

Add a New Non-Employee To PeopleSoft

“Non-Employees” are entered into PeopleSoft so that they can be assigned an EMPLID and a “Campus Affiliation”. Once they are entered into PeopleSoft they can be issued a Campus ID Card.

Employees and Students who are already in PeopleSoft are not processed as “non-employees”.

An example of a “Non-Employee” is a temporary visitor or volunteer to your department, a Round Table member or a BNL Employee.

A terminated or retired employee’s Personal Data is still in PeopleSoft. If they are returning to campus as a “non-employee” you do not add them to the database again. You will simply update their existing information to include the Non-Employee Info and Office Address information.

To check to see if someone exists in the database already you must check Search/Match first! Go to Campus Community > Personal Information > Search/Match.

If you didn’t find the person in Search/Match go ahead and add them as a non-employee:

Navigation: SBU > SBU Campus Community > Use > Add Non-Employee

Do not enter any information in the Person ID field!

Click **Add the Person**

Tip! If you forgot to check **Search/Match** first you can do it from here. Just click **Search for Matching Persons**.

Do not enter anything in the **EmplID** field!

Click the **Add** button.

Name

Biographical Details [Contact Information](#) [Non-Employee Info](#) [Office Address](#)

Stony Brook ID: NEW

Primary Name [Find](#) | [View All](#)

*Effective Date: 01/04/2008

*Format Type: English

Display Name: [Edit Name](#)

Click the **Edit Name** link

Edit Name

English Name Format

Prefix: Mr.

First Name: James Middle Name:

Last Name: Mann

Suffix:

Display Name:

Formal Name:

Name:

OK Cancel

Complete the name information and click **OK**

Biographical Details **Contact Information** Non-Employee Info Office Address

Stony Brook ID: NEW

Primary Name Find | View All First 1 of 1 Last

*Effective Date: 01/04/2008 + -

*Format Type: English

Display Name: James Mann [Edit Name](#)

Biographic Information

Date of Birth: 08/01/1966 0 Years 0 Months

Birth Country: USA United States

Campus ID

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 01/04/2008 + -

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Unknown As of: 01/04/2008

National ID Customize | Find | View All | First 1 of 1 Last

Country	*National ID Type	National ID	Primary ID	National ID Expiry Date
USA	Social Security Number	011223333	<input checked="" type="checkbox"/>	

Save Previous tab Next tab Add Update/Display

Add the following information:

Date of Birth (required) in the following format mm/dd/yyyy

Birth Country, if known

Leave today's date as the default **Effective Date**

Select the **Gender**

Select the **Marital Status**

Enter the **Social Security number** in the **National ID** field (required)

Address and Ethnic Group

Click the **Contact Information** tab.

Biographical Details | **Contact Information** | Non-Employee Info | Office Address

Stony Brook ID:

Address Type

Address Type: Home

Address History Find

*Effective Date: 01/04/2008 31 *Status: Active

Country: USA United States

Address: [Edit Address](#)

Click the **Edit Address** link

Edit Address

Country: United States [Change Country](#)

Address 1: 999 Rainforest Drive

Address 2:

Address 3:

City: Wonderville State: NY New York Postal: 11222

County:

OK Cancel

Complete the address information and click **OK**

If entering a foreign address click **Change Country** first

Biographical Details | Contact Information | **Non-Employee Info** | Office Address

Stony Brook ID:

Address Type Find | View All First 1 of 1 Last

Address Type: Home

Address History Find | View All First 1 of 1 Last

*Effective Date: 01/04/2008 31 *Status: Active

Country: USA United States

Address: 999 Rainforest Drive Wonderville, NY 11222 [Edit Address](#)

To add another Address Type (such as a mailing address) click the **Add a new row button** and then select the appropriate Address Type

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region: United States Ethnic Group: Hispanic

Primary

Volunteer Fireperson Military Reservist Employee Indic:

Select the **Ethnic Group**

Leave **Non-Employ** in the **Employee Indic** field

Non-Employee Info

Click the **Non-Employee Info** tab.

This information is important! This is where you indicate the person's affiliation with the University. This information is required for them to obtain an ID Card/Badge, Notes email account and/or Library access.

Stony Brook ID:

Volunteer Data Find | View All First 1 of 1 Last

Action Dt: 01/04/2008 Begin Dt: 01/15/2008 *Eff Date: 01/04/2008

Expected End Dt: 01/15/2009 Actual End Dt: Status: Active Only enter Actual End dt if INACTIVE

Title: Temporary Agency Employee *Dept: 84083500 Client Support

Affiliate: Lloyd Staffing

Category:

Fac/Staff Email Notes Library

Terminated Employee Retired Employee Faculty Emeritus

Save Previous tab Next tab Add Update/Display Include History

Action Dt	Default's to today's date.
Begin Dt	Enter the date the person will begin working/volunteering.
Eff Date	Enter the date that the information you are entering on this page becomes effective.
Expected End Dt	Enter the date that the person will stop working/volunteering.
Actual End Dt	This field is not required when you are adding a new person for the first time.
Status	Select Active .
Title	Select a title from the list of values provided in the Lookup table.
Affiliate	Select WHO the person is affiliated with/working for.
Dept	Enter the Department ID of the department where the person will be working/volunteering. The Department ID in PeopleSoft is the main state budget account number (8 digits long).

If you do not know the Department ID, click the **LOOKUP** button and search for the department by name.

Category

Select a category, if applicable (a way to group non-employees for reporting purposes).

If you do not see an “Affiliate”, “Title” or “Category” that is appropriate please contact the Campus ID Card Office at 2-1081 and ask for one to be added.

Fac/Staff

Will be checked if the title assigned is allocated a Fac/Staff ID Card/Badge.

Email Notes

Check this box if this person needs a Notes email account.

If this person requires a **Notes email** account the following information must be completed on these pages:

- Social Security Number
- **Office Address with zip+4**
- **Expected End Date**

They must request a Notes account following the normal campus procedure. The Notes account will be active until the Expected End Date indicated on this *Non-Employee Info* page.

Library

Check this box if this person needs Library access.

If this person requires a **Library** account the following information must be completed on these pages:

- **Home Address**
- **Department ID**
- **Expected End Date**

They must go to the Library and follow the normal campus procedure for opening an account. They will have access to the Library until the Expected End Date indicated on this *Non-Employee Info* page.

Terminated Employee

Will be checked if this person is an employee that was terminated.

Retired Employee

Will be checked if this person is an employee who is retired.

Faculty Emeritus

Will be checked if this person is a Faculty Emeritus.

Office Address

Click the **Office Address** tab. Use this page to record the University office address and phone number for this person. Office Zip+4 is required for them to get a Lotus Notes email account.

Stony Brook ID:

Zip + 4: 3382 Client Support
Building #: 005 Melville Library
Room #: S5410 Status:

Contact Category Find First 1 of 1 Last

Phones Find First 1-3 of 3 Last

Off 1 Tel Dir format: xxx-xxxx Phone Number format = aaa/xxx-xxxx except OFF1

*Type	Phone Number	Preferred
OFF1 Office 1	632-9801	<input checked="" type="checkbox"/>
CELL Cellular	516/555-0000	<input checked="" type="checkbox"/>
HOME Home	631/555-1111	<input checked="" type="checkbox"/>

E-Mail Find First 1 of 1 Last

*Type Home james@blahblahblah.com Preferred

Save Previous tab Next tab Add Update/Display Include History

Zip + 4

Enter the 4 digit office zip code.

Building

When you tab out of the Zip + 4 field, the building number will be inserted in this field.

Room

Type the office room number.

Contact Category

This field is not being used.

Phone Type

Select **OFF1** for the University phone number.

To add another **Phone Type** such as the person's Cell phone or Home phone, click the **Add a new row button** **+**.

Office Phone Number

Enter the complete phone number.

Email Type

Select the **Email Type** and enter the complete email address.

+ Click the **Add a new row** button to enter another Email Type.

Save

Click the tabs to go back to each page and review the information that you entered to make sure that it is accurate.

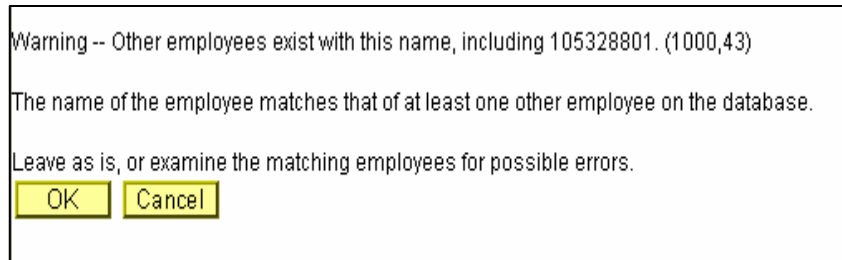


Click the **SAVE** button

The Stony Brook ID will be assigned when you save.



You will receive a warning like this if someone exists in the database with the same information as the new person you are trying to add. More than one person could have same name in PeopleSoft. Two people should not have the same National ID however. That is why it is important to check Search/Match before you enter a new person into the database.



Click **OK** to continue to save.

Click **Cancel** to cancel the save.