



# County of San Bernardino ONLINE PERSONNEL REQUISITION SYSTEM APPLICATION SET-UP REQUEST

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## PROCEDURE

This request is used to establish the initial set-up for designated users to perform the online personnel requisition (PR) function as a requestor, approver, or a recipient of a hire notification, or to delete or revise designated user information.

## FORMS REQUIRED

PR Online System Application Set-Up Request

## MANDATORY FIELDS

All

## GENERAL INFORMATION

All designated users of this system application must have security access to the EMACS system. If a user does not have security access to the EMACS system, a Security Access Request form must be completed.

The user will be given access to utilize the EMACS Online Personnel Requisition function by specification of roles and range of Department ID's.

## PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Audit for completeness
- ◆ Send via email to [EMACS-SecuritySupport@hr.sbcounty.gov](mailto:EMACS-SecuritySupport@hr.sbcounty.gov) or IOM original to EMACS Development Team-0440
- ◆ Copy to HR-Employment - Mail Code 0440
- ◆ Retain copy for department file

## RELATED PROCEDURES

Security Access Request