



County of San Bernardino EMACS REPORTS

EMACS reports are distributed each pay period to County departments for their use. These reports contain detailed information regarding the department's positions and employees.

GENERAL INFORMATION

Reports are generated and distributed by Department ID from the Information Services (ISD).

Information reflected on the reports is current as of the date printed at the top of each page. Changes that occur after that date will appear on the reports for the following appropriate pay period.

Note: For questions regarding distribution or generation of reports, contact ISD Help Desk/Repair.

REPORTS

Note: Each report has an identification number assigned to it, indicated in parentheses.

CURRENT INCUMBENT DATA (SBPOS001)

Contains a detailed list of all positions within a department, including which positions are filled and which positions are vacant. Information provided on this report includes, but is not limited to: job code title, position number, incumbent name and employee ID, incumbent's job status and step due date, and account string information for each position.

AUTHORIZED VS. ASSIGNED POSITIONS (SBPOS002/SBPOS005)

Contains a summary of job code titles within each department that are authorized, assigned and vacant. Positions are categorized as regular, extra help, contract and recurrent.

PAYROLL REGISTER (PAY002)

This report provides detailed paycheck information by employee name and ID for a specific pay period. Information provided on this report includes, but is not limited to: grade and step, check date, check number, tax status, type of pay, hours paid and earnings, gross earnings, taxes/type and deductions/type.

LEAVE ACCRUALS (BEN007)

Contains a listing of leave accruals and balances by employee name and ID. Information provided on this report includes, but is not limited to: type of leave, prior pay period balance, current pay period activity and balances, hourly rate and cash value.

OPEN WORK PERFORMANCE EVALUATIONS (SBBEN019)

Contains a list of employees who are due a Work Performance Evaluation (WPE) for each department. Information provided on this report includes, but is not limited to: employee name and ID, WPE due date, type of WPE due, and employee's job status.

PAY STEP ADVANCE NOTICE REPORT (SBWP002)

Identifies employees who are potentially eligible for a step and pay advancement. Information provided on this report includes, but is not limited to: job code, current grade, step and rate of pay, future step and rate of pay, type of WPE required, step due date and hours to qualify for step vs. hours worked.

JOB STATUS UPDATE NOTICE (SBWP003)

This report identifies employees who **may be** overdue a WPE. Information provided on this report includes, but is not limited to: job status, status end date, step hours earned vs. step hours required and date of the last completed WPE.

RETURNING RETIREES REPORT (SBPAY026-1)

Identifies retired county employees who have returned to work on a temporary/part time basis. The information on this report includes, but is not limited to: dept id, employee name and id, position number, job code and minimum/maximum end date.

SICK LEAVE USAGE (SBHR034)

Contains a list of employees for each department who have used 75% or more of accrued sick time during the 26 pay periods.