, suffix, or marital status, you *must* enter an effective date.

Marital Status (Required) and **As of**

Specify the individual's marital status (such as single, married, or divorced) and the date (if known) on which the associated marriage or divorce took place.

Values for the Marital Status field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values could require substantial programming effort.

Gender (Required)

Enter the gender of this individual. Gender is used for reciprocal relationships (mother and daughter, mother and son, brother and sister, and so on). Values are:

Male

Female

Unknown

National ID

Country

Enter or confirm the country of this individual's national ID.

If the individual has more than one national ID, you can add them here.

National ID Type (national ID type)

The system enters the value that you establish for this country on the National ID Type Table page. You can override this default value.

National ID

Enter the individual's national ID number.

Enter the number (with or without spaces and dashes). When you exit the field, the system formats the number based on the country and NID type selected.

Primary

Select this check box to indicate the primary national ID number to use for this individual. You must indicate a primary national ID.

(CAN) Verifying Social Insurance Numbers for Canadian Employees

Invoke a modulus 10-check digit formula to verify an individual's Social Insurance Number (SIN), if needed. The formula follows federal standards for using the ninth digit in an employee SIN to verify the number.

If you enter an SIN that doesn't match the check digit that is calculated by the formula, an error message appears.

Note. To use the check digit routine for Canada NID, you must modify the national ID format within the National ID Table to 999-999-998. This is the true default for the check digit routine for Canada and will enable the routine to pass and the page to be saved.

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See *PeopleSoft HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up Personal Information Foundation Tables," Assigning a National ID Type to a Country Code

(NLD) Verifying Social Security IDs for Dutch Employees

The Dutch National ID is commonly called the SoFi (Social/Fiscal) number. You can invoke the 11-check digit formula to verify a Dutch employee's SoFi number. The 11-check formula is a mathematical formula that evaluates the entry for the employee's Social Security ID and verifies that the result of the calculation is 11, to determine whether the national insurance/social security ID has a valid format.

(USA) When the Social Security Number is Unknown

When the Social Security number is missing, the system enters the default number that is defined on the National ID Type table, which is usually all nines (9s).

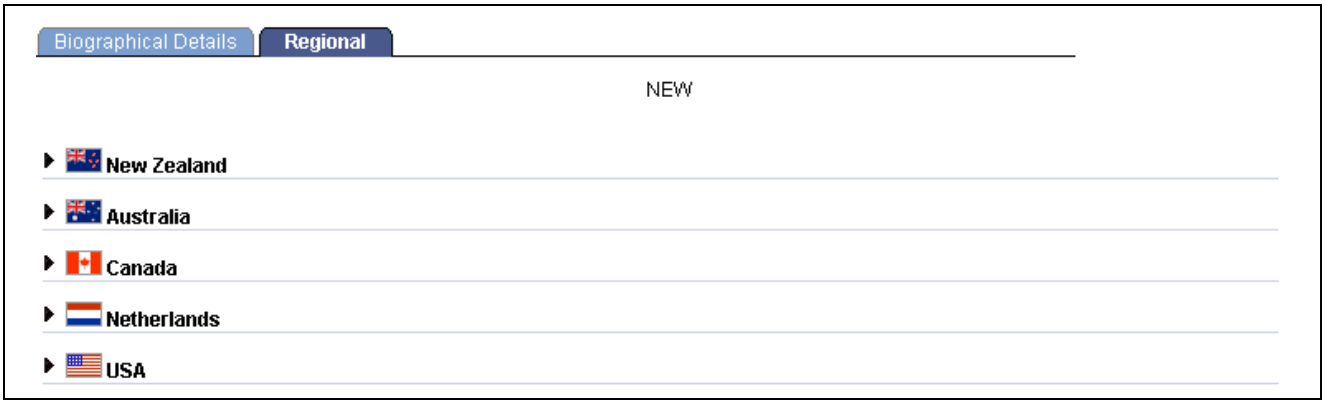
Contact Information

Address Type	Select the type of address to enter, view, or update. The system displays *Home* as the default address type and displays the data, if any, for that address type.
Edit Address	Click this link to access the Edit Address page, on which you can enter or edit address data for the address type selected. When you click OK on the Edit Address page, the data that you entered appears on the Biographical Details page when you return to the page.
Phone	Select a phone type and enter the individual's phone number for that type.
Email	Select an email type and the individual's email address for that type.
Visa/Permit Data	Click this link to access the Visa/Permit Data page, on which you can enter or update the individual's visa and permit data.
Citizenship	Click this link to access the Citizenship page, on which you can enter or update the individual's citizenship and passport data.

Entering Regional Specific Data

Access the Regional page (Campus Community, Personal Information, Add/Update a Person, Regional) and the area of the page that is specific to your region.

Note. As of the date of this publication, Canada, Netherlands, and USA functionality is available in PeopleSoft Campus Solutions.



Regional page (with areas collapsed; 1 of 7)

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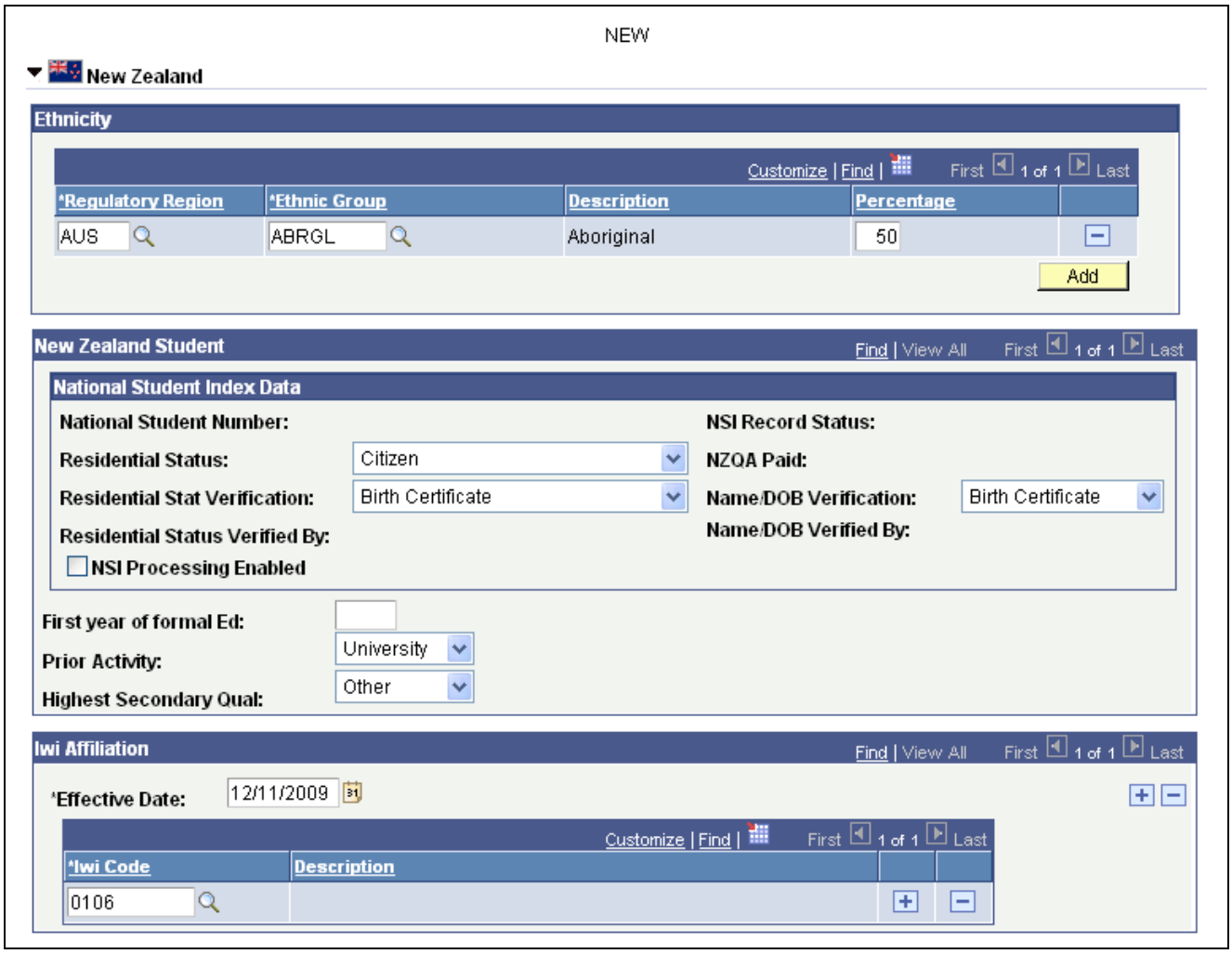
(NZL) New Zealand

The following information is specific to users with an installed country of New Zealand.



Regional page (2 of 7), New Zealand

Ethnic Group This field allows you to select multiple ethnic backgrounds.

Click the Add button to add more than one ethnic group.

National Student Number Displays the individual's unique number if received from the NSI database.

Residential Status Enter the individual's residential status.

Values include:

Au citizen (Australian citizen)

Citizen

Overseas

Perm Resid (permanent resident)

Unknown

These translate values should not be modified.

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Residential Stat Verification (residential status verification)

Indicates the method used to verify the student's residential status.

Values include:

BDM – Used only by the Ministry of Education

Other Primary ID

Birth certificate

Passport

Unverified

These translate values should not be modified.

Residential Status Verified By

The Post NSI Data process displays the provider code of the institution that verified the residential status data.

NSI Record Status

The Post NSI Data process displays and updates the status of the record in the NSI database.

Values include:

Inactive: The record is made inactive following the receipt of notification from a provider or Department of Internal Affairs (DIA) of a student's death or as an update from a provider that a record was created for a nonexistent student.

Active: The record contains all of the required fields and both verifiable fields (name/date of birth pair and residential status) as *Verified.*

Partial: The record is missing one or more of the required fields or one or both of the verified indicators set to *Unverified.*

These translate values should not be modified.

NZQA Paid

The Post NSI Data process indicates whether the student's NZQA fee is paid.

Values include:

Yes

No

Unknown – not applicable or unknown

Note. When set to *Yes*, the NSN is cloned to the external system ID table for the NZQA ID Upload process to load as a external system value of NZQA. When the NZQA exists, it indicates that NZQA fees are paid.

Name/DOB Verification (name/date of birth verification)

Enter the method used to verify the name and date of birth.

Values include:

BDM – Used only by the Ministry of Education

Birth certificate

Other Primary ID

Passport

Unverified

These translate values should not be modified.

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Name/DOB Verification By (name/date of birth verification by)

The Post NSI Data process displays and updates the provider code of the institution that verified the name and date of birth data.

NSI Processing Enabled

Select to automatically update NSI data when changes are made to NSI fields. When selected, the system updates the data if the individual has a National Student Number (NSN) in your database or if the individual does not have an NSN but has been selected by mass change (NSN App Engine process CCNSIRQN) to request an NSN from the National Student Index (NSI) and appears on the Outgoing Page of the NSI Suspense Table waiting to request an NSN from NSI.

NSI fields include: First Name, Last Name, Middle Names, Gender, Date of Birth, and Residential Status fields, the verification fields for Name/DOB, and residential status fields

The system automatically clears the check box when the Purge Mass Change Results process runs and the record has not yet been extracted by the Extract NSI Data process (the record is still in *Ready for Extraction* status).

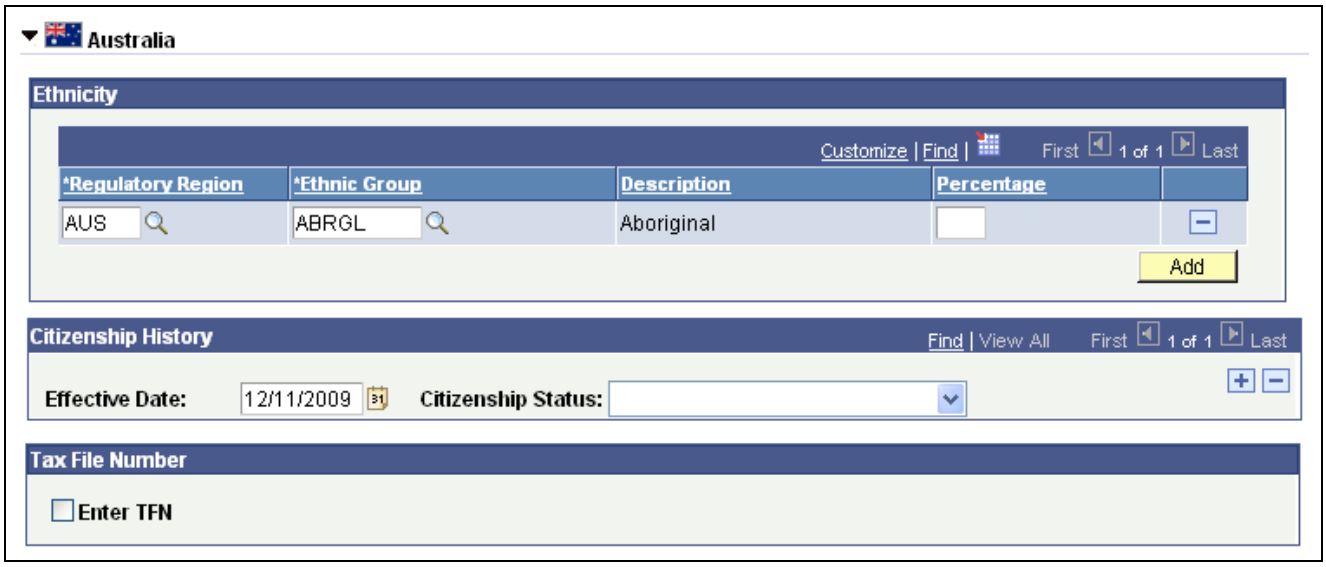
Note. If you manually select the check box and save the page, the check box becomes permanently unavailable. Manually select it only if you decide that an individual record that does not meet the criteria in your mass change definitions should be sent to NSI.

See lsfn, Reviewing Installation Setup and System Defaults, (AUS, CAN, JPN, NZL, NLD) Selecting Country-Specific Information.

See lscc, (NZL) Managing NSI Data.

(AUS) Australia

The following information is specific to users with an installed country of Australia.



Regional page (3 of 7), Australia

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Note. The Australian Tax File Number (TFN) is a number that is issued to a person by the Commissioner of Taxation. It is used to verify client identity and establish income levels. The number is an eight or nine digit number without any embedded meaning, and is based on a check digit algorithm set by the Commissioner of Taxation. You cannot view a TFN once it has been entered and saved in your PeopleSoft database.

Ethnic Group

This field allows you to select multiple ethnic backgrounds.

Click the Add button to add more than one ethnic group.

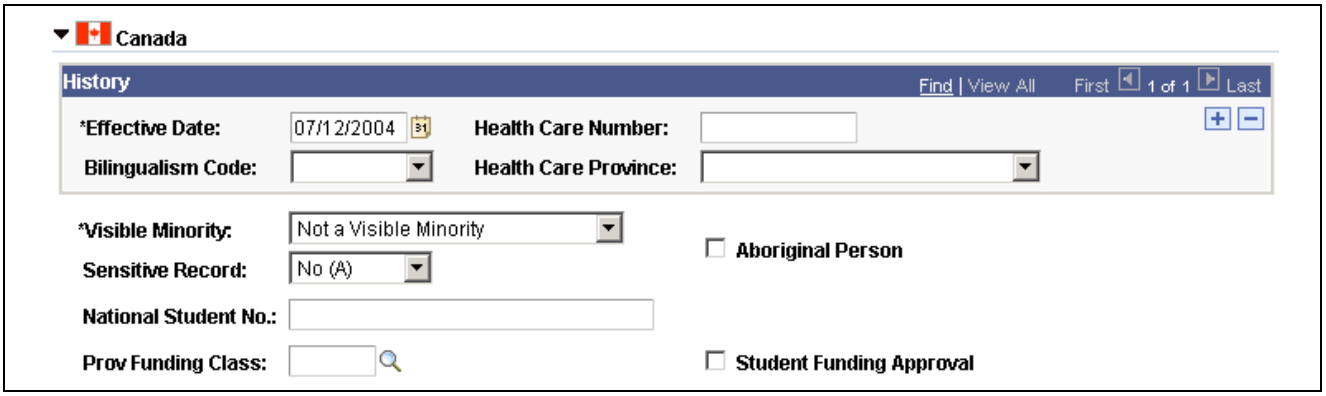
Enter TFN (enter tax file number) or **Re-enter TFN** (re-enter tax file number)

The Enter TFN check box appears only if no tax file number exists in the database for the individual. Select to display the Tax File Number field where you can enter the TFN.

The Re-enter TFN check box appears only if a tax file number has been previously saved in the database for the individual. Select to re-enter and overwrite the individual's TFN.

(CAN) Canada

The following information is specific to users with an installed country of Canada.



Regional page (4 of 7), Canada

Bilingualism Code

Enter the appropriate code for the person. If the Official Languages Act applies to the organization, use the bilingualism code as part of the Official Languages reports (PER102CN and PER108CAN) that you submit to the government.

Health Care Number and **Health Care Province**

Enter a number and select the health care province.

Visible Minority

Select a code to indicate whether the person's ethnic background is apparent based on physical appearance.

Aboriginal Person

Select this check box to indicate that the person is a Canadian aboriginal person.

Sensitive Record

Indicate whether the individual's record is sensitive, and for which the system should exclude from Statistics Canada's mail or telephone surveys.

National Student No. (national student number)

Enter the Canadian national student number for the student.

Prov Funding Class (provincial funding classification)

Enter the funding classification by citizenship for grant purposes. This field prompts against the CAN_PROV_FUN record defined for the business unit.

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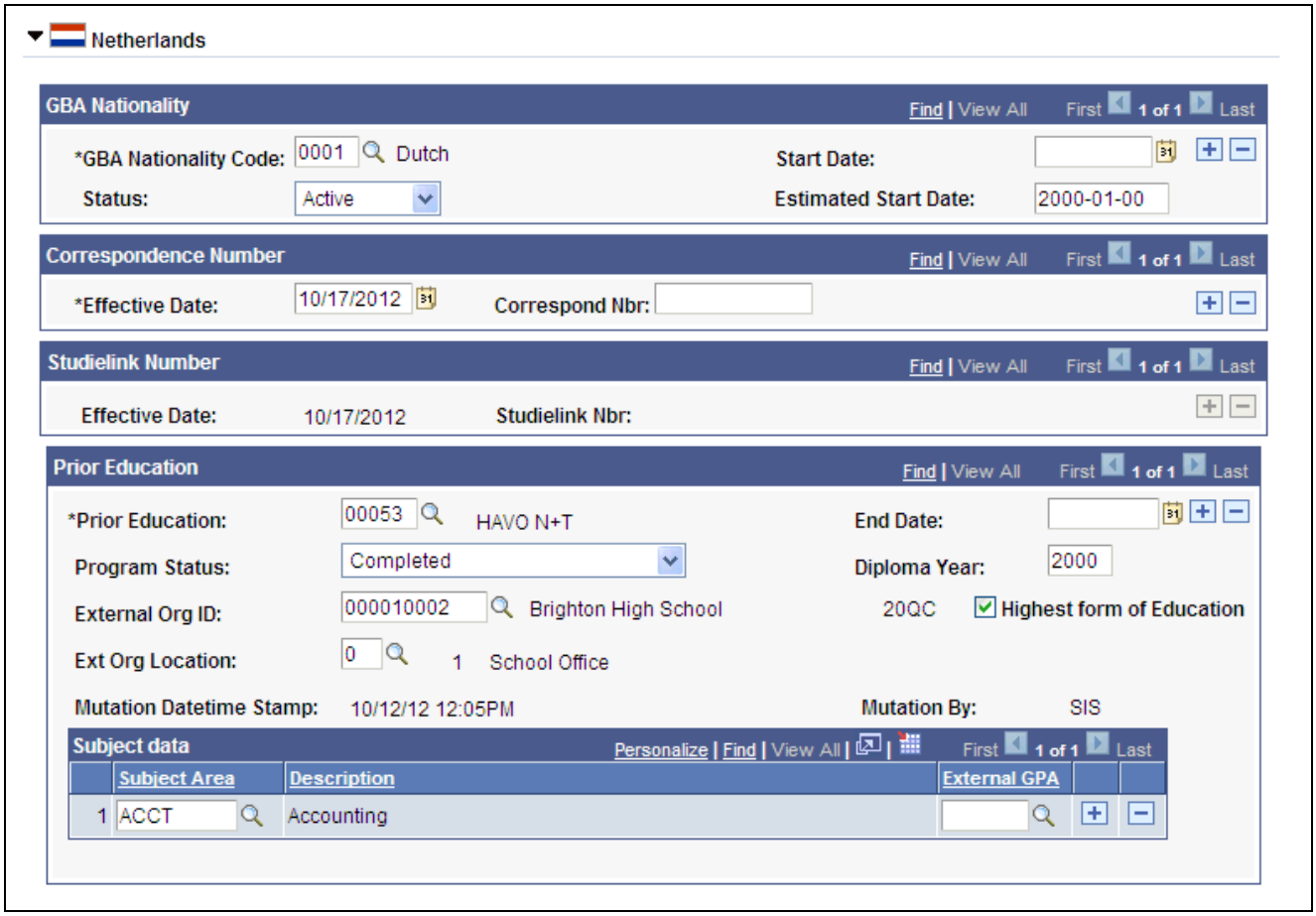
Student Funding Approval Select this check box to indicate that the student is approved for funding.

(NLD) Netherlands

Bundle 27
Added Estimated Start Date field to GBA Nationality group box.
Added Diploma Year field to Prior Education group box.
Added Establishment Information group box.

The following information is specific to users with an installed country of the Netherlands.



Regional page (5 of 7), Netherlands

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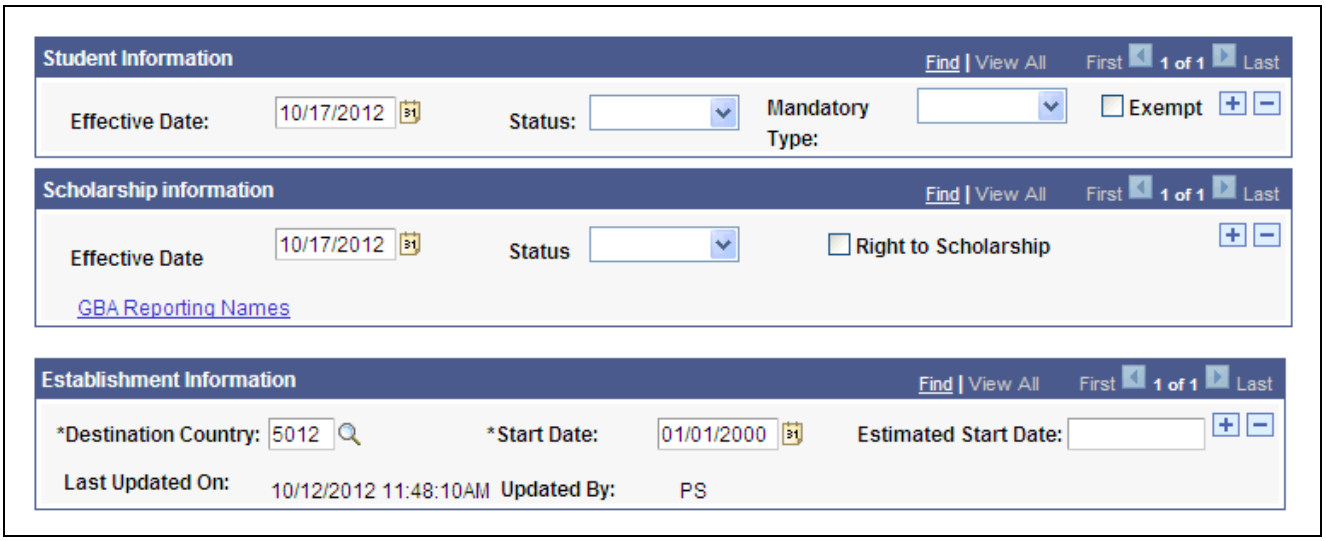

Regional page (6 of 7), Netherlands

Dutch schools receive funding from the Dutch Government for each student who complies with a predefined set of rules. To qualify for these funding schemes, schools must adhere to strict rules about the way that students are allowed to enter the admissions and registration process and about what information is registered and in what way. The Dutch Government requests that specific information about a student's prior curriculum and test results, language skills, and personal data are stored in the student administration application that is used.

GBA (Gemeentelijke Basis Administratie), the register of all Dutch citizen data, requires the registration of a student's nationality as kept by the different city councils.

GBA Nationality Code (Gemeentelijke Basis Administratie nationality code), **Start Date,** and **Status**

Enter the GBA nationality code, start date, and status.

If a person's nationality changes, add a new row. Enter the new GBA nationality code and start date, with a status of *Active.* The new nationality becomes active and the old nationality row is set to status of *Inactive.* This enables you to maintain GBA code history.

Correspond Nbr (correspondence number)

Enter the CBAP (Central Bureau for Admissions and Registration) correspondence number. The correspondence number is a crucial element in the data exchange with CBAP and CRI-HO (the current Register of enrollments in Higher Education).

In specific cases a correspondence number of a student may change. Add a new row and enter the new number with a status of *Active.* To track the data exchanged, you must store both the old and the new numbers.

Prior Education

Enter data for all known prior education for the student.

When all prior education is entered, the administrator can combine relevant schools (external organization IDs) and all subjects with relevant grade point averages.

Program Status

Enter the status of the prior education specified. Values are:

Completed

Completed

Running

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External Org ID (external organization ID)	Enter the ID of the education institution where the prior education took place.
Ext Org Location (external organization location)	Select a Sub BRINcode.
End Date	Enter the date on which the prior education was completed.
Bundle 27	**Added new field.**
Diploma Year	Enter a Diploma Year in place of diploma end date if exact date is unknown.
Highest form of Education	Select this check box if this is the highest level of education attained by the student.
External Subject Area and **External GPA** (external grade point average)	Enter the specific course subject and corresponding grade.
GBA Reporting Names (Gemeentelijke Basis Administratie reporting names)	Click this link to access the Names page, on which you enter all of an individual's first names as delivered by CBAP (Central Bureau for Admissions and Registration) as well as all of the individual's initials and a longer last name.
Mandatory Type or **Exempt**	Enter a value to indicate the degree to which the type of education that your institution provides is, by Dutch law, mandatory for the student. Mandatory Type field values are: *Complete Exempt* *Fully Mandatory* *Not Mandatory* *Partial Exempt* *Partial Mandatory* If no level of education is mandatory for the student, select the Exempt check box.
Right to Scholarship	Select this check box if the student is eligible for a government scholarship.
Bundle 27	**Added new field.**
Destination Country	Enter a Country code if the student has taken up residency outside of the Netherlands.

Note. Mandatory Type and Right to Scholarship values are used for the registration of Base Register Education, *Basis Register Onderwijs* (or BRON) related data.

(USA) United States

The following information is specific to users with an installed country of *USA* (United States of America).

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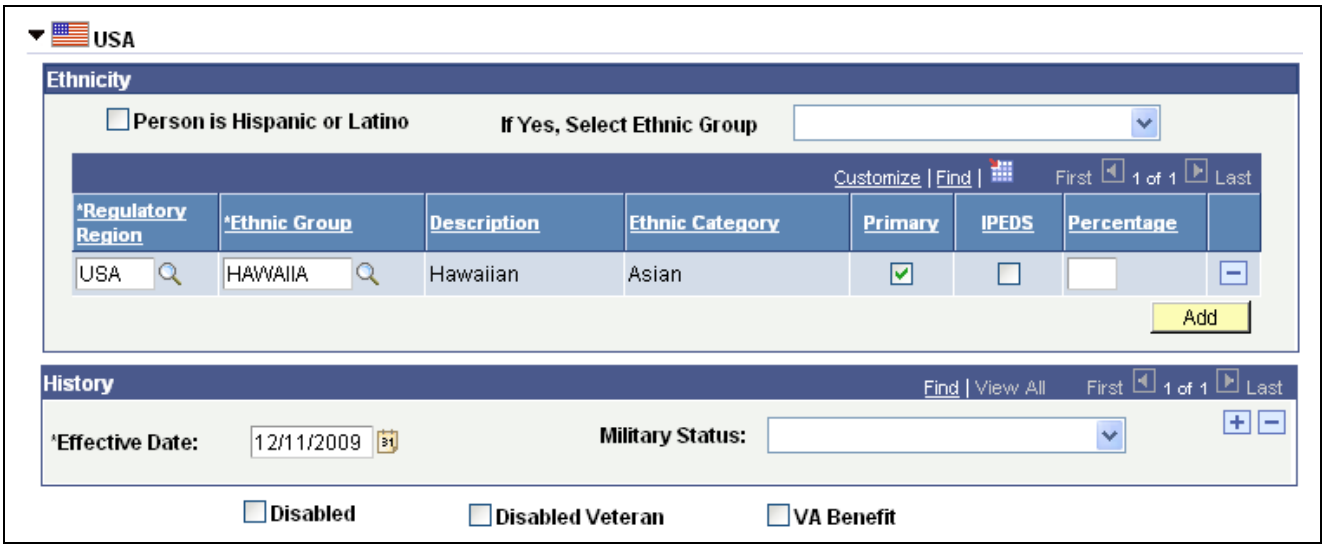

Regional page (7 of 7), USA

See lsfn, Reviewing Installation Setup and System Defaults, (AUS, CAN, JPN, NZL, NLD) Selecting Country-Specific Information.

Person is Hispanic or Latino

Select this check box to indicate whether the person is of Hispanic or Latino origin.

For further information on guidelines for defining if person is Hispanic or Latino, see http://nces.ed.gov/statprog/2002/std1_5.asp.

Note. You must select this check box if a row exists in the grid that indicates Hispanic origin.

If yes, Select Ethnic Group

If you selected the Person is Hispanic or Latino check box, then select an ethnic group code to further refine the person's ethnicity.

When you select a value, row changes occur as follows:

- If no value exists in the drop-down list and you select a value that does not currently exist on the record, the system inserts a new row into the grid.
- If a value exists in the drop-down and that value exists in the grid, when you select a new value from the drop-down, the system updates the existing row.
- If a value exists in the drop-down and blank is selected from the drop-down, nothing affects existing rows.
- If the drop-down value is blank and you select a value that already exists in the grid, nothing happens to the existing rows.

Ethnic Group

This field allows you to select multiple ethnic backgrounds.

Click the Add button to add more than one ethnic group.

Ethnic Category

The system populates this field based on the value in the EEO Ethnic Group field for U.S. regulatory region ethnic groups or the Ethnic Category for ethnic groups tracked for other regulatory regions. For any ethnic group codes with a regulatory region of USA, this field should always map to one of these five races:

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- American Indian or Alaska Native.
- Asian.
- Black or African American.
- Native Hawaiian or Other Pacific Islander.
- White.

For further information on guidelines for mapping ethnic group codes to the five races, see http://nces.ed.gov/statprog/2002/std1_5.asp.

See lscc, Setting Up Biographical Information, Setting Up Personal Attributes, Defining Ethnic Groups.

Primary Select this check box to indicate with which ethnic group the person most directly identifies.

IPEDS Select this check box to indicate that the data has been submitted by a reliable source, such as application data or self service, in response to the IPEDS questions.

Percentage Indicate the share of 100 of which this person derives his or her ethnicity. The system displays a warning if you enter an amount over 100.

Military Status Select the value that describes this person's current military status.

Disabled Select this check box to indicate that the individual is disabled and might be covered by the Americans with Disabilities Act (ADA).

Disabled Veteran Select this check box to indicate that the individual is a veteran who was disabled in the line of duty and might be entitled to certain U.S. Veteran's benefits as well as being covered by the ADA.

VA Benefit (Veterans Administration benefit) Select this check box to indicate that the individual currently receives veteran benefits from your institution.

The U.S. Veterans Administration requires a hardcopy report of individuals who receive veterans benefits from your institution. When the VA Benefit check box is selected, the system includes this individual when that report is run.

See lssr, Consolidating and Reporting Academic Statistics, Producing Veteran Reports.

Note. When you save the page, the system records the operator ID and the last updated date and time, although the fields do not appear here.

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