

Employee IDs:

3 choices to change Employee IDs

(Must access MASCHG for system programs)

1. Use the system to Mass Generate Employee IDs (**MASID**)
2. Use the system to INDIVIDUALLY update Employee IDS (**CHGEMPID**)
3. Create a **Excel Spreadsheet** with OLD EMPID and NEW EMPID and send to NEOnet to load (may use SAFARI/ODBC as a tool to get initial info)

** The NEW Employee ID must be 9 alpha/numeric characters long. It must be the same length as the SSN. The SSN will still need to be input but it will no longer be used as the Employee ID. Any information that is currently "captured" on an employee can be pulled to a spreadsheet via the Safari Tool. You may then use this information to formulate the New Employee ID, if you would like.

NEOnet does **NOT** recommend using any part of the SSN in your new Employee ID.

Your District information is due to NEOnet by **Friday, August 8th**, if you will be sending an Excel file. NEOnet will begin purging the payroll files in July, which will allow the Employee ID update process to progress more quickly. Since Employee ID is a KEY field, **there will be DOWNTIME when the conversion is running.** NEOnet will load any Excel files from the districts in the order we receive the files. If you will be using Choices 1 or 2, please notify NEOnet **BEFORE** you begin the process.

CHOICE 1 - MASID

MASID - Mass Load Employee IDs

Report File Specifications:

Output file	<u>MASID.TXT</u>
Error report file	<u>EMPIDERR.TXT</u>
Print options page? (Y,N)	<u>Y</u>
Optional heading line	_____

Sort Options:

Sort options	<u>ID</u>
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Employee ID Loading Criteria:

Generate a projection report only? (A,P)	<u>P</u>
Load only if Employee ID equals SSN? (Y,N)	<u>Y</u>
Starting ID number	<u>000000001</u>
Enter number to increment IDs by	<u>001</u>
Num. of characters from last name	<u>3</u>

Mass Load Employee IDs

1 of 1

(Re) Execute	F10 Reset
F7 Help	F11 Save/Recall
F8 Exit	
F9 Cancel	

CHOICE 2 - CHGEMPID

CHGEMPID - Change Employee's EMPID

Report File Specifications:

Output file

CHGEMPID.TXT

Print options page? (Y,N)

Y

Optional heading line

Modification Information:

OLD EMPID NEW EMPID

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHOICE 3 - Excel Spreadsheet

A	B	C	D
<u>OLDEMPID</u>	<u>NEWEMPID</u>	<u>Name</u>	
123456789	DAVi67824	Davis, Kenneth	
459246278	COY056842	Coy, Mildred	
238456782	MAKE56246	Maker, Holly	