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

File Edit Vew Favorite: Tools Help X © Cor Image: Control in the intervention in the second of the secon	
OM V KES Plot	wert 🔻 🛅
Journal Yorks Reminders Contact Log Lograt Case Info Eligibility Services Child Databank Special Reports Document Admin Workload Assignment Performance Analysis Worker Schedule Intake Schedule Information Log Alerts Contact Log staff Staff Staff Staff Staff Schedule Intake Schedule Information Log Alerts Contact Log staff Nonconsent Order Worker ID: County: Special	
Staff Search Staff Search Staff Angement Staff Name: Outling: County: Spoken Language: Office Name: 00 Staff ID: Spoken Language: Spoken Language: Office Name: 00 Staff ID: Spoken Language: Staff Search	
Staff Search Staff Search Staff Search Staff Name: Office Name: Office Name: Office Name: Office Name: Office Name: Office Name: Staff ID: Spekint ID: Spekint ID: Results per Page: 26	Help
Case Info Eligibility Services Child Resource Fiscal Special Reports Documents Adminis Worker Tors: fifee Admin Worktoad Assignment Performance Analysis Worker Schedule Intake Schedule Information Log Alerts Contact Log Staff Search Staff Name: Worker ID: County:	
Image: Staff Search Staff Search Staff Name: Office Name: Unit ID: Staff ID: Spoken Language: 00 Results per Page: 25	
Iffice Admin Worker Dice Information Log Alerts Contact Log Staff Search Staff Search Staff Name: Office Name: Output: Spoken Language: Spin 00 Staff ID: Spoken Language: Image: Image: Spoken Language: Image: Image: <td></td>	
Staff Search nit nit spiton git git git unit ID: Staff ID: Spoken Language: 00 Results per Page: 25	
Start Search site aff Asignment se sitem Announcement Unit ID: Staff ID: Spoken Language: 00 Results per Page: 25	
wite aff Assignment. sp office Name: Unit ID: Staff ID: Spoken Language: 00 00 m m Results per Page: 25 25	
Altern Announcement	6.00
start name: worker JJ: County: start name: Office Name: Unit ID: 00 Image: 00 Results per Page: 25	Sea
office Name: Unit ID: Staff ID: Spoken Language: Results per Page: 25	
Results per Page: 25	
Results per Page: 25	
	Sea

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.

	2 C × Ø StaffAssignment List ×		÷.		NUMBER OF		- □ îr ☆
File Edit View Favorites	Fools Help				:	🗴 📆 Conve	rt 🔻 🐻 Sel
👍 🤌 OIM 🤌 KEES Pilot 🤌 I	AS 🏭 ITSM - Production 🧃 KEES 22 🧃 KEES 23 🔯 SharePoint 🦉 Employee Self Service 🤱	Google 🥭 Su	uggested Sites 🔻	🛃 Web Slice Gal	lery 🔻		
Kansas		Journal	Tasks	Reminders	Contact Log User :	Logout	Help
Case Info Eligibilit	- Services Child Resource Fiscal Special R Care Databank Units	Reports	Document	Admin Tools	Worker Ver Portal Time		
Office Admin Workload	Assignment Performance Analysis Worker Schedule Intake Schedule	2 Informa	ition Log A	lerts Conta	ct Log		
Staff Office Unit	Staff Assignment List						
Staff Assignment	Division ID:* - Select -			Unit ID:*		60	
System Announcement	*- Indicates required fields						

5. We are going to assign Worker ID code DK4802G301 to a user. Select the Division ID from the dropdown 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.

File Edit View Envoriter	
A P OIM A KEES Pilot	EAS ITSM - Production @ KEES 22 @ KEES 23 17 SharePoint @ Employee Self Service 18 Google @ Suggested Sites + @ Web Slice Gallery +
Kansas	Journal Tasks Reminders Contact Log Logout Help
Case Info Eligibilit	ty Services Child Resource Fiscal Special Reports Document Admin Wo Care Databank Units Control Tools Po
Office Admin Workloa	d Assignment Performance Analysis Worker Schedule Intake Schedule Information Log Alerts Contact Log
Staff Office Unit	Staff Assignment List
Position Staff Assignment Flag	Division ID:* G0
System Announcement	*- Indicates required fields

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

7. 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 DK<u>4802</u>. 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.

	े ८ 🗙 🏼 🧉 ORACI	LE Identity Manager Dele 🧭 StaffAssignment List 🛛 🗙			↑ ★ ☆
File Edit View Favorites Tools Help)		x	nvert 🔁	▼ Belect
👍 🧃 OIM 🧧 KEES Pilot 🦉 EAS 🏭 ITSM	1 - Production 🚑 KEES 22 🦉 KEES	5 23 📅 SharePoint 🤌 Employee Self Service 🙁 Google 🤌 Suggested Sites 🔻 🤌 Web 🗄	Slice Gallery 🔻		
DK4702	G3G9				-
DK4802	C300 Other	Office Num 48 Unit Num G3 Office Num 48 Unit Num G3 User	01/01/1900		Edit
DK4802	2 G301 Other		09/17/2014		Edit
DK4802	G302 Other	LTC Office Num 48 Unit Num G3 LTC Office Num 48 Unit Num G3 User	01/01/1900		Edit
DK4802	<u>G3A1</u>				
<u>DK4802</u>	<u>G3A2</u>				
<u>DK4802</u>	<u>G3A3</u>				
DK4802	G3A4 Other		01/01/1900		Edit
<u>DK4802</u>	G3A5 Other		01/01/1900		Edit
<u>DK4802</u>	G3A6 Other		01/01/1900		Edit
DK4802	G3A7				(E)
DK4802	G3A8 Other		01/01/1900		Edit
DK4802	G3A9				
DK4802	G3B1				
DK4802	G3B2				
DK4802	<u>G3B3</u>				
DK4802	<u>G3B4</u>				
DK4802	<u>G3B5</u>				
DK4802	G3B6				
DK4802	<u>G3B7</u>				

- 8. 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.
- 9 Now you're ready to add the new person. Scroll back to the top of this page and select Add Staff Assignment.

File Edit View Enveriter	Tools Help							× BConver	t - Select
File Edit View Pavorites	i oois Heip			_	_		_	X Queonver	
🖌 🚖 🕘 OIM 🧧 KEES Pilot 🧧	EAS 🛗 ITSM - Produ	uction 🙆 KEES 22	🖉 KEES 23 🚻 SharePoint 🤗	Employee Self Service 🐰 G	ioogle Si	uggested Sites 👻 🤞	👌 Web Slice Gallery 🔻		
Kansas				Journal	Tasks	Reminders	Contact Log Use En	Logout	Help
Case Info Eligibili	sy Services	Child Care	Resource Fiscal Databank	Special Re Units	ports	Control	Admin Tools P		
Office Admin Workloa	d Assignment	Performance A	nalysis Worker Schedule	e Intake Schedule	Informa	tion Log Ale	erts Contact Log	9	
Staff		-							
Office	Staff As	signme	nt List						
Unit									
Position	Refine You	r Search						\checkmark	
Staff Assignment								Add Staff As	signment
Flag	Worker ID	Classificatio	n Codo Staff Namo				Pagin Da	to End Date	
System Announcement	Worker ID						⊂ Begin Da		5
	DA3102G300	Other	Office Num 31 Un	it Num G3 Office Num	31 Unit N	um G3 User	01/01/19	00	Edit
	DA3102G301								
	DA3102G302	Other	LTC Office Num 3	1 Unit Num G3 LTC Of	fice Num	31 Unit Num G	3 User 01/01/19	00	Edit
	DA3102G3A1								_
	DA3102G3A2								
	DA3102G3A3								
	DA3102G3A4								
	DA3102G3A5								
	DA3102G3A6								
	DA3102G3A7								
	DA3102G3A8								
	DA3102G3A9								-

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

0						
File Edit View Favorites	Tools Help				🗙 🦷 Conver	t 🔻 🔂 Select
👍 🥭 OIM 🥭 KEES Pilot 🥭	EAS 🛗 ITSM - Production 🤌 KI	ES 22 🧧 KEES 23 😰 SharePoint 🧃 En	nployee Self Service 8 Google	e 🧧 Suggested Sites 🔻 🧃	Web Slice Gallery 👻	
Kansas			Journal Ta	asks Reminders 	Contact Log Logout User :	Help
Case Info Eligibilit	ty Services Child Care	Resource Fiscal Databank	Special Report Units	5 Document Control	Admin Wor Tools Por	
Office Admin Workloa	d Assignment Performar	ce Analysis Worker Schedule	Intake Schedule In	formation Log Alert	ts Contact Log	
Staff Office	Staff Assign	nent Detail			Save and Return	Cancel
Position Staff Assignment Flag System Announcement	Worker Identification: Select - Staff Name:* Select Begin Date:* * - Indicates required fields	ĸ		End Date:	9	E
					(Save and Return)	Cancel

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

Office Admin Workloa	nd Assignment Performance Analysis Worker Schedule Intake Schedule Annormation Log Alerts Contact Log
Staff Office Unit	Staff Assignment Detail (Save and Return) (Cancel)
Position Staff Assignment Flag System Announcement	Worker Identification:* DK4802G3A1 Staff Mente: Geleti
	Begin Date: End Date: Image: Constraint of the second se
	(Save and Return) Cancel

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

d Assignment	Performance Analysis	Worker Schedule	Intake Schedule	Information Log Alerts	Contact Log		
Select	Worker						Cancel
				K			Search
Last Name:			[First Name:		Worker ID:	
Classificatio	n Title:	~					
							Results per Page: 25 🗸 Search
							Cancel

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.

ansas		Journal Tasks	; Reminders Contact Log User	Logout Help
ise Info Eligi	ibility Services Child Resourc Care Databan	e Fiscal Special Reports k Units	Document Admin Wo Control Tools Po	
e Admin Worl	kload Assignment Performance Analysis	Worker Schedule Intake Schedule Infor	nation Log Alerts Contact Log	
				Cance
	Select Worker			
	Refine Your Search			
	Refine Your Search Search Results Summary			Results 1 - 8 of
	Refine Your Search Search Results Summary			Results 1 - 8 of
	Refine Your Search Search Results Summary Name	Worker ID	Classification Title	Results 1 - 8 of
	Refine Your Search Search Results Summary Name	Worker ID ⊽ KH02060242	Classification Title	Results 1 - 8 of
	Refine Your Search Search Results Summary Name	Worker ID ⊽ KH0206U2A2 DK5002D1A1	Classification Title Other Other	Results 1 - 8 of
	Refine Your Search Search Results Summary Name	Worker ID ▽ KH0206U2A2 DK5002D1A1 DK4802C5A6	Classification Title Other Other Other	Results 1 - 8 of
	Refine Your Search Search Results Summary Name	Worker ID ▽ KH0206U2A2 DK5002D1A1 DK4802G5A6	Classification Title Other Other Other	Results 1 - 8 of
		Worker ID マ KH0206U2A2 DK5002D1A1 DK4802G5A6 DE4502L2A2	Classification Title Other Other Other Other Other	Results 1 - 8 of
		Worker ID ⊽ KH0206U2A2 DK5002D1A1 DK4802G5A6 DE4502L2A2	Classification Title Other Other Other Other Other Other	Results 1 - 8 of
		Worker ID ▽ KH0206U2A2 DK5002D1A1 DK4802G5A6 DE4502L2A2	Classification Title Other Other Other Other Other Other Other	Results 1 - 8 of

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

File Edit View Emoriter	Tool: Halo	V Convert	▼ ■Select
👍 🗿 OIM 🗿 KEES Pilot 🗿	EAS 🛗 ITSM - Production 🗿 KEES 22 🗿 KEES 23 🛐 SharePoint 🗿 Employee Self Service 🚺 Google 🗿 Suggested Sites 💌 🧃 Web Slice Gallage	A A COMPANY	Boucce
Kansas	Journal Tasks Reminders Contact Log	Logout	Help
Case Info Eligibilit	ty Services Child Resource Fiscal Special Reports Document Admin Care Databank Units Control Tools		
Office Admin Workloa	d Assignment Performance Analysis Worker Schedule Intake Schedule Information Log Alerts Contact Log		
Staff Office Unit	Staff Assignment Detail	e and Return	Cancel
Position Staff Assignment Flag System Announcement	Worker Identification:* DK4802C3A1 Staff Name:* Effect		
	Begin Date: End Date:		
	G	ve and Return)	Cancel

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.

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

File Edit View Favorites	Tools Help	× 🖣	🖞 Convert 🔻 💼 Select
👍 🥭 OIM 🥭 KEES Pilot 🥭	EAS 🞳 ITSM - Production 🤌 KEES 22 🤌 KEES 23 📆 SharePoint 🔌 Employee Self Service 🙁 Go	oogle 🖉 Suggested Sites 🔻 🧃 Web Slice Gallery 👻	
			<u>_</u>
Kansas	Journal	Tasks Reminders Contact Log Lo	gout Help
Elizibility Enferoment System (KEES)			
Case Info Eligibilit	y Services Child Resource Fiscal Special Rep Care Databank Units	oorts Document Admin Control Tools	
		control 10015	
Office Admin Workloa	d Assignment Performance Analysis Worker Schedule Intake Schedule	Information Log Alerts Contact Log	
		Save and	Return Cancel
Office	Staff Assignment Detail		
Unit	-		=
Position	Worker Identification:*		
Staff Assignment	DK4802G3A1 💌		
Flag System Announcement	Staff Name:*		
	Begin Date:*	End Date:	
	* Indiante and folds		
	- Indicates required tields	· · · · · · · · · · · · · · · · · · ·	
		Save and	Return Cancel

17. 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.

~					
ļ	DK4702G3G8				
1	DK4702G3G9				
<u> </u>	DK4802G300	Other	Office Num 48 Unit Num G3 Office Num 48 Unit Num G3 User	01/01/1900	Edit
1	DK4802G301	Other	Z	09/17/2014	Edit
I	DK4802G302	Other	LTC Office Num 48 Unit Num G3 LTC Office Num 48 Unit Num G3 User	01/01/1900	Edit
l	DK4802G3A1	Other		10/27/2014	Edit
1	DK4802G3A2				
1	DK4802G3A3				
1	DK4802G3A4	Other		01/01/1900	Edit
l	DK4802G3A5	Other		01/01/1900	Edit
l	DK4802G3A6	Other		01/01/1900	Edit
1	DK4802G3A7				
l	DK4802G3A8	Other		01/01/1900	Edit
1	DK4802G3A9				
1	DK4802G3B1				
1	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.

Kansas		Journal	Tasks Reminders	Contact Log	Logout	Help
Case Info Eligibilit	Y Services Child Resource Fiscal Special Units	Reports	Document Control Admin Tools	Worke Porta		
Office Admin Workloa	Assignment Performance Analysis Worker Schedule Intake Sche	dule Infor	rmation Log Alerts Co	ntact Log		
Staff Office	Staff Assignment List					
Unit						
Position Staff Assignment	Division ID:* DCF EES		Unit ID:*		60	
Flag System Announcement	*- 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 I	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					

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

	Journal Tasks Reminders Contact Log Logout Help
Case Info Eligibilit	y Services Child Resource Fiscal Special Reports Document Admin Care Databank Fiscal Units Control Tools Work Port
Office Admin Workload	d Assignment Performance Analysis Worker Schedule Intake Schedule Information Log Alerts Contact Log
Staff Office Unit	Staff Assignment Detail
Position Staff Assignment Flag	Worker Identification: DK4802G5A6 Staff Name:
System Announcement	Begin Date: End Date: 01/01/1900
	Save and Return Cancel

- 4. 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.
- 5. Click on <u>Save and Return</u> 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				