

Finding a Personnel record of an RMIT staff member or student

To search for an RMIT staff member or student, navigate to the 'Personnel Module'

The screenshot shows the top navigation bar with 'Personnel' highlighted in a red circle. Below it is a search box labeled 'Person Code' with an 'Add' button to its right.

Staff ID	Current?	Student ID	Person Type
	<input checked="" type="checkbox"/>		External
	<input checked="" type="checkbox"/>		External
	<input checked="" type="checkbox"/>		External

Enter the person's staff ID in the search box and click Search OR to search by name, click on 'Advanced' and select the field to search from the 'Field' dropdown menu.

The screenshot shows the 'Personnel' tab selected in the navigation bar. A search box contains 'TESTUSER5' and is circled in red. Below the search box are buttons for 'Add', 'Delete', and 'Export'. Below that is a table header with columns: 'Current?', 'Student ID', 'Person Type', and 'Organisation'.

STUDENT SPECIFIC: To search for a student, click on 'Advanced' and enter the Student ID number into the field labelled 'Value' then click Search. By default, most student records are not 'current' in the Personnel module.

The screenshot shows a search criteria form with the following fields:

Area	Table	Field	Not	Operator	Value
Core	Personnel	Person Code	<input type="checkbox"/>	Equal To	3569372

A list of matching personnel will be displayed. Click on the relevant person code to open the record.

The screenshot shows the search results page for 'Personnel (1)'. The results table has the following columns: 'Person Code', 'Preferred Full Name', 'Staff ID', 'Current?', 'Student ID', 'Person Type', and 'Organisation'. The first row shows 'TESTUSER5' and 'Test Test'. The 'Person Code' 'TESTUSER5' is circled in red. Below the table are navigation buttons: 'First', 'Prev', '1 of 1', 'Next', 'Last', and 'Records per page: 25'. There is also a section for 'Reports (0) Select Report Group' with a dropdown menu set to 'ALL'.

Adding ECP Affiliate

STUDENT SPECIFIC: An extra step is often required before a student record can be edited in the Personnel module. Scroll down to the *Person Types* related item and click Add

Researcher Identifiers (0)		Add
Person Types (2)	Add	Delete Export

Set the field labelled *Type* to 'Student in Personnel' and click 'Save'

New Person Types			2) Save	Back
1) Type	Student in Personnel	Classification	Not Specified	Current? <input checked="" type="checkbox"/>
Status	Not Specified			Context Person
From Date		To Date		
Person Types (1)			Add	Delete Export

This gives the student record a 'Context' in the Personnel module. That context permits further editing of the student record within the Personnel module.

To add the person as an ECP affiliate, navigate to 'Significant Events' related item on the person's record. Click on the 'Add' link.

Org. Units (0)	Add
Address Details (0)	Add
<u>Significant Events (0)</u>	Add
Timeline	
Contact Details (0)	Add

Enter date of action – which should correspond to the date the staff member became an affiliate of the ECP. In the 'Event' dropdown, select the name of the ECP.

Click 'Save'

UNIVERSITY		RESEARCHMASTER	
Home Projects Ethics Research Outputs Contracts Applications HDR Scholarships Personnel		System Help Logout	
New Significant Events		Save Back	
Date of Action	12/4/2018	Event Type	Milestone
Event	Advanced Materials ECP	Event Name	Advanced Materials ECP
Est. Completion Date		Day(s)	0
Completion Date		Day(s)	0
Event Details			
Occurrence			
Interval	Once Only	No. of Times	
Completion Details		End Date	

Click the back link to return to the staff record. The staff member will have the affiliation listed under 'Significant Events' with a status of 'Active'.

Address Details (0) Add								
Significant Events (1) Add Delete Export								
<input type="checkbox"/>	Date of Action	Event	Event Type	Status	Est. Completion Date	Completion Date	Has Email	Email Status
<input type="checkbox"/>	12/04/2018	Advanced Materials ECP	Milestone	Active			<input type="checkbox"/>	

First Prev 1 of 1 Next Last Records per page: 25

Timeline

Removing ECP Affiliates

To remove an ECP affiliation, navigate to 'Significant Events' on the staff member's personnel record. Click on the relevant event to edit.

Significant Events (1) Add Delete Export								
<input type="checkbox"/>	Date of Action	Event	Event Type	Status	Est. Completion Date	Completion Date	Has Email	Email Status
<input type="checkbox"/>	12/04/2018	Advanced Materials ECP	Milestone	Active			<input type="checkbox"/>	

First Prev 1 of 1 Next Last Records per page: 25

Timeline

04/18

On the significant event, choose 'Completed' from the 'Status' dropdown. Enter the date the person ceased being an affiliate of the ECP in the 'Completion Date' field.

Click 'Save'

Home Projects Ethics Research Outputs Contracts Applications HDR Scholarships Personnel System Help Logout							
Significant Events (1/1) Batch Save Back							
Date of Action	12/04/2018	Event	Advanced Materials ECP	Event Type	Milestone	Parent Event	
Est. Completion Date		Event Name	Advanced Materials ECP	Status	Completed	Day(s)	0
Completion Date	14/4/2018	Day(s)	2				

Click the back link to return to the staff record. The staff member will have the affiliation listed under 'Significant Events' with a status of 'Completed'.

Address Details (0) Add								
Significant Events (1) Add Delete Export								
<input type="checkbox"/>	Date of Action	Event	Event Type	Status	Est. Completion Date	Completion Date	Has Email	Email Status
<input type="checkbox"/>	12/04/2018	Advanced Materials ECP	Milestone	Completed		14/04/2018	<input type="checkbox"/>	

First Prev 1 of 1 Next Last Records per page: 25

Timeline