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 100 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.

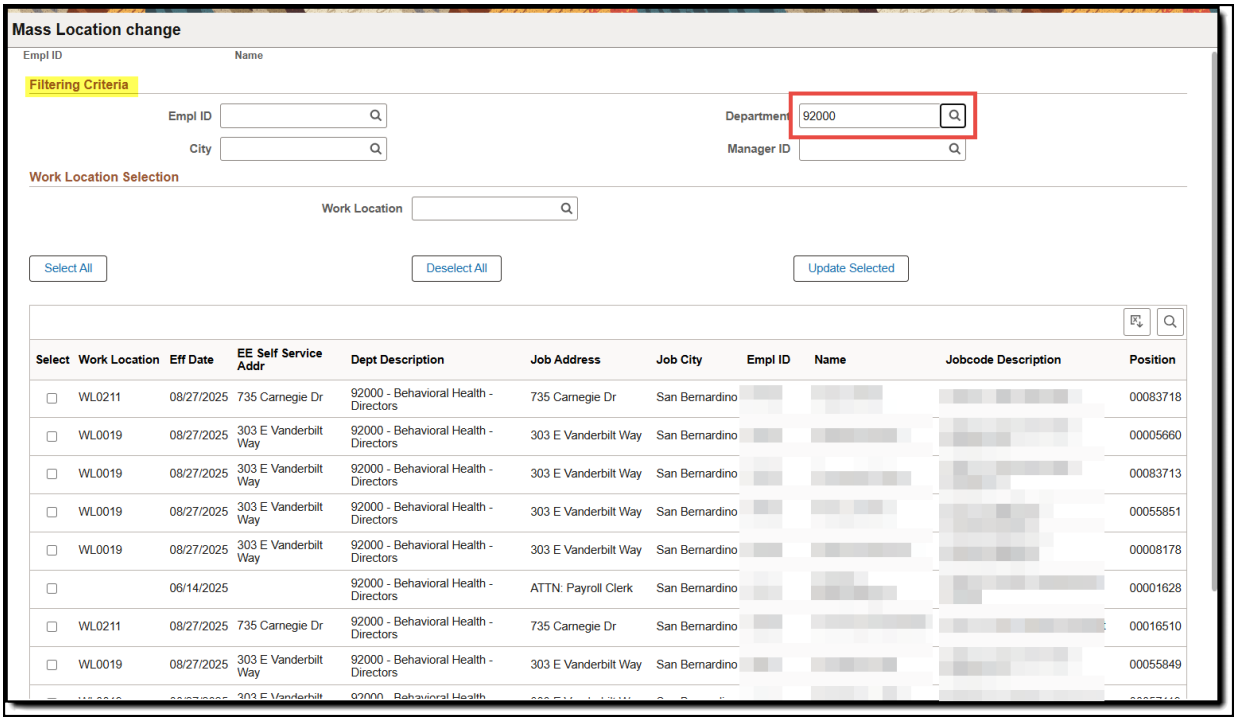
To update:

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.*

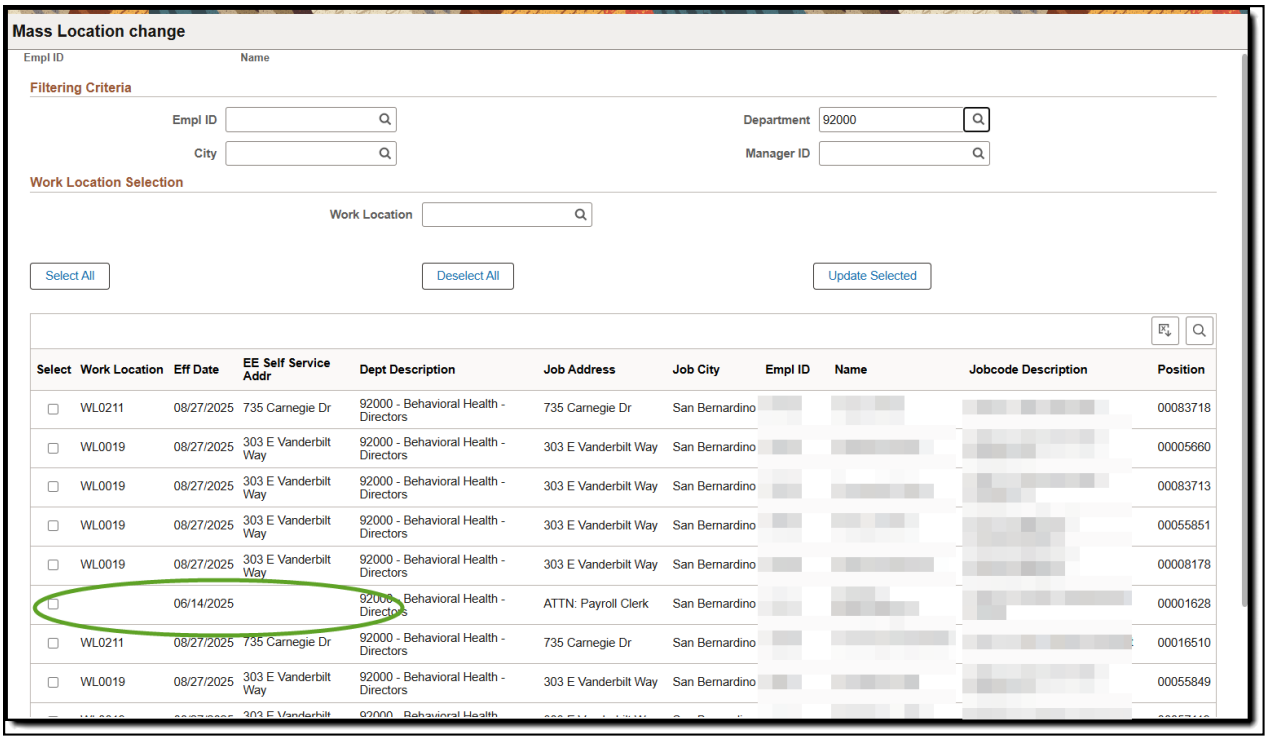


Select	Work Location	Eff Date	EE Self Service Addr	Dept Description	Job Address	Job City	Empl ID	Name	Jobcode Description	Position
☐	WL0211	08/27/2025	735 Carnegie Dr	92000 - Behavioral Health - Directors	735 Carnegie Dr	San Bernardino				00083718
☐	WL0019	08/27/2025	303 E Vanderbilt Way	92000 - Behavioral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



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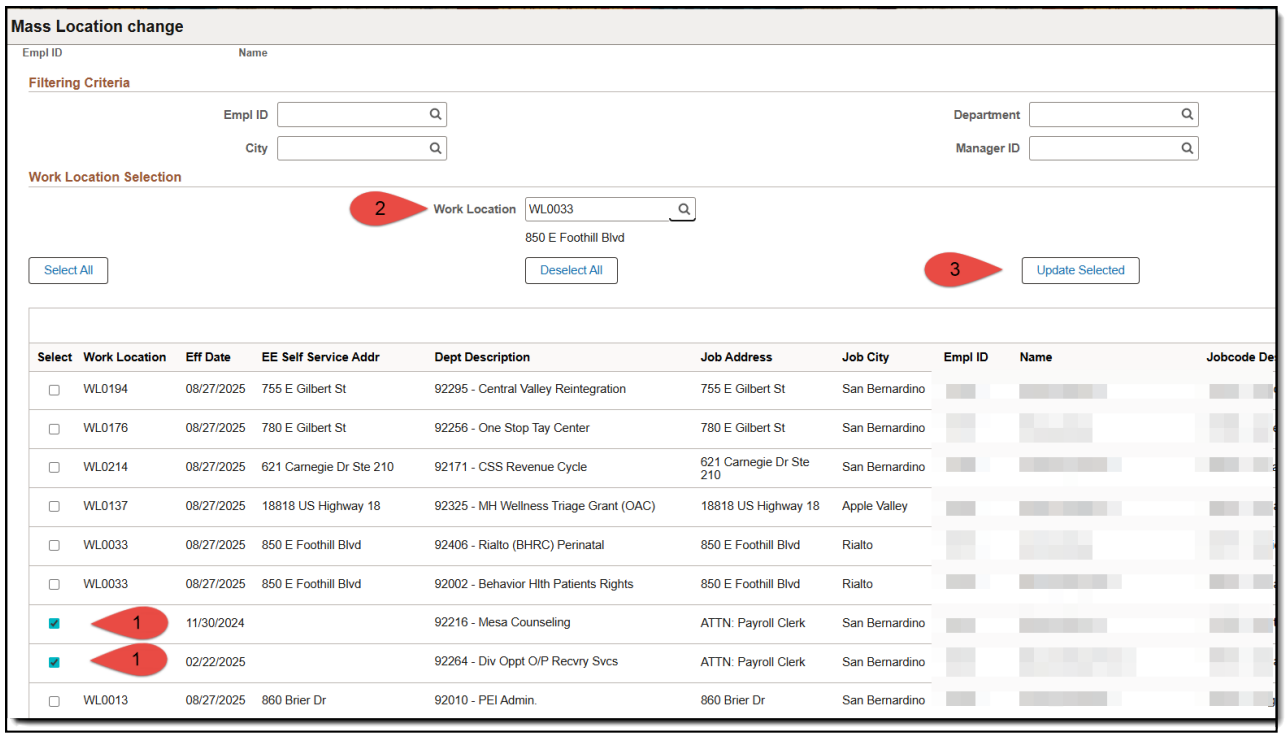
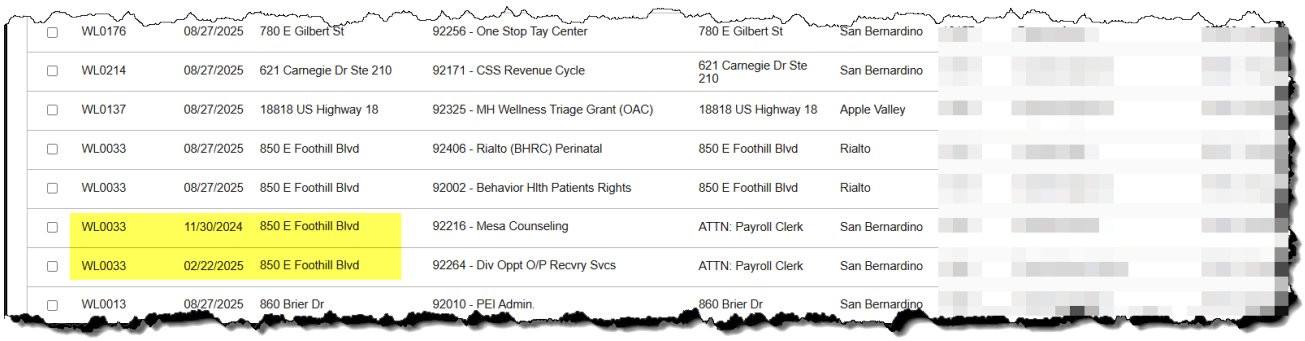
1. Select the box(es) that need the address(es) added or updated (multiple boxes may be selected at one time).

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.



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



**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