Guidelines for maintaining data integrity in RM – Personnel module

1. **Searching for a person**
   When searching for a person, keep the following in mind:
   a. Check for different spelling – search on the **surname** rather than the given name
   b. Check for name **variants**
      i. Preferred name such as Bob not Robert, Cindy not Cynthia
      ii. Maiden / Married name
      iii. Nickname such as BJ (Beatrice) or Mick (Gary)
      iv. Traditional name/s
   c. Check for **currency** – a person may be returning to the University
      i. Untick the “Display only current records” box
         ![Display only current records](image)
      ii. If checking in the Personnel module, search for all personnel (current and non-current)
   d. Check whether **internal / external**
      All internal academic ACU staff members are in RM. A person may be external (examiner / supervisor / author) and has now become internal (ACU staff / student).
      Do not create a new personnel record if there is already a personnel record.
      Please email res.performance@acu.edu.au and we will advise you on how to proceed.
   e. Researchers may or may not use their **title** on an application or publication. Do not create a new personnel record if the only difference is a missing title.

2. **Adding an existing person (a person you have found in your search results)**
   When adding existing personnel to your data entry:
   a. Always check the **Similar Names** list and make sure the correct person is added.
   b. Do not use any personnel record with the word “DELETE” in the name, it is a duplicate record.

3. **Creating a new person (a person you can’t find in your search results)**
   You should only need to create a new personnel record if:
   a. You can’t find the person in your search results; and
   b. The person is External
   Again, prevention is better than cure! If you are unsure about the need to create a new personnel record, please do seek advice first by emailing res.performance@acu.edu.au.

4. **When creating External personnel, please ensure that you:**
   a. Search for and add the **correct** External Organisation to which they belong
   b. If you cannot find the correct External Organisation:
      i. refer to the Instructions for Creating External Organisations in RM; or
      ii. complete the **External Organisation Request form**
   c. Link the External Organisation back to the person in the module you created them

Above all, **use your judgement**, and if in doubt, seek advice from Res.Performance@acu.edu.au