

Reserve an EmplID

Purpose

The purpose of this task is to reserve an EmplID.

Reserve an EmplID

Navigation Path

Main Menu > Workforce Administration > Personal Information > Add a Person

Steps

1. Click the Add Person button

Person ID NEW

Biographical Details | Contact Information | Regional | Organizational Relationships

Name | 1 of 1 | View All

*Effective Date | + | -

*Format Type | English |

Display Name | **Add Name**

Biographic Information

Date of Birth | Years: 0 | Months: 0

Birth Country | USA | United States

Birth State |

Birth Location |

New York Retiree Indicator

Waive Data Protection

Prior SSN |

Biographical History | 1 of 1 | View All

*Effective Date | + | -

*Gender | Unknown |

*Highest Education Level | Not Indicated |

*Marital Status | Unknown | As of |

Language Code |

Alternate ID |

Full-Time Student

National ID

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

2. Enter or confirm the following fields:

- Effective Date: the date the Employee ID is requested.
Note: Future dating is not allowed during the Add a Person process. The Effective Date

must be equal to or less than the current date. A future date will be allowed on the Job Data page.

- Format Type

3. Click Add Name
Add Name

English Name Format

Name Prefix	<input type="text"/>
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
Name Suffix	<input type="text"/>
Display Name	
Formal Name	
Name	

OK Cancel Refresh Name

4. Enter the following fields:

- Name Prefix
- First Name (required)
- Middle Name
- Last Name (required)
- Name Suffix

5. Click OK

6. Enter the Date of Birth in the Biographic Information section

7. In the Biographical History section, enter the Effective Date. This must be equal to the Effective Date entered in the Name section above.

8. In the National ID section, enter the employee's Social Security number.

9. Continue to Contact Information

Biographical Details **Contact Information** Regional Organizational Relationships

Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home		A		Add Address Detail	+	-

10. Click the Add Address Detail link
Address History

Address Type Home

Address History

*Effective Date [] Address + -

Country USA

*Status A

Add Address

11. Enter the Effective Date. The date must equal the Name effective date.
12. Click the Add Address link.

Edit Address

*Country United States

*Address 1 []

Address 2 []

Address 3 []

*City [] *State []

*Postal []

County []

OK Cancel

13. Enter the following information:
- Address: Address 1 field is required. Address 2 and Address 3 may be used if needed.
 - City (required)
 - State (required)
 - Postal (required)
 - County

14. Enter information in the Phone Information, Email Addresses, and Instant Message IDs sections if desired.

15. Continue to Organizational Relationships

Biographical Details Contact Information Regional Organizational Relationships

Person ID NEW

Choose Org Relationship to Add

Employee

Reserve Emplid

Add Relationship

16. Select the Reserve Emplid checkbox
17. Click Add Relationship

18. On the Security Data Page, enter the Department ID where the person will be working.

Effective Date 12/05/2020 Get Enabled Security Types

Security Data

Security Access Type	Enabled	Set ID	Value 1	Department	*Value 2
DEPARTMENT	<input checked="" type="checkbox"/>		SHARE		02000

19. Click OK

Result

The Person ID has been created in the Payroll System.

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