San Bernardino County | Human Resources

Payroll Specialist Training

February 25, 2026

AGENDA

EBSD

- Updated Bereavement TRCs

- Reminders
  - Sick Leave Coding - PTO
  - LOA Benefits & Checklist
  - Teamsters Retiree Subsidy
  - Benefit Enrollment Forms
  - Returning Retirees

EMACS

- Updated Union TRCs

- Survivors Policy acknowledgement

- New Forms / Upcoming changes to Checklists

- Action / Reason Codes

- Form Processing Reminders
  - Checklists
  - Prior Service Credit Form
  - Employee Name Change Documents

Updated Bereaement TRCs

- Sick Bereavement Tracking TRC
- Effective PP24/25, two new TRCs have been made for employees to use when coding additional bereavement time
- TRC Codes:
  - **Sick Leave**
    - TRC: **SKBRV** – Paid Sick Brv
    - Earn Code: **PSB** – Paid Sick Brv
    - Retro Code: **RS2** – Retro – Sick Brv
  - **MBO/PTO**
    - TRC: **PLBRV** – Paid Personal Time Brv
    - Earn Code: **PPB** – Paid Personal Time Brv
    - Retro Code: **RP2** – Retro – Paid PTO Brv

Sick Leave and LOA Reminders

- PTO Sick TRC Coding
  - PLSAE - Paid Personal Time Sick Approved
  - PLSAF - Paid Personal Time Sick Family Approved
  - PLSCF - Paid Personal Time Sick Family
  - PLSCK - Paid Personal Time Sick
  - PPL - Personal Time Off

- LOA Time Coding & Benefits Continutation

- LOA Checklist
  - ✔ RESSL & LI forms
  - ✔ EMACS Status Updates & Query Audits
  - ✔ Return from Leave JAR

Miscellaneous Reminders

- Teamsters Retiree Subsidy Reimbursement
  - Contact:
    - (909) 494-2916 or
    - Teamsters1932eligibility@zenith-american.com

- NEO & Benefit Enrollment Forms

- Returning Retirees
  - Employees returning to work after retirement **must** be established as a Returning Retiree
  - Cannot return within 180 days from separation (except with Board approval)
  - Work cannot exceed 18 months & 960 hours in a fiscal year
  - **Certification and EMACS form must receive approval from SBCERA and EBSD before the retiree can start working**

Updated Union TRCs

Effective PP 04/2026, 11 new TRC codes were created to replace the previous Union Leave codes to improve tracking and provide clear guidance to employees and departments on how employees can properly utilize and code Union Leaves.

The EMACS Resources website has been updated with the following resource documents to assist you in helping employees and departments know which Union Code should be utilized.

Union Leave - Eligible TRCs by Bargaining Unit

Union Leave Summary

Survivors Policy Acknowledgement

Starting January 1, 2025, the Fair Employment and Housing Act will offer workplace protections for survivors of qualifying acts of violence, as well as for individuals who have a family member who has survived such acts. Beginning January 1, 2026, victims of certain crimes will also have the right to take time off work to attend specific court proceedings.

It is mandatory to distribute the Survivors Policy to all employees annually. The acknowledgment for 2026 will be sent to employees via EMACS in an upcoming Pay Period. Additionally, the acknowledgement will be made available to all new hires in their Policy/Standard Practice Tile in EMACS. Departments are encouraged to run the SB_POLICY_ACK_DATA query to verify that employees are acknowledging all policy updates.

The following resources are also available on the EMACS Resources website:

Survivors Rights to Time off Notice

Survivors of Violence and Family Members of Victims Right to Leave and Accommodations FAQs

Form Updates

New Form:

Exempt Bilingual Compensation Request

New Distribution Email for Bilingual Forms:
Bilingual-Requests@hr.sbcounty.gov

Upcoming Changes:

All new hire checklists will be getting a new look and will be updated on the EMACS Resources website in the upcoming weeks.

Please remember to not save forms to your computer and to always go to the EMACS Resources for the most up to date forms.

Ensure that the most current form is submitted. Refer to EMACS Forms/Procedures website.

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BILINGUAL COMPENSATION REQUEST
EXEMPT

☐ Initiate ☐ Promotion ☐ Position # Change

Language Required	Effective Date

Emp ID	Rcd No.	Last Name, First Name

Address, City, State, Zip Code

Home Telephone	Business/Message Telephone

Position No.	Job Code	Job Code Title

Company	Department	Dept ID #

Department Contact (Print Name and Title)	Mail Code	Telephone

The appointing authority's signature below certifies the above-named employee has satisfactorily performed bilingual verbal translation in this department.

Appointing Authority or Designee Signature	Telephone	Date

Payroll Specialist (Print & Sign)	Telephone

Office Use Only

EMPLOYMENT DIVISION CERTIFICATION

Approved ☐	Denied ☐	Comments:

Date Previously Tested: Type: Oral ☐ Written ☐ Technical ☐

Written Test Date: Pass ☐ Fail ☐

Billed Date: Billed Date: Billed Date:

Human Resource Signature: Date:

Earnings Code: BL7 – Exempt   Action: Pay Rate Change   Reason: Assign Additional Pay

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

Keyed By	Date

DISTRIBUTION: Email: Bilingual-Requests@hr.sbcounty.gov

Rev 12/29/2025

(Bilingual Compensation Request – Exempt)

Action / Reason Codes

✓ If you are unsure of the correct Action or Reason code to use for a transaction, the Action Reasons Table within the Payroll Specialist Tile in EMACS is a valuable Resource.

✓ Enter the Action code and select Search

This will bring up a list of all Reason Codes associated with the Action Code you entered, as well as the description to assist you in selecting the correct one for your transaction.

The EMACS Resources website also has an Action / Reason Code Exhibit to assist you.

Tables ⌃

Action Reasons

Action Table

Earnings Table

Job Code Table

Salary Grades Table

⌄ Search Criteria

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

🕑 Recent Searches | Choose from recent searches ⌄ | ✏ 🔖 Saved Searches | Cl

Action | begins with ⌄ | TWP 🔍

Reason Code | begins with ⌄ |

Description | begins with ⌄ |

⌃ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

Search | Clear | 🔖 Save Search

Form Processing Reminders

✓ ***Checklists:***
Please ensure you are always including the appropriate checklist with each transaction you send in to EMACS for processing.

✓ ***Name Change Requirements:***
The Checklist for Name Change has been updated to reflect the requirement of an updated Social Security Card. EMACS will not accept a receipt from the Social Security Administration, the employee must provide the updated Social Security Card.

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CHECKLIST FOR NAME CHANGE

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name

Department

REQUIRED

☐ Personal Information/Emergency Contacts
☐ Marriage Certificate, Divorce Decree (with order to restore previous name), or other Court Ordered Documentation, whichever is applicable
☐ Updated Social Security Card

✓ ***Prior Service Credit Request Form:***
Please make sure you are filling out this form and routing it for approval in a timely manner. Refer to the appropriate MOU, compensation plan or Ordinance for eligibility.