



County of San Bernardino ABOUT EMACS A Collaborative Effort of HR, ATC & ISD

EMACS (Employee Management and Compensation System) is an Oracle PeopleSoft HRMS application that integrates business processes of Human Resources (HR) and Auditor-Controller/Treasurer/Tax Collector (ATC) to manage employees, their pay and benefits for the County and Special Districts.

At the inception of EMACS in 1998, two operational teams and one development team were created which supports the operational and development processes of EMACS. The operational teams are independent of one another for internal control purposes and are composed of HR employees and ATC employees, respectively. Both teams integrate their work with Departmental Payroll Specialists to ensure all employees are correctly enrolled in their benefit packages and are correctly paid each pay period.

The Development Team is comprised of staff from three departments, HR, ATC and Information Services (ISD) who work together sharing a common focus supporting and enhancing EMACS.

EMACS - HR

Audit and process all personnel transactions and enroll employees in the correct benefit programs.

- Enter personnel data related to the hiring, promotion, transfer and termination of employees.
- Position Management - establish, reclassify and inactivate positions per approved Board Agenda Items.
- Process job status updates, Work Performance Evaluations and step increases.
- Process bilingual and special assignments compensation.
- Process perfect attendance, vacation extensions and leaves of absences.

EMACS - Payroll

Audit and process employee timesheets to generate paychecks, distribute funds via direct deposit, report taxes and file W-2 Statements.

- Administer the payroll process to calculate employee earnings based on the benefit package, timesheets submitted and voluntary/involuntary payroll deductions.
- Collect and distribute payroll deductions to appropriate agencies.
- Process and report all payroll related taxes to the Internal Revenue Service and the State of California Employment Development Department.
- Process wage garnishments
- Process payroll adjustments as necessary.

EMACS Development Team

Technical Analysts from ISD and Functional Business Analysts from both ATC and HR departments' work together supporting EMACS in a team environment providing the following services:

- Responsible for coordination and participation in the design, development, testing and implementation of enhancements and upgrades.
- Automate and streamline business processes
- Provide advisory and customer services to all departments including extracting data from EMACS
- Implement agreed upon negotiations for several bargaining units and unions for employee benefits and pay
- Troubleshoot and maintain EMACS on a "User" level
- Provide expertise in supporting computer hardware and software in order to keep EMACS running 24/7.