

WORKER ID ASSIGNMENT

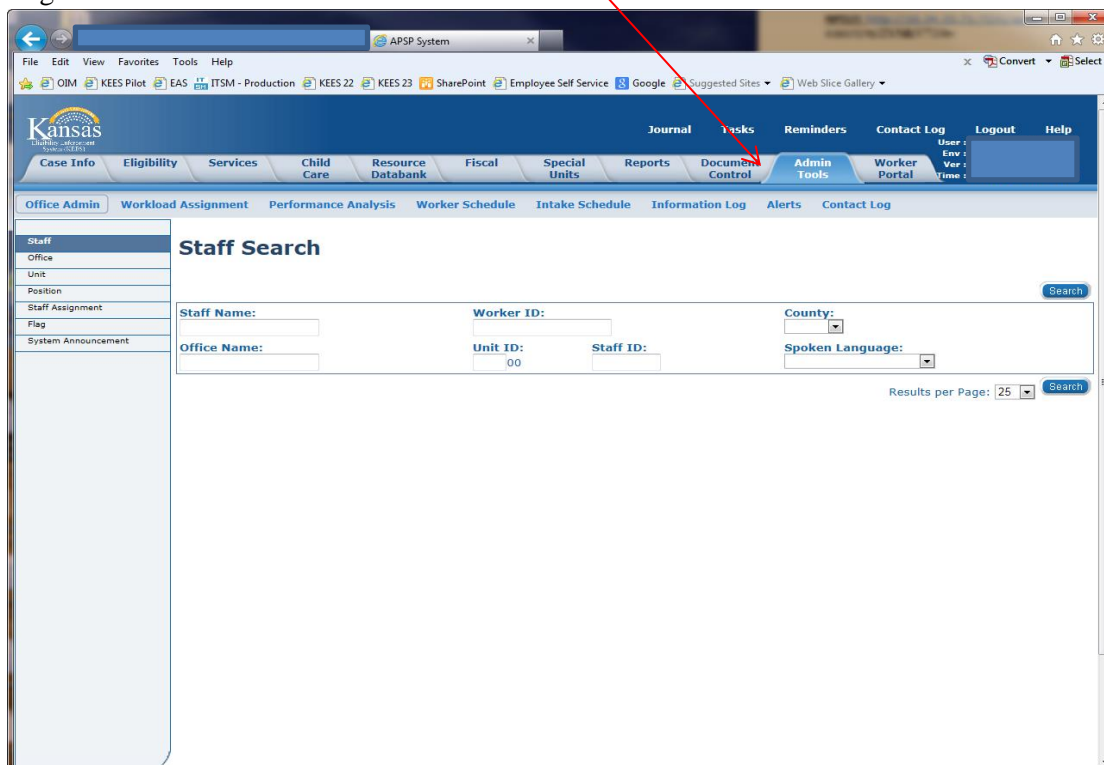
Users who update KEES must have a Worker ID assigned to them. The Worker ID includes 4 different pieces of information. It can be broken down into the 4 parts listed below. (See Worker ID Code Table on page 17.)

- **Region – Two-character code** that indicates the Region where the employee works.
- **Office Name/Location – Four-digit code** that represents the name of the location.
- **Unit Type – Two-character code** that represents the Team with which the employee works. Examples: EES Eligibility Team, PPS Payment Teams, KDHE Outstationed Teams.
- **Staff Position – Two-digit code** that represents a specific person/desk within the office.

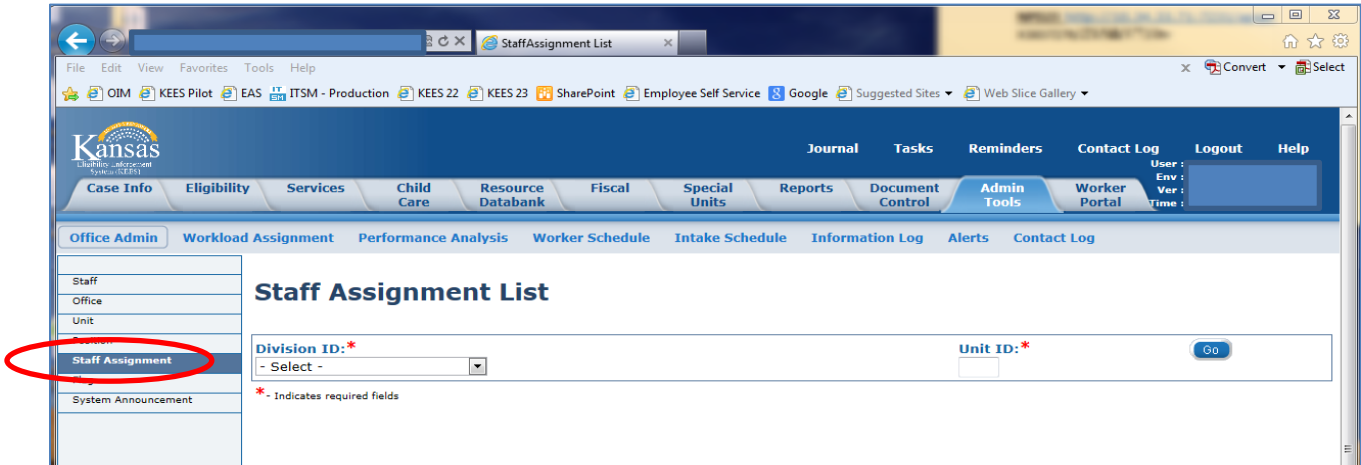
An example of a worker ID is: **DE 3602 E1 A1 (DE3602E1A1)**. The DE designates the East Region, 3602 is the Columbus Service Center, E1 is the Unit code for EES Administration Team, and the A1 Staff Position says the user holds a position within the Information Technology Team. The Staff Position represents a desk or a position place holder. It could be A1-A9, B1-B9, C1-C9, etc. It represents a position (desk) within that Region/Location/Unit Type and can only belong to 1 person at a time. This specific Worker ID may be end-dated and re-assigned to another person later, but only one person can have that exact Worker ID at one time. Work is assigned to that ID (desk) and must be transferred to another user if the current user moves to another area, or leaves State employment. See the Worker ID Code Table in the KEES Repository to determine what Region/Office/Unit codes that may be selected. Management of Worker IDs is the responsibility of the Supervisors. The Worker ID may be assigned by the System Administrator if it is included on the New User OIM Request.

ADD a Worker ID to a User

1. Log on to KEES and select the Admin Tools tab.

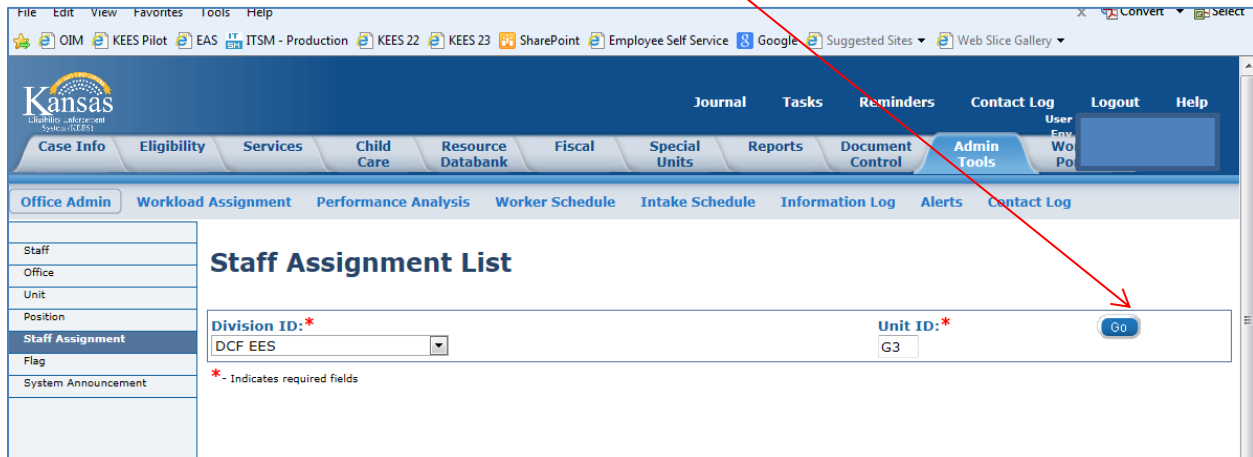


2. Select Staff Assignment from the list on the left. And the Staff Assignment List page will display.



5. We are going to assign Worker ID code DK4802G301 to a user. Select the Division ID from the drop-down list (This is a DCF EES Elig. User). So, in this instance, we will select DCF EES from the Division ID drop-down list and the G3 Unit ID (Elig Team) as the Unit they work in.

6. Once the 2 selections are made, click on “GO.”



- Now you have a Staff Assignment List for all G3 Units located in all the DCF Office Locations. Scroll down the list and find Location **DK4802**. The IDs are in Alpha/Numeric Order. You will see the Worker ID (DK4802G301) at the top. This person is a Supervisor. Supervisors are assigned the "01" position.

Worker ID	Classification Code	Staff Name	Begin Date	End Date	Position
DK4702G3G9					
DK4802G300	Other	Office Num 48 Unit Num G3 Office Num 48 Unit Num G3 User	01/01/1900		
DK4802G301	Other		09/17/2014		
DK4802G302	Other	LTC Office Num 48 Unit Num G3 LTC Office Num 48 Unit Num G3 User	01/01/1900		
DK4802G3A1					
DK4802G3A2					
DK4802G3A3					
DK4802G3A4	Other		01/01/1900		
DK4802G3A5	Other		01/01/1900		
DK4802G3A6	Other		01/01/1900		
DK4802G3A7					
DK4802G3A8	Other		01/01/1900		
DK4802G3A9					
DK4802G3B1					
DK4802G3B2					
DK4802G3B3					
DK4802G3B4					
DK4802G3B5					
DK4802G3B6					
DK4802G3B7					

- You can also see that there are slots in the DK4802G3 group that are available for staff assignment. We are going to assign a user to Worker IDDK4802G3A1.
- Now you're ready to add the new person. Scroll back to the top of this page and select Add Staff Assignment.

Worker ID	Classification Code	Staff Name	Begin Date	End Date	Position
DA3102G300	Other	Office Num 31 Unit Num G3 Office Num 31 Unit Num G3 User	01/01/1900		
DA3102G301					
DA3102G302	Other	LTC Office Num 31 Unit Num G3 LTC Office Num 31 Unit Num G3 User	01/01/1900		
DA3102G3A1					
DA3102G3A2					
DA3102G3A3					
DA3102G3A4					
DA3102G3A5					
DA3102G3A6					
DA3102G3A7					
DA3102G3A8					
DA3102G3A9					

- Click on the arrow-down icon to see list of Worker IDs for that particular Region/Location/Unit. They will be in alpha order.

The screenshot shows the 'Staff Assignment Detail' form. The 'Worker Identification' field is a dropdown menu with a downward arrow icon. A red arrow points to this icon. The dropdown menu is open, showing a list of worker IDs. The 'Staff Name' field has a 'Select' button next to it. The 'Begin Date' and 'End Date' fields are also visible. There are 'Save and Return' and 'Cancel' buttons at the bottom right of the form.

- Select the code from the drop-down list.
- Once you have the Worker Identification number in the Worker ID field, Click on “Select” under Staff Name.

The screenshot shows the 'Staff Assignment Detail' form. The 'Worker Identification' dropdown menu is now populated with the code 'DK4802G3A1'. A red arrow points to the 'Select' button under the 'Staff Name' field. The 'Begin Date' and 'End Date' fields are also visible. There are 'Save and Return' and 'Cancel' buttons at the bottom right of the form.

- The Staff Search page will display. Enter the name information in the Last and First name fields. Then click on the Search button.

The screenshot shows the 'Select Worker' search page. The 'Last Name' and 'First Name' fields are highlighted with red arrows. The 'Search' button is also visible. The 'Worker ID' field is also present. There are 'Cancel' buttons at the top right and bottom right of the form.

14. The following list will display. (Notice that she already has a Worker ID assigned.) Select the name from the list by clicking on the radio button to the left of your selection, then click on the Select button on the lower right.

Name	Worker ID	Classification Title
<input type="radio"/>	KH0206U2A2	Other
<input type="radio"/>	DK5002D1A1	Other
<input type="radio"/>	DK4802G5A6	Other
<input type="radio"/>	DE4502L2A2	Other
<input type="radio"/>		Other
<input type="radio"/>		Other
<input type="radio"/>		Other

15. The Selected name appears on the Staff Assignment Detail window (below).

Staff Assignment Detail

Worker Identification: *
DK4802G3A1

Staff Name: *

Begin Date: *

End Date:

* - Indicates required fields

NOTE: Staff can have more than one Worker ID. However, it is more likely that this person is changing Worker IDs and the other one will be end-dated by the supervisor once current Tasks have been reassigned. Or, maybe it was added in error and will need to be end-dated. Although the Security Administrator will only be adding Worker IDs for NEW staff, this example is chosen to display situations that the Supervisors deal with in order to manage the Worker IDs for their staff.

- Click on the calendar to the right of the Begin Date field and select today's date, Click on Save and Return.

Staff Assignment Detail

Worker Identification: *
DK4802G3A1

Staff Name: *
[Redacted]

Begin Date: *

End Date:

* - Indicates required fields

- When you click on SAVE and Return, you will be returned to the top of the Staff Assignment List. If you scroll down to the Worker ID you added (DK4802G3A1), the selected name was added to this group of User IDs.

DK4702G3G8								
DK4702G3G9								
DK4802G300	Other	Office Num 48	Unit Num G3	Office Num 48	Unit Num G3	User	01/01/1900	<input type="button" value="Edit"/>
DK4802G301	Other	[Redacted]					09/17/2014	<input type="button" value="Edit"/>
DK4802G302	Other	LTC Office Num 48	Unit Num G3	LTC Office Num 48	Unit Num G3	User	01/01/1900	<input type="button" value="Edit"/>
DK4802G3A1	Other	[Redacted]					10/27/2014	<input type="button" value="Edit"/>
DK4802G3A2								
DK4802G3A3								
DK4802G3A4	Other						01/01/1900	<input type="button" value="Edit"/>
DK4802G3A5	Other						01/01/1900	<input type="button" value="Edit"/>
DK4802G3A6	Other						01/01/1900	<input type="button" value="Edit"/>
DK4802G3A7								
DK4802G3A8	Other						01/01/1900	<input type="button" value="Edit"/>
DK4802G3A9								
DK4802G3B1								
DK4802G3B2								

REMOVING (End-dating) a WORKER ID

Once a Worker ID is assigned to a New User, it will be up to the Supervisor or RRA to make any further changes. If it is necessary for the Security Admin to make Worker ID changes, the following instructions are available. DO NOT end-date a Worker ID without email confirmation from the Supervisor or Submitter.

IMPORTANT: If you need to end date a Worker ID, you will need to reassign any tasks or program blocks assigned to the Worker ID before end dating it. Please refer to the KEES User Manual for instruction on how to complete the task and/or program block reassignment process.

1. To remove (end-date) an assigned Worker ID, we will go to a Unit within that Location, like we did in step 6 above. However the Unit will be G5. Click on GO.



Staff Assignment List

Division ID: *
DCF EES

Unit ID: *
G5

Go

* Indicates required fields

2. Once you pull up the G5 list, go down to DK4802G5, find an assigned worker ID in the list. Click on the Edit button to the right of her name.

DK4702G5G9									
DK4802G500	Other		Office Num 48	Unit Num G5	Office Num 48	Unit Num G5	User	01/01/1900	Edit
DK4802G501									
DK4802G502	Other		LTC Office Num 48	Unit Num G5	LTC Office Num 48	Unit Num G5	User	01/01/1900	Edit
DK4802G5A1									
DK4802G5A2									
DK4802G5A3									
DK4802G5A4									
DK4802G5A5									
DK4802G5A6	Other							01/01/1900	Edit
DK4802G5A7									
DK4802G5A8									
DK4802G5A9	Other							01/01/1900	Edit
DK4802G5B1	Other							01/01/1900	Edit
DK4802G5B2	Other							01/01/1900	Edit
DK4802G5B3									
DK4802G5B4									

- The Staff Assignment Detail page will display again (see below).

- Using the calendar to the right of End Date, select an appropriate End Date. In this instance, it was assigned in error, so you could use the previous day's date and once you get the new one assigned, only one will show up for the user. Once this is removed, you will be able to add the new one. When you actually end-date a staff member, you will choose the last day they are physically with your team. However, you may not choose a date in the future.
- Click on Save and Return and you will be returned to the Staff Assignment List (below) where you can see that the employee is now gone from this list. NOTE: If you had selected the current date, they would still be on the list, but will show an end date of today. Tomorrow they will not be there.

DK4702G5G8									
DK4702G5G9									
DK4802G500	Other		Office Num 48	Unit Num G5	Office Num 48	Unit Num G5	User	01/01/1900	Edit
DK4802G501									
DK4802G502	Other		LTC Office Num 48	Unit Num G5	LTC Office Num 48	Unit Num G5	User	01/01/1900	Edit
DK4802G5A1									
DK4802G5A2									
DK4802G5A3									
DK4802G5A4									
DK4802G5A5									
DK4802G5A6									
DK4802G5A7									
DK4802G5A8									
DK4802G5A9	Other							01/01/1900	Edit
DK4802G5B1	Other							01/01/1900	Edit
DK4802G5B2	Other							01/01/1900	Edit
DK4802G5B3									