

Locating an Employee's Person ID



Knowledge Base Article

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Overview

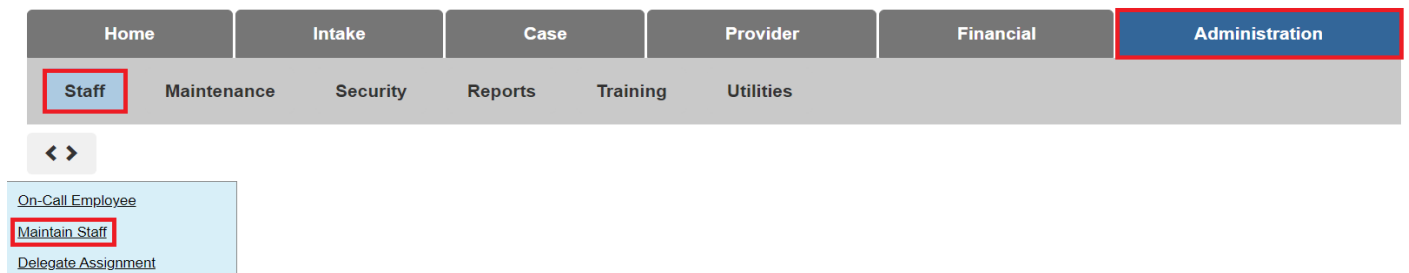
This article describes how to find the Person ID of an Employee.

Security Profile

You will need the Security User Group of **Staff Administrator** to complete this task.

How to Find the Person ID of an Employee in Ohio SACWIS

1. On the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Staff** tab.
3. Click the **Maintain Staff** link in the **Navigation** menu.



The **Employee Search Criteria** screen appears.

4. Enter criteria in the appropriate fields to search for the person who you are adding to Traverse.
5. Click the **Search** button.

Locating an Employee's Person ID

Employee Search Criteria

Employee ID:

~ OR ~

Last Name:

First Name:

Middle Name:

County:

Language Proficiency:

Education Level:

☒ Include Inactive

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:
Relevance (Highest-Lowest)

Fewer Results

+

AKA/Nicknames

More Results

Search

Clear Form

The results appear in the **Employee Search Results** section.

- For the Employee record with your agency, click the **edit** link available next to the person's name.

Search Results						
Result(s) 1 to 15 of 109 / Page 1 of 8						
	Employee Name / ID	Email	Work Number	State / County	Supervisor	Unit
	Administrator 01 , Administrator 01			/ Test County		
	Managed Units:					
edit	Test, Worker / 11111			/ Test County		Intake
	Managed Units:					
edit	Test, Worker / 121212			/ Test County		Visitation
	Managed Units:					

The **Employee Information** screen appears.

- Select the Hyperlink for the **Employee Name**.

Locating an Employee's Person ID

The screenshot shows a web form with tabs: Basic, Job History, BCI, Demographics, and Qualifications. The 'Basic' tab is active. At the top, 'Employee Name: Test, Worker' and 'Employee ID: 111111' are displayed, with both highlighted in red. Below this is the 'Employee Information' section with fields for 'Employee ID (County):', 'Email Address:', 'Hire Date:' (02/10/2020), 'Termination' checkbox, 'Termination Date:', 'On Leave Indicator' checkbox, and 'Supervisor Over-Ride' checkbox (checked). There is also an 'Exemptions' section with 'University Partnership Program' and 'First Year Requirement Waived' checkboxes. Below that is the 'Current Job' section with a table showing job details. At the bottom are 'Apply', 'Save', and 'Cancel' buttons.

	Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
edit	02/10/2020			County Department of Job and Family Services	Intake		Case Worker

The **Person Overview** screen appears.

8. The **Person ID** displays at the top of the screen next to the **Person Name**.

The screenshot shows the 'Person Overview' screen. On the left is a sidebar with a menu: 'Person Overview' (highlighted with a green box), 'Profile', 'Education', 'Medical', 'Employment', 'Military', 'Background', 'Delinquency', 'CANS Assessment(s)', 'SACWIS History', and 'Relationships'. The main content area has a header 'PERSON NAME / ID:' with 'Test, Worker / 111111' highlighted in red. Below this is the address '123 Test Rd', 'Test Oh 12245'. To the right are fields for 'RACE:', 'HISPANIC / LATINO:', 'HAIR COLOR:', and 'EYE COLOR:'. Below the address is 'ENVIRONMENTAL HAZARDS:'. At the bottom is a blue bar labeled 'AKA Names'.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).