



Human Resources

Payroll Specialist Update Meeting

August 5, 2026

www.SBCounty.gov

AGENDA

EBSD

- Union Trust Acknowledgement Form
- Military/Leaves Reminders
- Miscellaneous Reminders
 - Exempt Orientation Requests
 - Life Insurance
 - MBO Enrollment
 - FSA Reimbursements

Recruitment

- Submitting an Online PR
- Certification List
- Reporting Outcomes

EMACS

- SB 579
- Bereavement Leave Table
- I-9 Updates & Reminders
- Form Updates & Reminders
 - Naming Conventions
 - ASPR

EBSD

Union Trust Acknowledgement Form

- EBSD created a new Union Healthcare Trust Acknowledgement form.
- Employees should complete this form if they intend to enroll in Union Healthcare Trust coverage and are **not** electing County plans.
- The form will be added to payroll checklists (e.g., new hire, promotion, etc.) for completion.
- Each Union Healthcare Trust will have their own form, which includes:
 - Teamsters
 - Sheriff's Employee Benefits Association (SEBA)
 - IAFF Local 935
- This will be implemented **effective Pay Period 19/26 (8/22/2026)**.

Military and Leaves Reminders

Military Leave/Pay

- All RESSLs for military leave require attached orders
 - Orders must be included and submitted timely to receive military pay.
 - Deadline for submission is Payroll Monday at noon.
 - Orders received after this deadline will not be reviewed until the following pay period.
- Additionally, a PA will need to be processed.

Paid Leave Report

- This report identifies employees who are coding REG time but still on a leave of absence status in EMACS.
- Confirm all appropriate RESSLs and JARs have been submitted to align with the leave of absence and return to work status.

The Standard Portal

- Only payroll staff need to request access. Supervisors and managers can create their own login.
- If payroll staff are switching from one department to another, please contact EBSD to remove previous access and update to current.

Miscellaneous Reminders

Exempt Orientation Requests

- Please submit Exempt orientation requests timely to: ebbsd@hr.sbcounty.gov.
 - Employees have 60 days to make elections upon hire/promotion.
 - For benefit elections within 30 days, benefits are retroactive. Benefit elections within 31 to 60 days, benefits are prospective from date request is received.
 - Provide employee's name, EEID, start date, job title, department and contact information.

Life Insurance

- Dual coverage is not allowed, per the policy.
- If an employee's spouse, domestic partner, or child also works for the County, the employee cannot elect life insurance coverage for them.

MBO Enrollment

- Paper forms will no longer be accepted for Modified Benefit Option (MBO) enrollment. All enrollments should be done through the online form found on the MBO webpage.

FSA Reimbursement

- Paper forms will no longer be accepted for FSA Reimbursements. All reimbursements should be done through the FSA online portal.

RECRUITMENT

Submitting an Online PR

HOW TO: Submit an Online PR

Request Skills

Sequence Nbr: NEW PR Number: I

*Position Number: Job Code:

*Certification Type: New Hire

Department:

*Requested Job Code:

Employee Type: Regular Standard Hrs: Bilingual: Not Bilngl

Location: San Bdno Shift: Day Shift Underfill:

Include Transfers: ☐

Dual Fill: ☐

Comments:

Requestor:

Last Updt: 07/23/2026 12:01PM Approvals: ☐ Dept ☐ Admin ☐ Group ☐ CAO

Save Notify

Add Update/Display

Submit your PR ASAP!

As soon as the department is aware of a hiring need, submit your PR to expedite processing. Ensure the hiring manager has discussed the recruitment plan with their assigned Recruitment Analyst.

Underfill:

Leave blank if requesting Journey-Level List. Use the underfill box to request trainee-level lists OR to request a budgetary underfill with a lower level classification. Be sure to update "Requested Job Code" with the correct classification.

What to notate in comment section:

- Special Skills
- Working title (if applicable)
- Who to assign to view list
- If trainee, indicate Trainee AND journey level (if desired)
- List all requested PSNs requested/approved

Approval Status:

Wondering if HR has received your PR? Check the "Approval Status" section to ensure all levels have been approved prior to contacting HR's inbox

Certification List

HOW TO:
Read a Certification List
in NeoGov OHC



Requisition Detail
Office Assistant II (46477) [Open](#)

Requisition Information Approvals Hire Workflow Candidates History

- Requisition Informtaion:*
Review REQ details; including filters used on the list.
- Approvals:*
Rarely used for informational purposes.
- Hire Workflow:*
Use this tab to assist in self-scheduling candidate interviews.
- Candidates*
Access applications and review certified list of candidates here.
- History*
Log of Requisition history and changes.

A CLOSER LOOK

Requisition Information

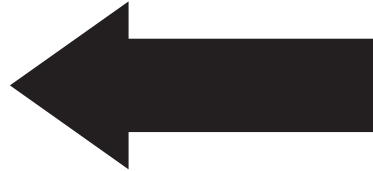


Comments
FT, LL, Days



The *comments* section identifies any special filters that were applied, to include shift availability and location.

Authorization Comments
PSN 00163 / FT, LL, Days



The *Authorization comments* section identifies PSN(s) tied to the REQ, as well as teh filters used on the list.

Reporting Outcomes

Available Outcome Options:

- Accepted Position (same class)
- Applicant Withdrew from Process (Prob. & Sheriff ONLY)
- Background (ONLY Prob. & Sheriff)
- Department Objection - Memo Required
- Failed Agility Test
- Failed Background (ONLY Prob. & Sheriff)
- Failed to Appear for Agility Test
- Failed to Appear for Interview
- Higher Class (accepted Higher-level position)
- Hired
- Hired Extra-Help/Recurrent
- Inactivation Requested by Candidate
- Interviewed
- Job Declined
- Not Contacted for Interview
- Other
- Promotional Opportunity - open only to current County EEs
- Unable to Contact by Email and Phone (2019)
- Unable to Contact by Mail and Email (2019)
- Unable to Contact by Mail and Phone (2019)
- Unable to contact by phone & mail OR email
- Unable to Contact by Phone (only)
- Unable to Contact by phone, mail, & email



Candidates will be notified if they are removed from the list for failure to appear to being unable to reach. Be sure to document all communication!

Department Objection Memo should be discussed with assigned Recruitment Analyst to ensure it is the appropriate action. Must approval at HRBP level.

Very rarely will the "other" outcome be used. Review the *Outcome Definitions* guide to help you choose the best outcome.

REMEMBER!

Document all candidate interactions, including date and time of methods of contact. Be sure to obtain interview waivers and requests for removal in writing!

Outcome Definitions

Accepted Position (same class)	<i>Candidate advised they have accepted a position in the same classification & will be removed from list.</i>
Applicant Withdrew from Process (Prob. & Sheriff's ONLY)	<i>Probation/Sheriff's Use ONLY</i>
Background (ONLY Prob. & Sheriff's)	<i>Probation/Sheriff's Use ONLY</i>
Department Objection Memo Required	<i>Department is submitting an Objection Memo to remove candidate(s) from list</i>
Failed Agility Test	<i>Sheriff's ONLY</i>
Failed Background ONLY Prob. & Sheriff)	<i>Probation/Sheriff's Use ONLY</i>
Failed to Appear for Agility Test	<i>Sheriff's ONLY</i>
Failed to Appear for Interview	<i>Candidate agree to interview date/time and failed to appear or call prior to interview. Candidate will be removed from list.</i>
Higher Class (accepted Higher-level position)	<i>Candidate advised they have accepted a position in a higher classification & wish to be removed from the list.</i>
Hired	<i>Candidate was interviewed, presented job offer, and accepted position from this individual Requisition (REQ)</i>
Hired Extra-Help/Recurrent	<i>Candidate accepted position for Extra-Help/Recurrent from the individual REQ</i>
Inactivation Requested by Candidate	<i>Candidate advised they wish to be removed from eligible list. Candidate will be notified.</i>
Interviewed	<i>Candidate has been interviewed from this individual REQ</i>

Outcome Definitions

Job Declined	<i>Candidate was interviewed, presented job offer, and declined the job from this individual REQ</i>
Not Contacted for Interview	<i>Department decided not to contact OR Reject for "Not Contacted" and note in the comments "previously interviewed on REQ # --- on --/--/--"</i>
Other	<i>Rarely used; please contact certification if you do not see an applicable option in list</i>
Promotional Opportunity - open only to current County EEs	<i>Rarely used; please contact certification if you do not see an applicable option in list</i>
Unable to Contact by Email and Phone (2019)	<i>Department unsuccessfully attempted to contact candidate by the two listed methods. Candidate will be removed from list.</i>
Unable to Contact by Mail and Email (2019)	<i>Department unsuccessfully attempted to contact candidate by the two listed methods. Candidate will be removed from list.</i>
Unable to Contact by Mail and Phone (2019)	<i>Department unsuccessfully attempted to contact candidate by the two listed methods. Candidate will be removed from list.</i>
Unable to contact by phone & mail OR email	<i>Department unsuccessfully attempted to contact candidate by two of the listed methods. Candidate will be removed from list.</i>
Unable to Contact by Phone (only)	<i>Department unsuccessfully attempted to contact candidate by the method listed. Candidate WILL NOT be removed from list.</i>
Unable to Contact by phone, mail, & email	<i>Department unsuccessfully attempted to contact candidate by all three methods. Candidate will be removed from list.</i>
Waived Interview	<i>Candidate wishes to "waive" interview. May be advised any time before/leading up to interview, but NOT after interview completion.</i>

Common Terminology

RTF

Request to Fill - Request form completed and approved at hiring department level.

PR

Personnel Requisition - Request form completed online or manually by Position Control Chamion to communicate recruitment needs to HR.

SOC

Process by which a candidate may be hired from an applicable previously certified list. *Candidates first day of employment in the position to be filled from designated list must begin no later than twelve (12) months from the date the candidate's name was certified on the prior certification list; AND the candidate must have been designated as "interviewed" on the piror certification outcomes. Refer to Personnel Rules for more details.*

REQ

REQ = Requisition - Refers to the Requisition that a recruitment and associated certified list is tied to. Each certified list has it's own unique REQ number.

SEQ

SEQ = Sequence - Refers to the *Sequence* number that is tied to a Personal Requisition in EMACS.

Working Title

Refers to an alternate title from the classification title that can be strategically used to targe the appropriate applicant pool/talent needed to fill a vacancy.

Special Skills

Refers to the skills identified in discussions with the Hiring Manager and Recruitment Analyst to identify candidates with the appropriate skill set for the hiring department's needs.

FAQs



Who do I contact about certification, list and hiring Questions?

Contact the HR Certification team at HR-Cert@hr.subcounty.gov

- Include this group email on all communications to keep the whole team informed.
- CC your Recruitment Analyst to keep them informed.

How do I check the status of a PR Submission?

Use the SEQ# or PSN to search in EMACS. Ensure the request states it is now with Human Resources.

Certification Request Status

Find an Existing Value

Search Criteria

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

Recent Searches

SB Cert Sequence Nbr	begins with	
Job Code	begins with	
Position Number	begins with	
Department	begins with	
SB Cert Requestor Id	begins with	
PAR Control Number	begins with	
SB Cert Approval Status	=	

[Show fewer options](#)

Where do I find the Personnel Rules?

The *Personnel Rules* can be accessed by visiting www.sbcounty.gov/hr and toggling to "Employee Resources". Follow the link to view the PDF of the *Personnel Rules*.

82230	12060	00002879		2026-06-111	Approved
82231	12060	00073357		2026-06-099	Approved
82618	12052	00060274		(blank)	Dept Deny
82619	12052	00060274		(blank)	Pend HR
82620	12052	00060275		(blank)	Pend HR

EMACS

Senate Bill (SB) 579

Protected Sick Leave & Child-Related Activities

Senate Bill 579 Harmonizes Definitions and expands protections between the Healthy Workplaces, Healthy Families Act of 2014, Kin Care Leave and the Child-Related Activities Law.

SB579 amended California Labor Code Sections 230.8 (Child-Related Activities) and 233 (Kin Care). The changes significantly impact the County's practices regarding protected leave due to expanded protections, uses and definitions of covered family members.

Since the definition of "family member" was not uniform between Kin Care leave protections and the Paid Sick Leave Law (Healthy Workplaces, Healthy Families Act of 2014, AB 1522, LC Sections 245 - 249), SB 579 reconciled this definition between the two laws; however, it also applied the protections of Kin Care leave beyond caring for family members to protect ANY sick leave taken for reasons provided under the Paid Sick Leave Law, as well as expanded the reasons for sick leave use and the reasons an employee may take protected time off for child-related activities.

Senate Bill (SB) 579 - Coverage & Definitions

COVERED EMPLOYEE: Employees who receive Paid Sick Leave or Paid Time Off (PTO) are eligible for protected use of Paid Sick Leave or PTO for self or family members.

All regular full-time employees are eligible for protected time off to gain relief as a victim of domestic violence for reasons that do not allow for use of Paid Sick Leave.

All employees are eligible for protected time off for child-related activities.

COVERED FAMILY MEMBERS: Parent*, child**, spouse, registered domestic partner, **sibling**, **grandparents** and **grandchildren**. (This definition is broader than that included in County MOUs; the law supersedes and governs who is eligible).

PROTECTED: Departments cannot deny the use of this time or time off. It should not be included in excessive absenteeism calculations, referenced in WPEs, or be used to or threaten to support discipline or any other adverse action.

USES ELIGIBLE FOR PROTECTION: Sick leave or other eligible leave used for the purposes of the employee's own illness/injury or a family member's illness/injury, or for time off used to gain relief as a victim of domestic violence, sexual assault or stalking; eligible leave/time off for child-related activities and other matters related to domestic violence, sexual assault or stalking.

*Biological, adoptive, foster, step or legal guardian

**Biological, adopted, foster, step, legal ward, child of domestic partner or a child in loco parentis of the employee; not required to be under the age of 18.

Note: in loco parentis refers to a relationship in which a person puts themselves in a situation of acting as parent by assuming parental responsibilities and discharging obligations of a parent to a child.

Senate Bill (SB) 579 - *What is Protected?*

PROTECTED SICK LEAVE & PTO

Illness / Injury (Labor Code 233): Each Calendar Year, up to ½ of the employee's annual Paid Sick Leave accruals or PTO is protected when used for the employee's own illness / injury or for a covered family member's illness / injury or preventative care.

- Clerical Unit employees - no family sick leave cap
- 935 Unit employees - fiscal year family sick leave cap

Domestic Violence (Labor Code 230.1): Paid Sick Leave or other appropriate time off to gain relief as a victim of domestic violence, sexual assault or stalking:

- Time off to obtain a Temporary Restraining Order or to testify in court; if paid leave accruals are utilized, employees shall **NOT** use paid sick leave. Other eligible time should be used (e.g., vacation, holiday, compensatory time, etc.)

Senate Bill (SB) 579 - *What is Protected?*

Child-Related Activities (Labor Code Section 230.8): Time off*, with reasonable notice to the employer of the planned absence for emergencies (e.g., closure of or unexpected unavailability of the school or childcare provider), to find, enroll or re-enroll a child in school or with a licensed childcare provider, for requests to pick up a child for behavior / discipline issues or due to natural disasters, or to participate in activities of the school or licensed childcare provider.

- Leave is limited to 40 hours per year, 8 hours per month.
- Employees **shall** utilize paid leave time for any absences related to child-related activities. Time off without pay may be approved if appropriate leave balances are not available.
- Supervisors should manually track use of this time.
- If both parents are employed by the County at the same worksite, only the parent who first gives notice for the same event is eligible for protected time off.
- Proof may be requested.

*Vacation, Holiday, Administrative, Annual, Compensatory Time, PTO or time off without pay. Sick leave may not be used.

Senate Bill (SB) 579 - *Requesting Proof*

Requesting a doctor's note for protected time may be considered discriminatory or retaliatory.

- Requests for leave to gain relief for domestic violence is the exception: Proof may be requested (e.g., police report, office visit receipt for counseling, etc.)
- RESSL Forms may be submitted without a physician's off work orders.

Employees are still required to call in sick per MOU requirements and / or department protocol.

- Check with your Human Resources Business Partner before denying paid sick leave for an employee's failure to call within prescribed timeframes if such leave falls in the first ½ of the annual accruals, as denial of such leave may run afoul of LC 233.

Senate Bill (SB) 579 - *Excessive Sick Leave Use*

Protected leave MUST be excluded from the analysis: FMLA, CFRA, PDL, Protected Sick Leave, time off for child-related activities or to gain relief as a victim of domestic violation, sexual assault or stalking.

Work closely with your Human Resources Business Partner when determining if an employee's absenteeism appears excessive and if it warrants corrective action or leave restriction.

Supervisors are responsible for tracking employees' time off and ensuring that time is accurately reported.

- Ensure you request a general reason for an employee's absence when they call in sick (e.g., sick child / parent / spouse, self, etc.). Remember you are NOT entitled to a diagnosis, only enough information to determine if the type of leave requested is appropriate.

If you believe an employee may be excessively absent from work contact your Human Resources Business Partner to assist you with conducting a thorough leave analysis to determine appropriate course of action.

Senate Bill (SB) 579 - *Resources*

If you have any questions about these changes, or any other matter related to the leaves, please consult your:

- Department Human Resources Business Partner
- Department Payroll Specialist
- Supervisor's Guide to Employee Relations
- MOU, Compensation Plan, Employment Contract or Department Policies
 - The law is the authority if there is a conflict



Bereavement Tool - General MOU

Family Member

TRC: BRV

- Three (3) days paid leave per occurrence
- One (1) additional leave if you travel over 600 miles
- May use an additional three (3) days of earned sick leave (SCK) per occurrence

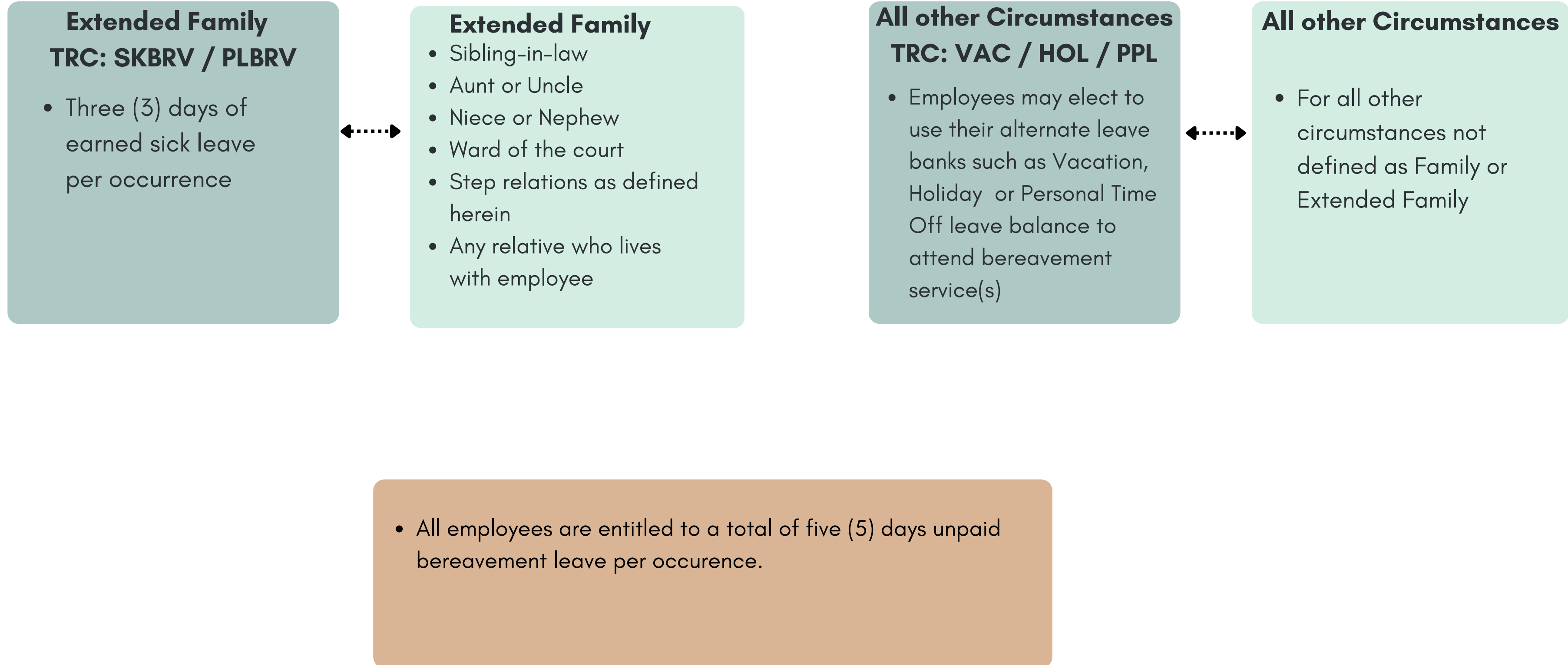


Family Member

- Parent / Parent-in-law
- Child
- Spouse
- Registered domestic partner
- Grandparent / Grandchild
- Sibling

- **Parent:** biological, foster, or adoptive parent, a stepparent, or legal guardian of an employee or the employees spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- **Child:** biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis

Bereavement Tool - General MOU



I-9 Updates & Reminders

Completing Form I-9 Supplemental B: Reverification & Rehires

Do Not Reverify:

- **U.S. Passport or Passport Card**
- **Permanent Resident Card (Form I-551)**
- **List B Documents**

Usually Reverify:

- **When employment authorization document (List A or C) has an expiration date**

Permanent Resident Reverification Exceptions

- Reverify only if employee presents a Form I-94 with a temporary I-551 stamp, or
- A foreign passport with a temporary I-551 stamp

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
- U.S. Passport or U.S. Passport Card - Permanent Resident Card or Alien Registration Receipt Card (Form I-551) - Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa - Employment Authorization Document that contains a photograph (Form I-766) - For an individual temporarily authorized to work for a specific employer because of his or her status or parole: - Foreign passport; and - Form I-94 or Form I-94A that has the following: - The same name as the passport; and - An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. - Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		- Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address - ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address - School ID card with a photograph - Voter's registration card - U.S. Military card or draft record - Military dependent's ID card - U.S. Coast Guard Merchant Mariner Card - Native American tribal document - Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: - School record or report card - Clinic, doctor, or hospital record - Day-care or nursery school record		- A Social Security Account Number card, unless the card includes one of the following restrictions: - NOT VALID FOR EMPLOYMENT - VALID FOR WORK ONLY WITH INS AUTHORIZATION - VALID FOR WORK ONLY WITH DHS AUTHORIZATION - Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) - Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal - Native American tribal document - U.S. Citizen ID Card (Form I-197) - Identification Card for Use of Resident Citizen in the United States (Form I-179) - Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
- Receipt for a replacement of a lost, stolen, or damaged List A document. - Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. - Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

I-9 Updates & Reminders

Completing Form I-9 Supplemental B: Reverification & Rehires



Reverification is never required for an expired Permanent Resident Card (Green Card). Departments are required to reverify an employee using Form I-9, Supplemental B, if their Temporary Employment Authorization status or temporary employment authorization document has expired.

Departments should be keeping track of employees who have presented a Temporary Employment Authorization Card.



You **may** also complete Supplement B if you **rehire** an employee within 3 years of the date you first completed Form I-9. Please remember:

- You still must include the copies of the acceptable identification documents
- If the employee was originally hired by your department, include the original E-Verify document from the employee's file. If the employee transferred from another department, indicate that on the JAR.

EMACS Forms Updates & Reminders

Cell Phone / Portable Communication Device Allowance Form Update

- Revised as of 06/15/2026
- Payroll Specialist will now use the Earnings Description drop down menu to select the appropriate Earn Code (C17 - Exempt or C20 - Elected Official).



Advanced Step Placement Request Form Reminder

- JAR / ESN should reflect the step requested on the ASPR even if the ASPR has not been fully approved.
- Please do not send in JARs / ESNs with Step 1 if the department is processing an ASPR.



Document Routing & Naming Convention Reminder

- Please refer to the HR Document Routing List for naming conventions & appropriate document routing email address.
- When sending forms to EMACS HR - it is helpful to name the document with the Action / Reason in the title:
 - ACT_REA_ID#_LAST NAME_EFF DATE



Question & Answer

