

## County of San Bernardino EMACS 9.0 NAVIGATION GUIDE

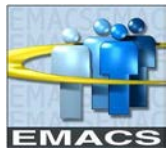
*Note: Due to different security levels, you may not have access to all the pages/fields listed below.*

Field/Page	1st Folder/Link	2nd Folder/Link	3rd Folder/Link	4th Folder/Link	5th Folder/Link
Absence Comments	Workforce Administration	Absence and Vacation	Track Absence History	Create/Update Absence	Comments
Absence History	Workforce Administration	Absence and Vacation	Track Absence History	Create/Update Absence	
Action/Reason	Set Up HRMS	Product Related	Workforce Administration	Action Reasons	
Additional Pay	Payroll for North America	Employee Pay Data USA	Create Additional Pay		
Benefit Comment	Benefits	Enroll In Benefits	Benefit Comment		
Benefit Deduction Summary	Benefits	Review Employee Benefits	Current Benefits Summary		
Benefit Enrollment Summary	Benefits	Review Employee Benefits	Current Benefits Summary		
Certification Request Status	Organizational Development	Online Personnel Requisition			
Company	Workforce Administration	Job Information	Job Data	Work Location	
Cost Center	Workforce Administration	Job Information	Job Data	SBC Data	
Current Headcount	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	Budget and Incumbents Tab
Current Incumbents	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	Budget and Incumbents Tab
Define Base Benefits - All Screens	Set Up HRMS	Product Related	Base Benefits		
Department	Workforce Administration	Job Information	Job Data	Work Location	
Dependent Care FSA Enrollment	Benefits	Enroll In Benefits	Spending Accounts	FSA Benefits	
Dependent/Beneficiary Information	Benefits	Employee/Dependent Information	Update Dependent/Beneficiary		
Dependent/Beneficiary Summary	Benefits	Employee/Dependent Information	Review Dep/Ben Summary		
Direct Deposit	Payroll for North America	Employee Pay Data USA	Request Direct Deposit		
Disability Benefits	Benefits	Enroll In Benefits	Disability Benefits		
Drivers License Number	Workforce Administration	Personal Information	Biographical	Driver's License Data	
Early ID Assignment	Workforce Administration	Job Information	Early ID Assignment		
EEO Class	Workforce Administration	Job Information	Job Data	Job Information	
Effective Date of Job Action	Workforce Administration	Job Information	Job Data	Work Location	
Emergency Contacts	Workforce Administration	Personal Information	Personal Relationships	Emergency Contact	
Employee Class	Workforce Administration	Job Information	Job Data	Job Information	
Employee Data Summary	Benefits	Employee/Dependent Information	Review HR/Job/Payroll Data		
Employee Evaluation	Workforce Development	Performance Management	Employee Evaluation		
Employee History (old) Dept	Payroll for North America	Employee Pay Data USA	Legacy Payroll Information		
Employee Home Address	Workforce Administration	Personal Information	Modify a Person	Contact Information	
Employee ID Number	Workforce Administration	Job Information	Early ID Assignment		



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Employee Mailing Address	Workforce Administration	Personal Information	Modify a Person	Contact Information	
Employee Name	Workforce Administration	Personal Information	Modify a Person		
Employee Record Number	Workforce Administration	Job Information	Job Data	Work Location	
Employee Retirement Deductions	Payroll for North America	Employee Pay Data USA	Deductions	Create General Deductions	
Employee Tax Data	Payroll for North America	Employee Pay Data USA	Tax Information	Update Employee Tax data	
Employee Telephone Numbers	Workforce Administration	Personal Information	Modify a Person	Contact Information	
Employee Type	Workforce Administration	Job Information	Job Data	Payroll	
Ethnic Group	Workforce Administration	Personal Information	Modify a Person	Regional Tab	
Family Medical Leave	Benefits	Track FMLA (Family Medical Lv)	Request/Authorize/Track Leave		
FAS Account Code String	Workforce Administration	Job Information	Job Data	Payroll	
FICA Status	Workforce Administration	Job Information	Job Data	Payroll	
FLSA Status	Workforce Administration	Job Information	Job Data	Job Information	
FSA Benefits	Benefits	Enroll In Benefits	Spending Accounts		
FTE	Workforce Administration	Job Information	Job Data	Job Information	
General Absence	Workforce Administration	Absence and Vacation	Track Absence History	Create/Update Absence	
General Comments	Workforce Administration	Personal Information	Biographical	General Comments	
General Deduction	Payroll for North America	Employee Pay Data USA	Create General Deductions		
Grade/Step	Workforce Administration	Job Information	Job Data	Salary Plan	
Grandfathered Life Enrollment	Benefits	Enroll In Benefits	Life and AD/D Benefits		
Headcount Status	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	Budget and Incumbents Tab
Health Benefits	Benefits	Enroll In Benefits	Health Benefits		
Health Care FSA Enrollment	Benefits	Enroll In Benefits	Spending Accounts		
Health Coverage Selections	Benefits	Enroll In Benefits	Health Benefits	Click Plan Type Rows	
Holiday Schedule	Workforce Administration	Job Information	Job Data	Payroll	
IDM - OPF Connect	OPF Connect	OPF Connect			
Job Code	Workforce Administration	Job Information	Job Data	Job Information	
Job Data	Workforce Administration	Job Information	Job Data		
Job Evaluation (WPE)	Workforce Development	Performance Management	Employee Evaluation		
Job Sharing Permitted	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	
Job Status	Workforce Administration	Job Information	Job Data	SBC Data	
Job Summary	Workforce Administration	Job Information	Review Job Information	Workforce Job Summary	



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Leave Accrual Balances	Benefits	Manage Leave Accruals	Leave Accrual Details		
Leave Plan Enrollments	Benefits	Enroll In Benefits	Leave Plans		
Life and AD/D Benefits	Benefits	Enroll In Benefits	Life and AD/D Benefits		
Life Insurance Enrollment	Benefits	Enroll In Benefits	Life and AD/D Benefits		
Location Code	Workforce Administration	Job Information	Job Data	Work Location	
LTD Enrollment	Benefits	Enroll In Benefits	Disability Benefits	Click Plan Type Rows	
Manage Exceptions	Manager Self Service	Time Management	Approve Time and Exceptions	Exceptions	
Max Head Count	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	
Next Step	Workforce Administration	Job Information	Job Data	SBC Data	
Officer Code	Workforce Administration	Job Information	Job Data	Job Information	
Open Evaluations	Workforce Development	Performance Management	Open Evaluations		
PAR Tracking	Organizational Development	Online Personnel Requisition			
Pay Group	Workforce Administration	Job Information	Job Data	Payroll	
Paycheck Data	Payroll for North America	Payroll Processing USA	Produce Payroll	Review Paycheck	
Paycheck Summary	Payroll for North America	Payroll Processing USA	Produce Payroll	Review Paycheck Summary	
Payroll History (Old)	Payroll for North America	Employee Pay Data USA	Legacy Payroll Information		
Personal Data	Workforce Administration	Personal Information	Modify a Person		
Position Data	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	
Position Effective Date	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	
Position Number	Workforce Administration	Job Information	Job Data	Work Location	
Position Status	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	
Position Title	Organizational Development	Position Management	Maintain Positions/Budgets	Add/Update Position Info	
Print Manager	SB Production Control	Use	Print Manager		
PST Enrollment	Benefits	Enroll In Benefits	Retirement Plans		
Query	Reporting Tools	Query	Query Manager		
Regular/Temporary	Workforce Administration	Job Information	Job Data	Job Information	
Retirement Employer Enrollment	Benefits	Enroll In Benefits	Retirement Plans		
Retirement Hours	Workforce Administration	Job Information	Job Data	SBC Data	
Retro Pay Messages	Payroll for North America	Retroactive Payroll	Change Status/Review Info	Retro Pay Messages	
Retro Pay Review and Update	Payroll for North America	Retroactive Payroll	Pay	Update retro Pay Calc Results	
Retro Pay Summary	Payroll for North America	Retroactive Payroll	Change Status/Review Info	Retro Pay Calc Summary	



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Retro Pay View/Delete Pay Request	Payroll for North America	Retroactive Payroll	Pay	Delete Retro Pay Requests	
Savings Plans	Benefits	Enroll in Benefits	Savings Plans		
Self-Service for Employee	Self Service				
Self-Service for Manager	Manager Self Service	eTime Management			
Shift	Workforce Administration	Job Information	Job Data	Job Information	
Social Security Number	Workforce Administration	Personal Information	Modify a Person	Biographical Details	
Standard Hours	Workforce Administration	Job Information	Job Data	Job Information	
State Disability Status (SDI)	Payroll for North America	Employee Pay Data USA	Tax Information	Update Employee Tax Data	State Tax Data
STD Enrollment	Benefits	Enroll In Benefits	Disability Benefits		
Step History	Workforce Development	Performance Management	Step History		
Step Hours Worked	Workforce Development	Performance Management	Step History		
Supplemental AD/D Enrollment	Benefits	Enroll In Benefits	Life and AD/D Benefits		
Supplemental Life Enrollment	Benefits	Enroll In Benefits	Life and AD/D Benefits		
Tax Location Code	Workforce Administration	Job Information	Job Data	Payroll	
Union Code	Workforce Administration	Job Information	Job Data	Job Labor	
Vision Coverage Selections	Benefits	Enroll In Benefits	Health Benefits	Click Plan Type Rows	
W-2 and W-2PR (prior 2001	Payroll for North America	U.S. annual Processing	Create W.2 Data	W-2/W-2PR Summary Prior 2001	
W-2 Information Summary	Payroll for North America	U.S. Annual Processing	Create W-2 Data	Review/Update Year End Data	
W-2 Information Summary (Combined)	Payroll for North America	U.S. Annual Processing	Create W-2 Data	Review Year End Data Combined	
W-4 - Additional Tax Withholding	Payroll for North America	Employee Pay Data USA	Tax Information	Update Employee Tax Data	
W-4 - Tax Withholding Restrictions	Payroll for North America	Employee Pay Data USA	Tax Information	Update Employee Tax Data	
W-4 - Tax Withholding Status	Payroll for North America	Employee Pay Data USA	Tax Information	Update Employee Tax Data	
W-5 - Earned Income Credit	Payroll for North America	Employee Pay Data USA	Tax Information	Update Employee Tax Data	
Worker's Comp Code	Workforce Administration	Job Information	Job Data	SBC Data	
Worker's Compensation Enrollment	Benefits	Enroll In Benefits	Retirement Plans	Click Plan Type Rows	
WPE	Workforce Development	Performance Management	Employee Evaluation		
YTD - Check Balances	Payroll for North America	Periodic Payroll events USA	Balance Reviews	Check Year-to-Date	
YTD - Deduction Balances	Payroll for North America	Periodic Payroll events USA	Balance Reviews	Deductions	
YTD - Earnings Balances	Payroll for North America	Periodic Payroll events USA	Balance Reviews	Earnings	
YTD - Special Accumulator Earnings	Payroll for North America	Periodic Payroll events USA	Balance Reviews	Special Accumulator Balances	
YTD - Tax Balances	Payroll for North America	Periodic Payroll events USA	Balance Reviews	Tax Balances	