Human Resources Form Routing

Form Title	Scan Completed Document to email	Contact at HR	Email Subject Line
Employee Benefits			
Family Status Change			
Premium Deduction Election	ebsd@hr.sbcounty.gov	Kelly Brown A-L Darlene Lopez M-Z	Family Status Change A-L Family Status Change M-Z
Opt-Out/Waiver Election Agreement for Medical and/or Dental	ebsd@hr.sbcounty.gov	Kelly Brown A-L Darlene Lopez M-Z	Family Status Change A-L Family Status Change M-Z
Medical Plan Enrollment/Change	ebsd@hr.sbcounty.gov	Kelly Brown A-L Darlene Lopez M-Z	Family Status Change A-L Family Status Change M-Z
Dental Plan Enrollment/Change	ebsd@hr.sbcounty.gov	Kelly Brown A-L Darlene Lopez M-Z	Family Status Change A-L Family Status Change M-Z
Vision Plan Enrollment/Change	ebsd@hr.sbcounty.gov	Kelly Brown A-L Darlene Lopez M-Z	Family Status Change A-L Family Status Change M-Z
Modified Benefit Option			
Modified Benefit Option Election	ebsd@hr.sbcounty.gov	Crystal Munoz	Modified Benefit Option
Overage Aged Dependent			
Disabled Dependent Certification	ebsd@hr.sbcounty.gov	Mikayla Kissel	Over Aged Dependent
COBRA			
COBRA Dental Plan Enrollment/Change	ebsd@hr.sbcounty.gov	Brenda Martinez	COBRA
COBRA Medical Plan Enrollment/Change	ebsd@hr.sbcounty.gov	Brenda Martinez	COBRA
COBRA Vision Plan Enrollment/Change	ebsd@hr.sbcounty.gov	Brenda Martinez	COBRA
Combined Giving & Healthy Lifestyles			
Combined Giving Campaign Contribution Election Agreement	ebsd@hr.sbcounty.gov	Kyla Mejia	Combined Giving
Combined Giving Campaign One-Time Deduction Agreement	ebsd@hr.sbcounty.gov	Kyla Mejia	Combined Giving
Exempt - Health Club Benefit Application	ebsd@hr.sbcounty.gov	Celina Bennet	Healthy Lifestyles
FSA & DCAP			
FSA Enrollment	ebsd@hr.sbcounty.gov	Chris Ricker	FSA
FSA Letter of Medical Necessity	ebsd@hr.sbcounty.gov	Chris Ricker	FSA
FSA Reimbursement Claim	ebsd@hr.sbcounty.gov	Chris Ricker	FSA
DCAP Enrollment	ebsd@hr.sbcounty.gov	Chris Ricker	DCAP
DCAP Reimbursement Request	ebsd@hr.sbcounty.gov	Chris Ricker	DCAP
Leaves & STD			
Leave Request for Extended Sick and Special Leave (RESSL) & Leave Integrations forms (both must be completed)	ebsd@hr.sbcounty.gov	Vacant A-L Mark Rugprayoon M-Z	STD A-L STD M-Z
Job Action Request (JAR)	ebsd@hr.sbcounty.gov	Vacant A-L Mark Rugprayoon M-Z	STD A-L STD M-Z
Payroll Adjustments – Short-Term Disability	ebsd@hr.sbcounty.gov	Vacant A-L Mark Rugprayoon M-Z	STD A-L STD M-Z
MEL Request Form	ebsd@hr.sbcounty.gov	Shonna Thompson	MEL
Military Leave	ebsd@hr.sbcounty.gov	Mark Rugprayon	Military Leave
Child Care Reimburement Request Form	ebsd@hr.sbcounty.gov	Jennifer Robbins	Child Care Reimburement

Human Resources Form Routing

Form Title	Scan Completed Document to email	Contact at HR	Email Subject Line
Employee Benefits cont.			
Life Insurance			
Beneficiary Designation Change Form	ebsd@hr.sbcounty.gov	Hailey Brinkle	Life insurance
Life Insurance and AD&D Enrollment	ebsd@hr.sbcounty.gov	Hailey Brinkle	Life insurance
Returning Retiree			
Returning Retiree	Karol.Barrera@hr.sbcounty.gov	Karol Barrera	Returning Retiree
Retirement Medical Trust			
Retirement Medical Trust Fund - Other Public Agency Service Credit Request	SalarySavings@hr.sbcounty.gov	Mikayla Kissel	RMT
Retirement Medical Trust Fund Service Eligibility – Exempt	SalarySavings@hr.sbcounty.gov	Mikayla Kissel	RMT
Salary Savings			
401(k) Defined Contribution Plan Change Form	SalarySavings@hr.sbcounty.gov	Amanda Rivera	Salary Savings
457(b) Deferred Compensation Information Change Form	SalarySavings@hr.sbcounty.gov	Amanda Rivera	Salary Savings
457(b) Deferred Compensation Enrollment	SalarySavings@hr.sbcounty.gov	Amanda Rivera	Salary Savings
457(b) Deferred Compensation Automatic Enrollment Declination Form	SalarySavings@hr.sbcounty.gov	Amanda Rivera	Salary Savings
Beneficiary Designation for VOYA	SalarySavings@hr.sbcounty.gov	Amanda Rivera	Salary Savings
Part-time, Seasonal, Temporary (PST) Deferred Compensation Plan Participation Agreement	SalarySavings@hr.sbcounty.gov	Amanda Rivera	Salary Savings
Alameda One-Time Irrevocable Election Agreement	SalarySavings@hr.sbcounty.gov	Crystal Munoz Mikayla Kissel	Salary Savings
Employment			
Personnel Requisition (PR)	employment@hr.sbcounty.gov	Melissa Martinez	Personnel Requisition
Assignment to Vacant Hire Position (AVHP) - Exempt	employment@hr.sbcounty.gov	Judy Naranjo	Assignment to Vacant Hire
Bilingual Assessment & Compensation Request - Safety and Safety Management	employment@hr.sbcounty.gov	Maria Aponte	Bilingual Compensation
Bilingual Assessment & Compensation Request - Level II and III	employment@hr.sbcounty.gov	Maria Aponte	Bilingual Compensation
Bilingual Compensation Request - Level 1	employment@hr.sbcounty.gov	Maria Aponte	Bilingual Compensation
Classification Request	compensationteam@hr.sbcounty.gov	Judy Naranjo	Classification Request
Demotion (Voluntary) Request	employment@hr.sbcounty.gov	Melissa Martinez	Demotion
Dual Fill/Dual Appointment Request	employment@hr.sbcounty.gov	Melissa Martinez	Dual Fill
Requalification Request	employment@hr.sbcounty.gov	Melissa Martinez	Requalification Request
Request for Provisional Appointment Memo	employment@hr.sbcounty.gov	Melissa Martinez	Request for Provisional Appointment Memo
Restoration to Eligible List – Leave Without Right to Return	employment@hr.sbcounty.gov	Melissa Martinez	Restoration to Eligible List - Leave without Right to Return
Special Assignment Compensation (SAC) - Exempt	employment@hr.sbcounty.gov	Judy Naranjo	SAC Request
Temporary Performance of Higher Level Duties - AVHP/SAC - Non Exempt	employment@hr.sbcounty.gov	Judy Naranjo	Temporary Performance of Higher Level Duties
Transfer Request	employment@hr.sbcounty.gov	Lupe Banuelos	Transfer Request
Underfill Agreement	employment@hr.sbcounty.gov	Melissa Martinez	Underfill
Waiver of Examination (Only Rule IV, Section 21) Memo	employment@hr.sbcounty.gov	Sandra Wakcher	Waiver of Examination

Human Resources Form Routing

Form Title	Scan Completed Document to email	Contact at HR	Email Subject Line
Employee Relations			
Advanced Step Placement Request Step 7 and below	HRBP	HRBP	Advanced Step Hire (Step 7 and below)
Advanced Step Placement Request Step 8 and above	HRAdminForms@hr.sbcounty.gov	Maria Landin	Advanced Step Hire (Step 8 and above)
Advanced Step Promotion (Memo)	HRAdminForms@hr.sbcounty.gov	Maria Landin	Advanced Step Promotion
Appointment of Additional (Concurrent) Position Request	HRAdminForms@hr.sbcounty.gov	Maria Landin	Appointment of Additional Position Request
Concurrent Appointment Request	HRAdminForms@hr.sbcounty.gov	Maria Landin	Concurrent Appointment Request
Electronic Fund Transfer (EFT) Exception	HRAdminForms@hr.sbcounty.gov	Maria Landin	Electronic Fund Transfer (EFT) Exception
Extension of Vacation/Holiday Accrual	HRAdminForms@hr.sbcounty.gov	Maria Landin	Extension of Vacation/Holiday Accrual
Extra-Help or Recurrent Appointment Agreement	HRAdminForms@hr.sbcounty.gov	Maria Landin	Extra-Help or Recurrent Appointment Agreement
Leaves Extension Request	HRAdminForms@hr.sbcounty.gov	Maria Landin	Leaves Extension Request
New Position	HRAdminForms@hr.sbcounty.gov	Maria Landin	New Position
Payroll Adjustment Approval Request	HRAdminForms@hr.sbcounty.gov	Maria Landin	Payroll Adjustment
Payroll Adjustments – Additional Pays	HRAdminForms@hr.sbcounty.gov	Maria Landin	Payroll Adjustment
Position Assignment Change	HRAdminForms@hr.sbcounty.gov	Maria Landin	Position Assignment Change
Prior Year Approval (Retroactive Pay)	HRAdminForms@hr.sbcounty.gov	Maria Landin	Prior Year Approval (Retroactive Pay)
PSE Step Increase	HRAdminForms@hr.sbcounty.gov	Maria Landin	PSE Step Increase
Reinstatement of Benefits/Benefit Date Restoration	HRAdminForms@hr.sbcounty.gov	Maria Landin	Reinstatement of Benefits/Benefit Date Restoration
Removal of Documents from Official Personnel File (OPF)	HRAdminForms@hr.sbcounty.gov	Maria Landin	Removal of Documents from Official Personnel File (OPF)
Request for Probationary Period Service Credit	HRAdminForms@hr.sbcounty.gov	Maria Landin	Request for Probationary Period Service Credit
Request for Recurrent Position	HRAdminForms@hr.sbcounty.gov	Maria Landin	Request for Recurrent Position
Prior Service Credit Request - Vacation/Paid Time Off Allowance	HRAdminForms@hr.sbcounty.gov	Maria Landin	Prior Service Credit Request - Vacation/Paid Time Off Allowance
Request for X-Step/Salary Adjustments	HRAdminForms@hr.sbcounty.gov	Maria Landin	Request for X-Step/Salary Adjustments
Trainee Promotion	HRAdminForms@hr.sbcounty.gov	Maria Landin	Trainee Promotion
Transfer of Leave Balances (Memo)	HRAdminForms@hr.sbcounty.gov	Maria Landin	Transfer of Leave Balances
Waiver of Probationary Period (Memo)	HRAdminForms@hr.sbcounty.gov	Maria Landin	Waiver of Probationary Period
EMACS HR			
New Hire Packet	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Personnel Requisition (PR) (Completed/Screenshot)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Job Action Request (JAR)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Personal Information/Emergency Contact	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
I-9 Employment Eligibility Verification	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
I-9 Documentation	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Beneficiary Designation for Basic Life	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Premium Deduction Election	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Medical Plan Enrollment/Change Form	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Dental Plan Enrollment/Change Form	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet

Human Resources Form Routing

Form Title	Scan Completed Document to email	Contact at HR	Email Subject Line
EMACS HR cont.			
Marriage and Birth Certs	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Social Security Form	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Employment Status and Wage Notification (ESN)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Oath of Affirmation/Allegiance	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Policy Acknowledgement	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Required (if applicable)			
Advanced Step Placement Request (Approved Only)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Bronze Plan Enrollment Form	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Concurrent Appointment (Approved Only)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Declination Agreement for Essential Health Plan Coverage	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Disabled Dependent Certification	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Dual Appointment Agreement	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Employment Application or Resume (If not already avialible in NEO GOV)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Job Share Contract	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Modified Benefit Option Enrollment	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Opt-Out/Waiver Election Agreement for Medical and/or Dental Coverage	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Opt-Out Proof of Coverage (with employee's name on proof)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Part-Time Agreement	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Restoration of Benefits (Approved Only)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Underfill Agreement (Approved Only)	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet
Vision Plan Enrollment/Change - Eligible Units	EMACSHR@hr.sbcounty.gov	Refer to Department/OS List	New Hire Packet