



# EMACS – Employee Management & Compensation System Employee Work Location – Employee Self Service Instructions

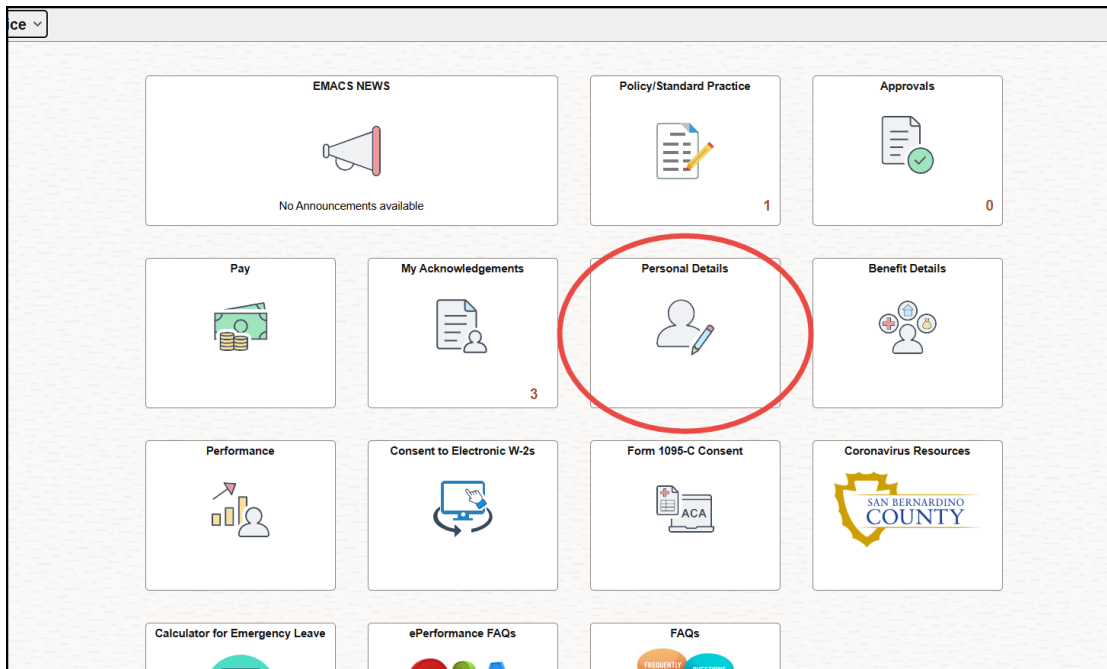
## Introduction

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.

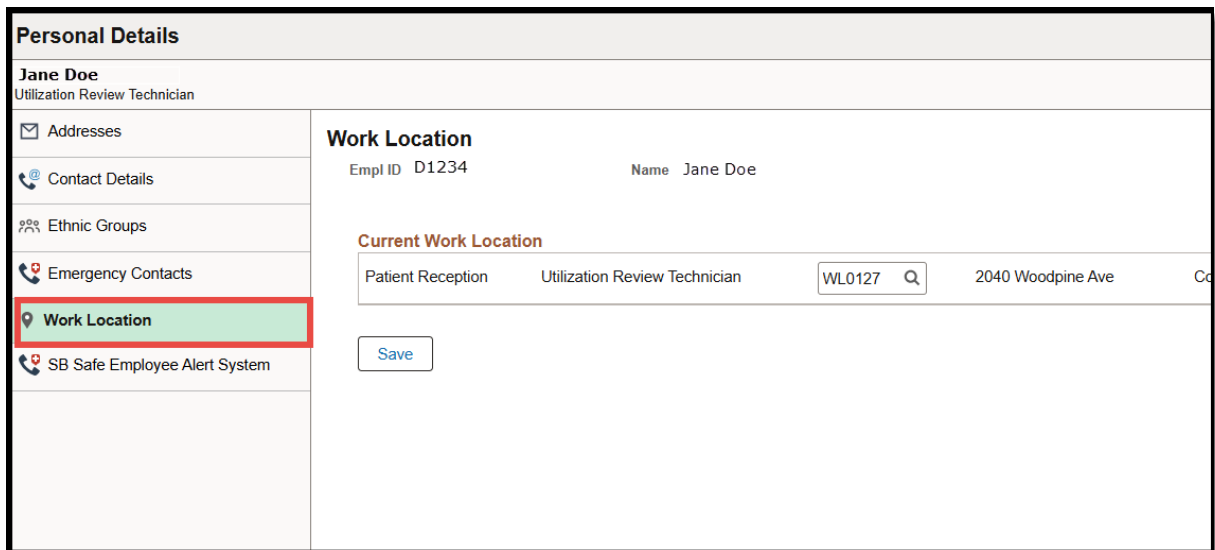
## Process:

To update your work location address, please follow the steps below to make the change in EMACS.

1. Log into EMACS and click on the Personal Details tile from the Employee Self Service homepage.



2. Click on 'Work Location' tab located on the left-hand side of the screen.





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- Click on the magnifying glass icon in the location code box to open the search menu.



- A search menu will appear, allowing user to either select from the available list or search using specific criteria such as city, address, or other key words.

To search using criteria, click the down arrow next to 'Search Criteria' to expand additional search fields.

**Lookup**

Search for: Location

[Show Operators](#)

Location Code (begins with)

Description (begins with)

Address Line 1 (begins with)

City (begins with)

Search Results

297 rows

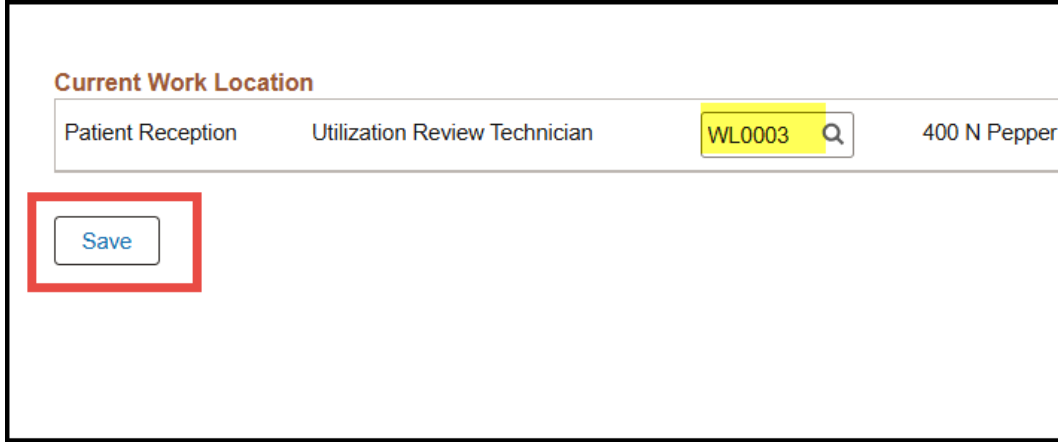
Location Code	Description	Address Line 1	City
WL0001	385 N Arrowhead Ave	385 N Arrowhead Ave	San Bernardino
WL0002	268 W Hospitality Ln	268 W Hospitality Ln	San Bernardino
WL0003	400 N Pepper Ave	400 N Pepper Ave	Colton
WL0004	451 E Vanderbilt Way	451 E Vanderbilt Way	San Bernardino
WL0005	150 E Holt Blvd	150 E Holt Blvd	Ontario
WL0006	247 S Boyd St	247 S Boyd St	San Bernardino
WL0007	655 E 3rd St	655 E 3rd St	San Bernardino
WL0008	36600 Ghost Town Rd	36600 Ghost Town Rd	Yermo



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5. Once you locate your work location address, click on it. The window will close automatically, and the selected location code will populate in the Location box field.

Be sure to click 'Save' to apply your changes.

A screenshot of a web form titled "Current Work Location". The form has a header with the title. Below the header, there are two input fields: "Patient Reception" and "Utilization Review Technician". To the right of these fields is a search box containing "WL0003" and a magnifying glass icon. Further right is the text "400 N Pepper". Below the search box, there is a "Save" button highlighted with a red rectangular border.

6. You're all done!

REMINDER: You can update your work location address at any time/as needed. Check your Personal Details regularly to ensure your information is accurate and up-to-date.