

Person Search

To open a session of “Person Search”, you must click on MY HR PROFILE as illustrated.



Opening a session of MY HR PROFILE

1. Enter your username created by the combination of the capital letter E followed by your employee number in the format EXXXXXX. You **must not include** the leading “1” and zeros that precede your employee number. As an example, if your employee number is 100003456, your username is E3456. Your MY HR PROFILE username is the same as the username that you use to open an INFOWEB session.
2. Press on the TAB key of your keyboard.
3. Type your password in capital letters. The MY HR PROFILE password is the same as the password to open an INFOWEB session.

Please enter your User Name (which starts with a capital E, followed by your employee number with is the same as your InfoWeb password, all in capitals). Example:100010568 = E10568

When finished, select Login.

For assistance with login, please contact the HR Helpdesk at 6555. [ca/cy](#)

Nom d'utilisateur / User Name :

Mot de passe / Password :

[Click Here for Help with Login?](#)

RELEASE: 7.3

Type your user name here. Your username must begin by the capital letter E followed by your employee number. Your MY HR PROFILE is the same user name as you would use to open an INFOWEB session. Example, if your employee number is 100003456, your must type E3456.

Type your password in capital letters. Your MY HR PROFILE password is the same as your INFOWEB password.

4. Click on EMPLOYEE.

Personal Information Employee

Search Go

Main Menu

Welcome, Lynne Bouchard, to the WWW Information System! Last web acc

[Personal Information](#)
View and update addresses, phones and emergency contacts; view e-mail address.

[Employee](#)
View benefit statement, pay information and job summary.

RELEASE: 7.3

Click here.

5. Click on PERSON SEARCH

Personal Information Employee

Search Go

Employee

[Time Sheet](#)

[Electronic Personnel Action Forms](#)

[Benefits and Deductions](#)

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Jobs Summary](#)

[Person Search](#)

RELEASE: 7.3

Click here.

PLEASE NOTE

You can perform searches based on the following criteria:

1. A partial or complete last name;
2. A partial or complete first name;
3. A complete employee number;
4. A complete social insurance number.

Research based on partial or complete name of the person

A search using the name of the employee is not case-sensitive but you must ensure that French characters are used when they are part of the person's name. As an example, if you are looking for a

person whose first name is “François”, you must make sure that you have typed the “ç” in the first name that you are searching.

You can use the % sign to replace one or many characters when performing your search. As an example, if you are looking for a list of employees who have “boucher” as their last name, you can type “**bouche%**” in the LAST NAME field. To look for employees who have a first name beginning with “sus”, you can type “**sus%**” in the FIRST NAME field.

Research based on the employee number or the social insurance number.


You cannot use the % sign when performing a search using the employee number or the social insurance number. You must type the complete employee number or the complete social insurance number to search for a person based on these criteria.

Examples

1. Research based on the complete or partial name of the person.

As an example, if you are looking for employees who have “Capler” as last name and “Susan” as first name, you can do as illustrated below.

Person Search

 There are no records available based on the criteria.

Search Criteria

Last Name: **Type your search key.**

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25

Click on Go to begin the research.

2. Research based on the employee number.

To perform a search based on the employee number, please do as illustrated below.

Personal Information **Employee**

Search

Search Criteria

Last Name:

First Name:

Or

ID: **Type the employee number of the person.**

Or

SSN/SIN/TIN:

Records per Page: 25

Click on GO to begin the search.

3. Research based on the social insurance number of the person.

To perform a search based on the social insurance number of the person, you can do as illustrated below.

Person Search

Search Criteria

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN: **Type the 9 digits of the social insurance number.**

Records per Page: 25

Click on GO to begin the search.

After you have hit the button, you will obtain a list of employees that meet your search criteria as illustrated on the following page.

Personal Information **Employee**

Search

Person Search Results

ID	Last Name	First Name	Middle Name	Status	Home Organization	Email
100078679	Capler	Susan		A	Fac.sciences adm/Fac.of Science.Adm	inttest5447@uottawa.ca

1 - 1 of 1

RELEASE: 7.3

Click on the employee number to obtain detailed information concerning the searched person.

To obtain detailed information on the person that you are searching, you must select the employee by clicking on the employee number written in [blue](#).

The detailed information that you will obtain after having clicked on the employee number consists of the following:

1. The full person's name;
2. The employee number;
3. The employee status, as an example, A signifies that the employee is active and T indicates that the employee is terminated;
4. The email address, when known;
5. The home address.

(Note: If the home address is unknown, you will notice that it has been replaced by the Tabaret Hall address).

Following, is an illustration of the information displayed when you click on the employee number.

Person Selection

ID:

Last Name:

First Name:

Middle Name:

Status:

Home Organization:

Email Address:

Address Type: Permanent (home)

Sequence Number:

Street Line 1:

Street Line 2:

Street Line 3:

Street Line 4:

City:


State or Province: Quebec

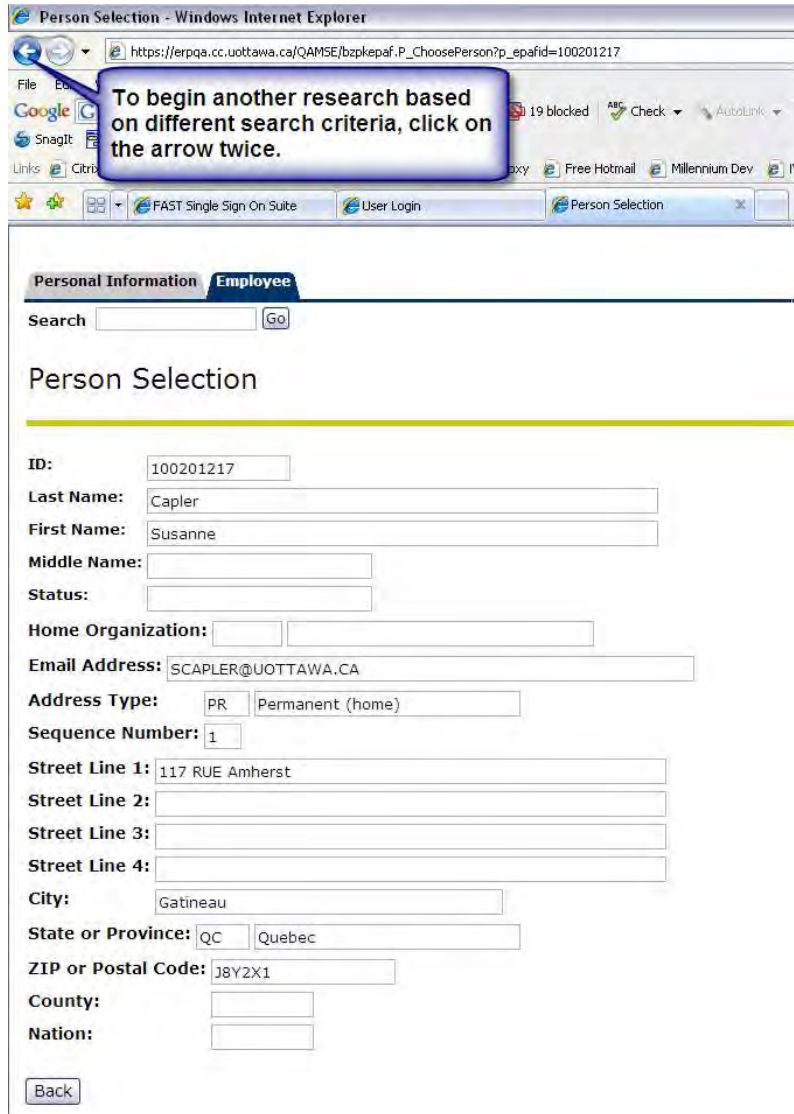
ZIP or Postal Code:

County:

Nation:

In the case where you have selected the wrong employee number, you can go back to the list of employees by simply clicking on the **Back** button that is found at the bottom of the page.

To begin another research based on a new criteria, click on the  icon that is found on Internet Explorer tool bar as illustrated below.



To exit the person search application, click on **EXIT** as illustrated below.

