

## **How to Obtain *Employee ID* information and *Position Number* for a New Employee:**

One of the following 3 Options:

- 1) Call HR records 2-9677
- 2) View or print this information when month end reports are available at IWR. The information needed is contained in both the Employee Roster Report and the Position Control Report.
- 3) View the system of record from UMS.

Once the new hire pear form has been processed by HR the information is entered into HERMIT. HERMIT data can be viewed from UMS.

Employee Number

- a. Click Personnel Input
- b. Click on employee name you are querying
- c. Click SOR
- d. Check the button "Map by Government ID" (the employee social security)

The SOR will display the information that is entered in HERMIT, which includes the employee id. The employee id can not be electronically synchronized, record the number and manually enter the number on the id's and proxy tab.

Position Number

- a. Filter the active pear (new hire) pear form for the employee you are querying.
- b. Click on the SOR button. Scroll down until you see the position number.
- c. Record the position number. Click edit and enter the position number on the HR tab.