

County of San Bernardino WPE, STEP ADVANCES & JOB STATUS UPDATES

Reports

SBWP002 – Step Advance Notice

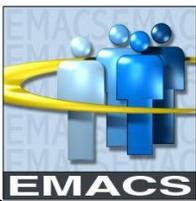
This report identifies employees that are due a salary increase (step advancement). The report is designed to be a turn around document. Departmental payroll specialists should review each employee on the report and indicate whether they should be given the step advancement for the next pay period. Payroll specialists should pay particular attention to the number of step hours worked and the estimated next step due date. To give departments the time necessary to complete an employee's work performance evaluation, employees may appear on the report a few pay periods prior to their step advancement due date. Payroll specialists should only approve employees that are entitled to the step increase for the next pay period. Those employees that appear on the report for future pay periods will continue to be reported until the work performance evaluation has been completed and the step advancement is given. The signed report and copies of the completed work performance evaluations should be returned to HR for processing.

SBWP003 – Job Status Update

This report identifies employees that either have or will in the near future satisfy the required number of hours worked to complete their probationary period of employment. This may include a job status update such as 'Probation to Active' or 'Training to Probation'. The report is designed to be a turn around document. Departmental payroll specialists should review each employee on the report and indicate whether their job status should be updated. Payroll specialists should pay particular attention to the number of job status hours worked and the estimated job status end date. To give departments the time necessary to complete an employee's work performance evaluation, employees may appear on the report a few pay periods prior to their step advancement due date. Payroll specialists should review all employees that have satisfied the number of hours worked. Those employees that appear on the report with future job status end dates will continue to be reported until the update occurs. The signed report and copies of the completed work performance evaluations should be returned to HR for processing. **Updating an employees job status is critical, ensuring future events such as step advancements and work performance evaluations will be generated by the EMACS system when they are due.**

SBBEN019 – Open Work Performance Evaluations

This report identifies all employees that are scheduled to receive a work performance evaluation. The report includes all types of evaluations including annual, step advancement, probation and training. If the evaluation has not been completed or waived, the employee will be reported. Payroll specialists should review each employee listed paying particular attention to the Evaluation Due Date. Completed evaluations should be sent to HR for processing.



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EMACS Pages

Employee Evaluation

Navigation

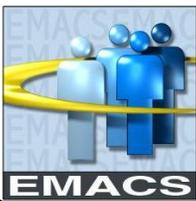
Main Menu > Workforce Development > Performance Management > Employee Evaluation

This page shows all work performance evaluations for a given employee. The evaluations are presented by notification date in descending sequence (most recent first). Click on **'View All'** to display prior evaluations. A scroll bar will appear on the right side of the page. Use the scroll bar to see prior evaluations. Alternatively, use the small triangular button to the right of 'View All' to page through the evaluations.

The screenshot shows the EMACS interface for viewing a work performance evaluation. The employee's name is John Q. Public, ID is A2060, and the job code is 19235. The evaluation was created on 04/24/2009 and is due on 06/19/2009. The job title is Sr. Facilities & Records Clerk. The evaluation type is Annual. The completion date is 08/10/2009. The 'View All' button is highlighted with a red box, and a red arrow points to it. Another red arrow points to a small triangular button next to the 'View All' button.

Fields and Descriptions:

- ◆ **SB Review Notification Date** – the date the evaluation was created
- ◆ **Due Date** – the date the evaluation is due (should be completed)
- ◆ **Job Code** – Employee's job code at the time the evaluation was created
- ◆ **Department** – Employee's department at the time the evaluation was created
- ◆ **Job Status** – Employee's job status at the time the evaluation was created. Valid values are Active, Probation, and Training.
- ◆ **Step** – Employee's step at the time the evaluation was created



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- ◆ **Type** – Identifies the purpose of the evaluation. Valid values are Performance, Salary Increase or Both (Performance & Salary).
- ◆ **Source** – Identifies how the evaluation was created. Valid values are System or User.
- ◆ **Evaluation Type** – Identifies the evaluation type - Annual, Step, or Probationary
- ◆ **Completion Date** – Date the evaluation was completed
- ◆ **Next Step** – Identifies the next step that the employee will receive if the evaluation is for a salary increase.
- ◆ **Waived** – Identifies whether or not the evaluation has been waived. Evaluation may be waived by departmental request or automatically by the system.
- ◆ **Waived Reason** – If the evaluation is waived, this identifies the reason why the waiver was done. Valid reasons are Conversion, No longer in Job Code, Termination, Department Request, Out of Date -meaning that there are more recent evaluations, Step already given, MOU Change or Other.
- ◆ **Waived Date** – Date the evaluation was waived
- ◆ **Comment**
- ◆ **Last Updated Date**

Open Evaluations by Department

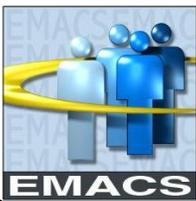
Use this page to view all open evaluations for a given department.

Navigation

Main Menu > Workforce Development > Performance Management > Open Evaluations

A search page will open. Enter the department ID in the space provided and click on 'Search'. A list of open evaluations for that department will appear. Click on the 'Detail' button to display the evaluation for an employee. This page can be a time saver and if used properly would reduce the need for paper reports.

EMACS						Home		
Open Evaluations								
Department: 32720 EMACS								
Open Work Performance Evaluations						Customize Find	First	1-2 of
Emplid		Notification Date	Type	Due Date	Detail	2	Last	
A8823	Doe, Janice	08/28/2009	T18	11/06/2009	Detail			
M1113	Rabbit, Roger	08/28/2009	A	10/23/2009	Detail			



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The Search page may be used to obtain a list of all department ID'S within a given department range. For example, if a payroll specialist for Auditor-Controller needs to view all open evaluations for that department, the following partial department ID, '34', would be entered on the search page.

This would result in the following list of departments being returned for review.

EMACS

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

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Search Results

View All First 1/28 of 28 Last

Department	Description
34120	Internal Audits
34130	Management Services
34200	Controller Admin
34210	General Accounting
34220	Fund Accounting
34230	Property Tax
34300	Disbursements Admin
34310	Accounts Payable
34320	Central Payroll
34330	EMACS
34400	Treasurer
34500	Tax Collector
34610	Medical Center
34620	Traffic Related Accounts
34630	Probation Accounting
34690	Collection Support
34700	ITD Information Technology Adm
34710	ITD Operational Systems & Supp
34720	ITD Application Development
34730	ITD Systems Analysis & Support
34800	REC Admin Services
34810	REC Recording Services
34820	REC Official Records
34830	REC County Clerk Services
34840	REC Supplementary Services
34890	REC Fiscal Services
34900	ATC Administration
34910	ATC Admin Support Staff