



HR PEOPLESOFT TRAINING - Emergency Categories

Palm Beach County School District

Reviewing/Updating Emergency Categories

DIVISION OF HUMAN RESOURCES

Compensation and Employee Information Services

3300 Forest Hill Blvd., Suite A-152

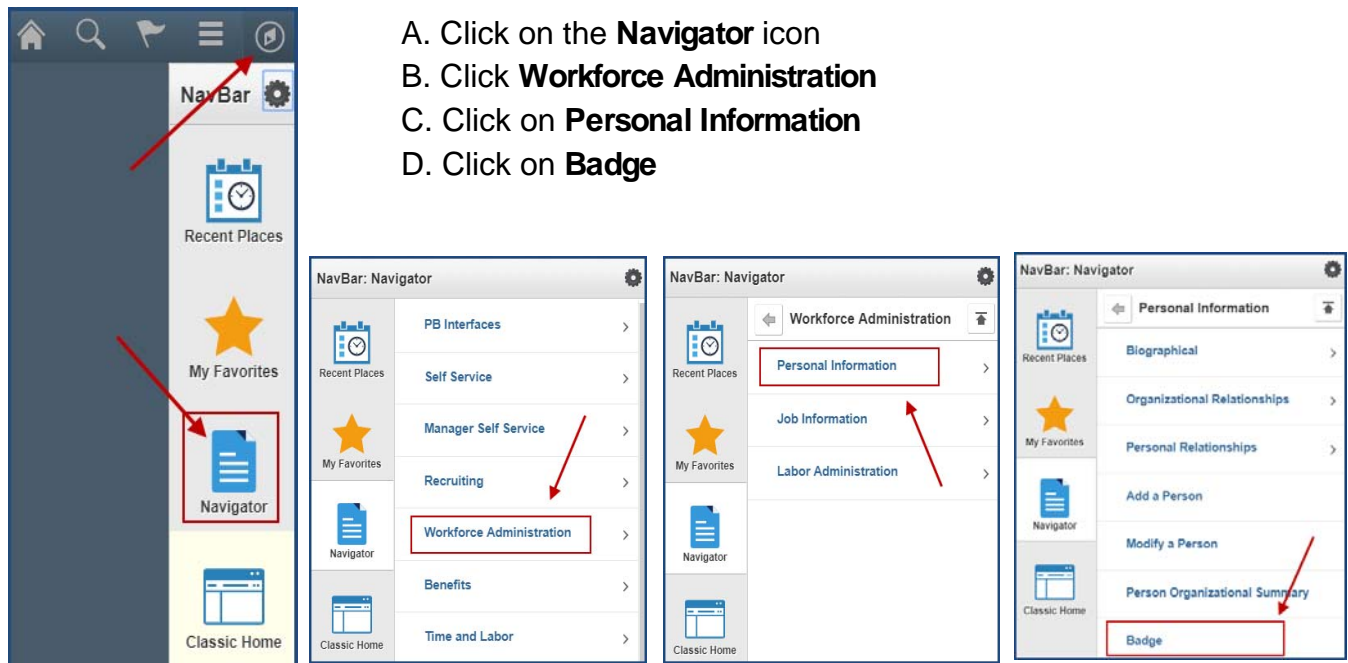
West Palm Beach, FL 33406

Updating Employee Emergency Categories

The employee's **Return to Work Category**, a.k.a. **Emergency Category**, as defined in the Hurricane Procedures Preparedness Manual, will be tracked in the **Badge and Emergency Categories** page in PeopleSoft.

Run the **Emergency_Category** query (*Employee Info* folder) to view a current list of your employees with their emergency category. Follow the step-by-step directions below to maintain your employees' Emergency Category. Should you encounter any difficulty along the way, please contact the HR Customer Care Center at PX 48777 and choose Option 1 for HR.

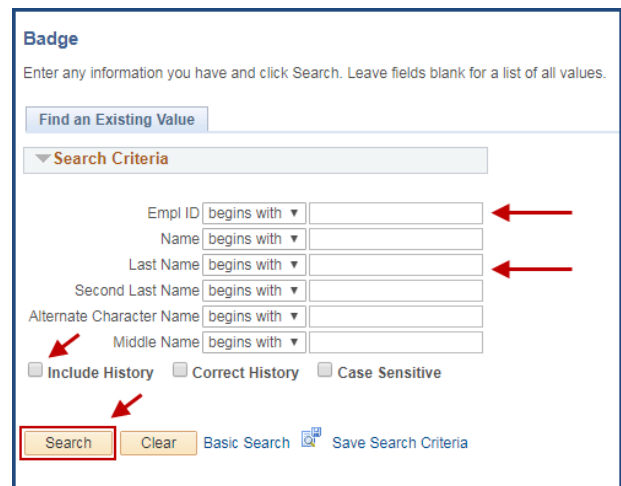
1. From **Human Capital Management**, click on the **NavBar** icon to bring up the *NavBar menu*:



A. Click on the **Navigator** icon
B. Click **Workforce Administration**
C. Click on **Personal Information**
D. Click on **Badge**

The **Badge Search** page will display.

2. Enter the Employee ID number in the **Empl ID** field OR enter the employee's last name in the **Last Name** field. Click **Include History**.
3. Click **Search**.



Badge

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with []

Name begins with []

Last Name begins with []

Second Last Name begins with []

Alternate Character Name begins with []

Middle Name begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

- The **Badge** page will appear for the employee displaying the employee's current Emergency Category information.

To update the **Badge Type (Emergency Category)** information, click the + icon in the right side of the *Badge Type* section.

Badge
Employee, Ernie Empl ID 1234567

Badge Type Find | View All First 1 of 1 Last
Badge Type Emergency Category B Empl Record + -

Badge Information Find | View All First 1 of 1 Last
*Effective Date Effective Sequence + -
*Badge Number *Status
Comment Expiration Date

Save Return to Search Notify Update/Display Include History

- A new row will be created with the current date as the *Effective Date*. If the current date is not correct, in the **Badge Information** section, **key in the correct effective date or select the new date by clicking on the calendar icon**.

Badge
Employee, Ernie Empl ID 1234567

Badge Type Find | View All First 2 of 2 Last
Badge Type Emergency Category D Empl Record + -

Badge Information Find | View All First 1 of 1 Last
*Effective Date Effective Sequence + -
*Badge Number *Status
Comment Expiration Date

Save Return to Search Notify Update/Display Include History

6. Click the **magnifying glass** icon next to the **Badge Type** field. A window will display the *Emergency Categories*.

Click on the desired **Emergency Category** to choose it.

Badge
Employee, Ernie
Empl ID 1234567

Badge Type ECD Emergency Category D

Badge Information

*Effective Date 01/31/2018

*Badge Number

Comment

Save Return to Search Notify

Look Up Badge Type

Select one of the following values:

- ECA Emergency Category A
- ECB Emergency Category B
- ECC Emergency Category C
- ECD Emergency Category D

Cancel

7. Key in the employee's **EMPLID** in the **Badge Number** field.

Click **Save**.

Badge
Employee, Ernie
Empl ID 1234567

Badge Type ECD Emergency Category D

Badge Information

*Effective Date 01/31/2018

*Badge Number 1234567

Comment

Effective Sequence 0

*Status Active

Expiration Date

Save Return to Search Notify Update/Display Include History

HR CUSTOMER CARE CENTER

DIVISION OF HUMAN RESOURCES

Compensation & Employee Information Services



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HAVE AN HR QUESTION?

Let our HR Technicians assist you!

WE'RE HERE MONDAY THROUGH FRIDAY*

7:30 AM - 5:00 PM

*THURSDAYS 10:00 AM - 5:00 PM

561-434-8777 (PX 48777) PRESS 1 FOR HR

TOLL FREE: 877-477-3722

ONE-ON-ONE PERSONAL SERVICE!

*If we cannot answer your question,
we will put you in touch with someone who can.*

NO TIME TO CALL?

Email: askhr@palmbeachschools.org

