



# County of San Bernardino EMACS EARLY ID ASSIGNMENT USERS GUIDE

## Overview

The Early ID Assignment page is used to assign Employee ID'S after employees have accepted a job but before their hire paperwork has been submitted to EMACS for processing. This document explains how to add new Employee ID'S and search for employees who have already been assigned ID numbers.

## Add a new Employee ID

You will need the Employee's name, Social Security Number and position number for which the employee was hired before proceeding. To assign an ID, follow these steps:

1. In EMACS, navigate to the Early ID Assignment page as follows:  
Main Menu > Workforce Administration > Job Information > Early ID Assignment > Add a New Value
2. Enter the Employee's Social Security Number (SSN) and click on the Add button.

The screenshot shows the 'Early ID Assignment' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled '\*Social Security #' containing the value '987654321'. A red box highlights this field. Below the input field is an 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

## Employee ID already assigned

If the employee already has an ID number, the following message will be displayed. Click on the OK button. You will be prompted to enter a different SSN.

The message box has a title 'Message'. The text inside reads: 'Social Security Number 987654321 has already been assigned to Employee ID: K2115 (30000,9)'. Below this, it says: 'The Social Security Number that you are trying to assign an Early Id for has already been assigne to an Employee in the system.' At the bottom of the message box is an 'OK' button.

Enter a different SSN.

The screenshot shows the 'Early ID Assignment' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled '\*Social Security #' containing the value '111-22-3333'. Below the input field is an 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.



# County of San Bernardino EMACS EARLY ID ASSIGNMENT USERS GUIDE

## Employee ID not already assigned

- To confirm the SSN, you will be required to enter the SSN number again. To proceed with the ID assignment, the SSN entered on this page must match the SSN entered in step 2, above. After entering the SSN, press the TAB (→) key.

**Early ID Assignment**

\*Name:  SSN: 111-22-3333

\*Position:

Department:

Date Entered: 03/25/2024

Operator:  Assigned Employee ID:

**Early assignment of an Employee Id Number is not an authorization to hire.**  
All required New Hire forms must be returned as indicated below within 14 days of the "Anticipated Date of Hire". If the required forms are not received timely the early assigned Employee ID number will be automatically deleted.

**Required Forms**

- Certification List and Personnel Requisition (if applicable)
- All forms listed on the "Checklist for New Hire" (Regular Position)

**Return To**  
Employment Division of HR  
HR/EMACS

Save Notify Add Update/Display

- Enter the employee name using the format: Last name,First name . Do not leave a space after the comma. If the name is entered incorrectly, for example, without a comma between last and first name, the system will display the following error message explaining acceptable name formats.

**Early ID Assignment**

\*Name: Kermit Frog SSN: 111-22-3333

\*Position:

**Message**

Name Field Format Error. Please reenter using the PeopleSoft standard name format.

The entry for this field must be in the PeopleSoft standard name format:

[lastname] [suffix],[prefix] [firstname] [middle name/initial]

The entry can contain alphabetic characters, spaces, periods, hyphens, and apostrophes. Valid entries might include:

O'Brien,Michael  
Jones IV,James  
Phillips MD,Deanna Lynn  
Reynolds Jr.,Dr. John Q.  
Phipps-Scott,Adrienne  
Knauft,Gunter

If the name contains any Japanese characters, then the first and last names must be separated by a space, instead of a comma. The Japanese format name may contain hankaku katakana, zenkaku katakana, hiragana, kanji and romaji

OK



# County of San Bernardino EMACS EARLY ID ASSIGNMENT USERS GUIDE

After entering the employee name in standard name format, (no space between last and first name) press the TAB (→) key.

Early ID Assignment

\*Name: Frog,Kermit SSN: 111-22-3333

\*Position:

Department:

Date Entered: 03/25/2024

Assigned Employee ID:

5. Enter the position number for which the employee was hired and press the TAB (→) key.

Early ID Assignment

\*Name: Frog,Kermit SSN: 111-22-3333

\*Position: 00012345

Department:

Date Entered: 03/25/2024

Operator: Assigned Employee ID:

**Early assignment of an Employee Id Number is not an authorization to hire.**  
All required New Hire forms must be returned as indicated below within 14 days of the "Anticipated Date of Hire". If the required forms are not received timely the early assigned Employee ID number will be automatically deleted.

**Required Forms**

1. Certification List and Personnel Requisition (if applicable)
2. All forms listed on the "Checklist for New Hire" (Regular Position)

**Return To**  
Employment Division of HR  
HR/EMACS

Save Notify Add Update/Display

6. The position description and department number and name should now display on the page as shown below.

Early ID Assignment

\*Name: Frog,Kermit SSN: 111-22-3333

\*Position: 00012345 Deputy Sheriff

Department: 44747 Sheriff Transportation

Date Entered: 03/25/2024

Operator: Assigned Employee ID:



## County of San Bernardino EMACS EARLY ID ASSIGNMENT USERS GUIDE

- All information necessary for ID assignment has now been entered. To save the page and have the system assign an employee ID number, click on the save button. The assigned ID will display. **Be sure to record the assigned employee ID number on the hire paperwork.**

Early ID Assignment

*Name: <input type="text" value="Frog,Kermit"/>	SSN: <input type="text" value="111-22-3333"/>
*Position: <input type="text" value="00012345"/> Deputy Sheriff	
Department: 44747 Sheriff Transportation	
Date Entered: 03/25/2024	
Operator:	Assigned Employee ID: K2116

**Early assignment of an Employee Id Number is not an authorization to hire.**  
All required New Hire forms must be returned as indicated below within 14 days of the "Anticipated Date of Hire". If the required forms are not received timely the early assigned Employee ID number will be automatically deleted.

<p><b>Required Forms</b></p> <ol style="list-style-type: none"> <li>Certification List and Personnel Requisition (if applicable)</li> <li>All forms listed on the "Checklist for New Hire" (Regular Position)</li> </ol>	<p><b>Return To</b> Employment Division of HR HR/EMACS</p>
--	--

### Find an existing Employee ID

- To look up an employee's ID after it has been assigned, navigate to the Early ID Assignment page: Main Menu > Workforce Administration > Job Information > Early ID Assignment > Find an Existing Value
- Enter information into one of the required fields: Name (Lastname,First), Position number or Social Security Number and click on Search.

Early ID Assignment

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Name

Position Number

Social Security #

Case Sensitive

Search Results

View All First 1-2 of 2 Last

Empl ID Name	Position Number
K2116 Frog,Kermit	00012345

- Select the employee from the names that appear by clicking on his Employee ID, Name, or Position Number. This will open the Early ID Assignment page.



# County of San Bernardino EMACS EARLY ID ASSIGNMENT USERS GUIDE

This page opens. To retain employee confidentiality, the Social Security number does not appear.

**Early ID Assignment**

*Name:	Frog, Kermit	
*Position:	00012345	Deputy Sheriff
Department:	44747	Sheriff Transportation
Date Entered:	03/25/2024	
Operator:	Assigned Employee ID: K2116	

**Early assignment of an Employee Id Number is not an authorization to hire.**  
All required New Hire forms must be returned as indicated below within 14 days of the "Anticipated Date of Hire". If the required forms are not received timely the early assigned Employee ID number will be automatically deleted.

<b>Required Forms</b>	<b>Return To</b>
1. Certification List and Personnel Requisition (if applicable)	Employment Division of HR
2. All forms listed on the "Checklist for New Hire" (Regular Position)	HR/EMACS

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)