



## **Introduction**

Knowing where our employees work is about more than maintaining accurate records- it's about strengthening how we operate as a County. When departments have up-to-date location information, they can allocate resources efficiently, foster clear communication, and promote stronger collaboration across departments. Most importantly, in the event of an emergency, having current and accurate location details helps ensure the safety and well-being of every employee.

## **Responsibilities of the Payroll Specialist, Manager, or HRBP**

Each department is responsible for ensuring the accuracy of employee work location information. Departments must review and update employee records each pay period to reflect any changes in physical work locations, ensuring that all address information remains current and compliant with County standards. Adherence to the following procedures outlined in this document is essential to maintaining accurate personnel records and support effective communication.

Staying on top of these updates ensures our teams stay connected, supported, and informed- no matter where they work.

## **Process:**

The Mass Location Change page will display employees who require work location updates. However, if your department has more than 300 employees, it may be more efficient to run a query to ensure all employees with missing work locations are captured. This approach helps avoid overlooking any records that may not immediately appear on the page due to volume limits.

Open *Query Manager* and search for ***MISSING\_WORK\_LOCATION***. Run the query. This will provide you with the names that need the work location updated.

## **To update:**

There are a few ways to navigate to the Mass Location Change page:

- **Menu > SB County > SB Payroll > Use > Mass Location Change.**
- **Payroll Specialist Tile > Mass Location Change**
- **Manager Self Service Page > Team eTime > Mass Location Change**

You have the ability to narrow down the list of employees that are accessible to you by using the filter criteria.

*Please ensure that you input **at least two characters**. Should you enter only a single character, the system will indefinitely continue loading without yielding results.*



# EMACS – Employee Management & Compensation System Employee Work Location – Payroll Specialist, Manager, and HRBP Instructions

**Mass Location change**

Empl ID \_\_\_\_\_ Name \_\_\_\_\_

**Filtering Criteria**

Empl ID

City

Department

Manager ID

**Work Location Selection**

Work Location

Select	Work Location	Eff Date	EE Self Service Addr	Dept Description	Job Address	Job City	Empl ID	Name	Jobcode Description	Position
<input type="checkbox"/>	WL0211	08/27/2025	735 Carnegie Dr	92000 - Behavioral Health - Directors	735 Carnegie Dr	San Bernardino				00083718
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00005660
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00083713
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00055851
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00008178
<input type="checkbox"/>		06/14/2025		92000 - Behavioral Health - Directors	ATTN: Payroll Clerk	San Bernardino				00001628
<input type="checkbox"/>	WL0211	08/27/2025	735 Carnegie Dr	92000 - Behavioral Health - Directors	735 Carnegie Dr	San Bernardino				00016510
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00055849

In this example we filter by the **Department ID**. After entering the filtered criteria press the tab key on the keyboard and this will re-populate the list.

*Note: To reset the criteria field, delete your entry from the field then tab out of the field for the page to reset. Enter another search criteria if needed.*

Any blank fields as shown below will need to have the address updated.

**Mass Location change**

Empl ID \_\_\_\_\_ Name \_\_\_\_\_

**Filtering Criteria**

Empl ID

City

Department

Manager ID

**Work Location Selection**

Work Location

Select	Work Location	Eff Date	EE Self Service Addr	Dept Description	Job Address	Job City	Empl ID	Name	Jobcode Description	Position
<input type="checkbox"/>	WL0211	08/27/2025	735 Carnegie Dr	92000 - Behavioral Health - Directors	735 Carnegie Dr	San Bernardino				00083718
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00005660
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00083713
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00055851
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00008178
<input type="checkbox"/>		06/14/2025		92000 - Behavioral Health - Directors	ATTN: Payroll Clerk	San Bernardino				00001628
<input type="checkbox"/>	WL0211	08/27/2025	735 Carnegie Dr	92000 - Behavioral Health - Directors	735 Carnegie Dr	San Bernardino				00016510
<input type="checkbox"/>	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral Health - Directors	303 E Vanderbilt Way	San Bernardino				00055849



## EMACS – Employee Management & Compensation System Employee Work Location – Payroll Specialist, Manager, and HRBP Instructions

1. Select the box(es) that need the address(es) added or updated (multiple boxes may be selected at one time).
2. If the Work Location is known, you may enter it directly into the **Work Location** field, if not you may search by selecting the magnifying glass icon. The address will populate once your selection has been made.

**Mass Location change**

Empl ID \_\_\_\_\_ Name \_\_\_\_\_

**Filtering Criteria**

Empl ID   Department

City   Manager ID

**Work Location Selection**

Work Location

850 E Foothill Blvd

Select	Work Location	Eff Date	EE Self Service Addr	Dept Description	Job Address	Job City	Empl ID	Name	Jobcode De
<input type="checkbox"/>	WL0194	08/27/2025	755 E Gilbert St	92295 - Central Valley Reintegration	755 E Gilbert St	San Bernardino			
<input type="checkbox"/>	WL0176	08/27/2025	780 E Gilbert St	92256 - One Stop Tay Center	780 E Gilbert St	San Bernardino			
<input type="checkbox"/>	WL0214	08/27/2025	621 Carnegie Dr Ste 210	92171 - CSS Revenue Cycle	621 Carnegie Dr Ste 210	San Bernardino			
<input type="checkbox"/>	WL0137	08/27/2025	18818 US Highway 18	92325 - MH Wellness Triage Grant (OAC)	18818 US Highway 18	Apple Valley			
<input type="checkbox"/>	WL0033	08/27/2025	850 E Foothill Blvd	92406 - Rialto (BHRC) Perinatal	850 E Foothill Blvd	Rialto			
<input type="checkbox"/>	WL0033	08/27/2025	850 E Foothill Blvd	92002 - Behavior Hlth Patients Rights	850 E Foothill Blvd	Rialto			
<input checked="" type="checkbox"/>	<input type="button" value="1"/>	11/30/2024		92216 - Mesa Counseling	ATTN: Payroll Clerk	San Bernardino			
<input checked="" type="checkbox"/>	<input type="button" value="1"/>	02/22/2025		92264 - Div Oppt O/P Recvry Svcs	ATTN: Payroll Clerk	San Bernardino			
<input type="checkbox"/>	WL0013	08/27/2025	860 Brier Dr	92010 - PEI Admin.	860 Brier Dr	San Bernardino			

3. Click **Update Selected** to save the changes. The changes have now been updated.

<input type="checkbox"/>	WL0176	08/27/2025	780 E Gilbert St	92256 - One Stop Tay Center	780 E Gilbert St	San Bernardino			
<input type="checkbox"/>	WL0214	08/27/2025	621 Carnegie Dr Ste 210	92171 - CSS Revenue Cycle	621 Carnegie Dr Ste 210	San Bernardino			
<input type="checkbox"/>	WL0137	08/27/2025	18818 US Highway 18	92325 - MH Wellness Triage Grant (OAC)	18818 US Highway 18	Apple Valley			
<input type="checkbox"/>	WL0033	08/27/2025	850 E Foothill Blvd	92406 - Rialto (BHRC) Perinatal	850 E Foothill Blvd	Rialto			
<input type="checkbox"/>	WL0033	08/27/2025	850 E Foothill Blvd	92002 - Behavior Hlth Patients Rights	850 E Foothill Blvd	Rialto			
<input type="checkbox"/>	WL0033	11/30/2024	850 E Foothill Blvd	92216 - Mesa Counseling	ATTN: Payroll Clerk	San Bernardino			
<input type="checkbox"/>	WL0033	02/22/2025	850 E Foothill Blvd	92264 - Div Oppt O/P Recvry Svcs	ATTN: Payroll Clerk	San Bernardino			
<input type="checkbox"/>	WL0013	08/27/2025	860 Brier Dr	92010 - PEI Admin.	860 Brier Dr	San Bernardino			

*\*If an address is not available upon searching, you would need to submit a Work Location Address Request form to the EMACS Development team so the address can be added.*

*The form can be located on the [EMACS website](#) under [EMACS Development](#).*

*Form Link: [Work Location Address Request](#)*