

REPORTING PERSONNEL CHANGES

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 1-3-206, dated **11/14/22**

FORMS: None

PURPOSE: To describe the procedure for reporting personnel changes.

I. PROCEDURE

- A. The Administrative and Fiscal Division (AFD), Professional Standards Division (PSD), Information Technology Division (IT), Human Resource Services (HRS), and **Training and Volunteer Services Division (TVS)** must be advised of personnel changes.
- B. Notification of any of the changes covered by this Manual Item shall be made via the Employee Management System (EMS) at least two (2) weeks prior to the effective date of said change, or whenever possible.
- C. The EMS shall be used to report the following:
 - 1. Hires/Separations
 - 2. Start/Effective Date
 - 3. Transfers to another unit
 - 4. **Work** location
 - 5. Changes in classification (promotion or reduction)
- D. Effective dates for transfers from one unit to another shall occur on the first day of a pay period to comply with the directive from the Auditor-Controller regarding payroll procedures.
- E. Personnel changes that subsequently do not occur are to be corrected by submitting an amended EMS Change Request.
- F. The designated EMS initiators are responsible for reporting changes that occur within their division or unit(s).
- G. The reporting of transfers between units shall be the responsibility of the division or unit head to whom the employee is transferred. The receiving division or unit head will update rDirectory with the new information. RDirectory is to be updated once Budget approval is provided.

For instructions on how to update on rDirectory, please refer to the [Help Manual](#) and [FAQ](#).

- H. Reports/Changes in rDirectory

1. The receiving division or unit head is responsible for:

- a. Business Phone
- b. Cell Phone
- c. Location
- d. Room No
- e. Location (work location)**
- f. Pay Location
- g. CAPS+Unit
- h. Personnel Action
- i. Effective Date
- j. Title
- k. Long Title
- l. Supervisor
- m. Division
- n. Division Unit
- o. Officer Number

2. **Supervisors are responsible for:**

- a. **Updating and adding their direct reports through Auditor/Controller Employee Self Service (ESS).**

(1) **ESS requests must only be made during the pay period in which the change is effective. Early ESS requests will produce the wrong effective date which must be changed manually by HRS.**

3. HRS is responsible for:

- a. Name Change

(1) HRS will notify IT, **PSD, TVS, and Bureau secretaries** of name changes

- b. **Staff transfer to Orange County Sheriff's Department.**

(1) **HRS will notify IT via email and those staff will be manually removed from rDirectory.**

4. PSD is responsible for:

- a. Badge ID

I. **Notifications sent via EMS that involve only Supervisor and/or Work Location changes are automatically approved by the system and routed to HRS for further processing. All other requests sent via EMS are routed to AFD, HRS, then IT, PSD, and TVS. HRS is responsible for updating all affected personnel records.**

J. Weekly reports are generated based on rDirectory input and can be reviewed by

authorized personnel. To review EMS Reports (ePAW), refer to the Reports tab on EMS. For instructions, please refer to [ePAW Steps](#).

REFERENCES:

None

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APPROVED BY: