

Updating Information for Existing Non-Employees

You can use the Non-Employee Data pages to update an existing person's information. Only do this after you've performed a **Search/Match** and determined that the person exists in the PeopleSoft database for one of the following reasons:

- They are an existing non-employee
- They are a terminated or retired employee who will be returning to campus as a "non-employee"

If information on these pages exists it is from prior affiliations with the University. You will have to update it.

These people are already in the database and already have a **Stony Brook ID** assigned. If they do not exist in the database (you determine this by doing a Search/Match) then you have to add them as a new person (please refer to those instructions on the web).

Navigation:

SBU > SBU Campus Community > Use > Non-Employee Data

Modify Non-Employee
Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value | Add a New Value

EmplID: begins with | 200005753

Campus ID: begins with |

National ID: begins with |

Last Name: begins with |

First Name: begins with |

Include History

Search | Clear | Basic Search | Save Search Criteria



Find an Existing Value | Add a New Value

Enter the person's Stony Brook ID in the **EmplID** field. You obtain the EmplID from the Search/Match page.

Click **Search**.

Biographical Details	Contact Information	Non-Employee Info	Office Address
James Mann		Stony Brook ID:	200005753
<div style="border: 1px solid black; padding: 2px;"> Primary Name Find View All First 1 of 1 Last </div>			
*Effective Date:	<input type="text" value="01/04/2008"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
*Format Type:	<input type="text" value="English"/>		
Display Name:	James Mann	Edit Name	

To update an existing non-employee's name you must add a new row so that the change can be tracked by the Effective Date:

-  Click the **Add a new row** button next to the Effective Date field. Today's date will be inserted in the **Effective Date** field.
- Click the **Edit Name** link
- Change the name and click **OK**
-  Click **Save**
- Notice that a new row has been added with the updated information

Click the **Contact Information** tab to update the address.

James Mann Stony Brook ID: 200005753

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

Address Type: Home

Address History

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



Country: USA United States

Address: 999 Rainforest Drive
Wonderville, NY 11222

[Edit Address](#)


This **Add a new row** button is only used to add a different **Address Type**. Do not click it to update an existing Address Type

To update an existing non-employee's address you must add a new row so that the change can be tracked by the Effective Date:

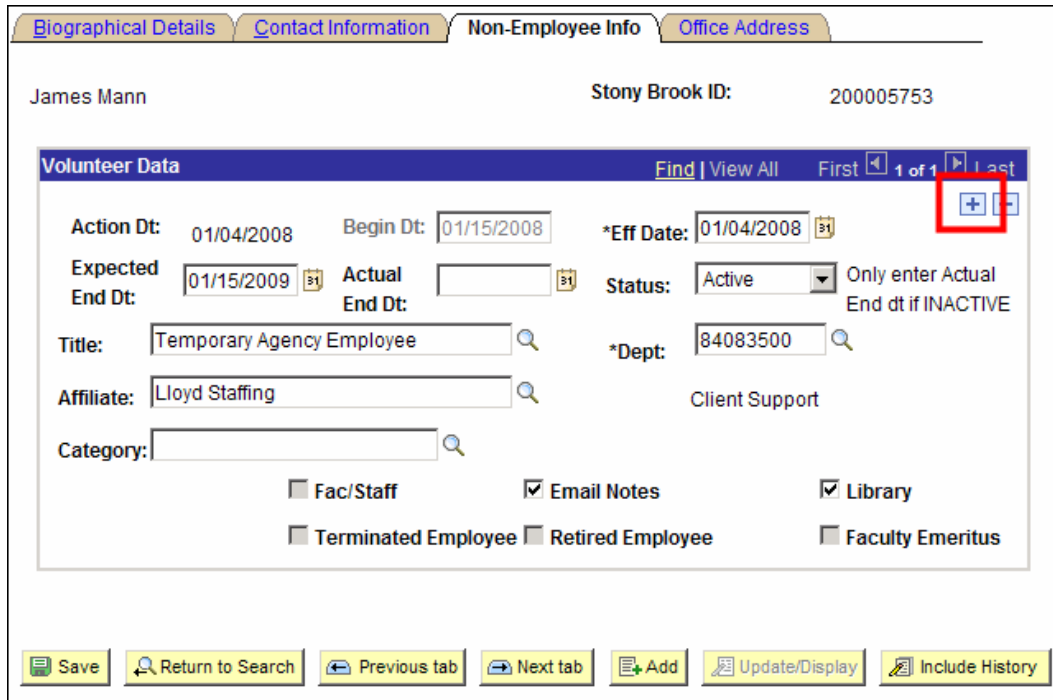
-  Click the **Add a new row** button (the one next to the Effective Date field). Today's date will be inserted in the **Effective Date** field.
- Click the **Edit Address** link
- Change the name and click **OK**
-  Click **Save**
- Notice that a new row has been added with the updated information

Click the **Non-Employee Info** tab to update the volunteer/affiliate information.

Existing non-employees may have complete information on this page from prior affiliations with the University. You must update this page with your department affiliation.

To do so, **Add a new row**  so that the change can be tracked by the Effective Date.

If no information exists on this page, simply add your information. You do not have to add a new row.



The screenshot shows the 'Non-Employee Info' tab for James Mann (Stony Brook ID: 200005753). The 'Volunteer Data' table has one row with the following details: Action Dt: 01/04/2008, Begin Dt: 01/15/2008, *Eff Date: 01/04/2008, Expected End Dt: 01/15/2009, Actual End Dt: (empty), Status: Active, Title: Temporary Agency Employee, *Dept: 84083500. The table also includes checkboxes for Fac/Staff, Terminated Employee, Email Notes, Retired Employee, Library, and Faculty Emeritus. A red box highlights the '+ Add' button in the top right corner of the table.

- 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

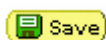
Will be checked if this person is an employee that was terminated.

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.



Click **Save**

To add/update the information on the **Office Address** page simply replace the old with the new. It is not necessary to add a new row because this information is not Effective-dated.



Click **Save**

James Mann Stony Brook ID: 200005753

Zip + 4: Client Support
Building #: Melville Library Status: NON-EMPLOYEE
Room #:

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 OFF 1

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

E-Mail Find First 1 of 1 Last
*Type: Preferred + -