

Locating an Employee's Person ID



Knowledge Base Article

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Table of Contents

Overview	3
Security Profile	3
How to Find the Person ID of an Employee in Ohio SACWIS.....	3

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Overview

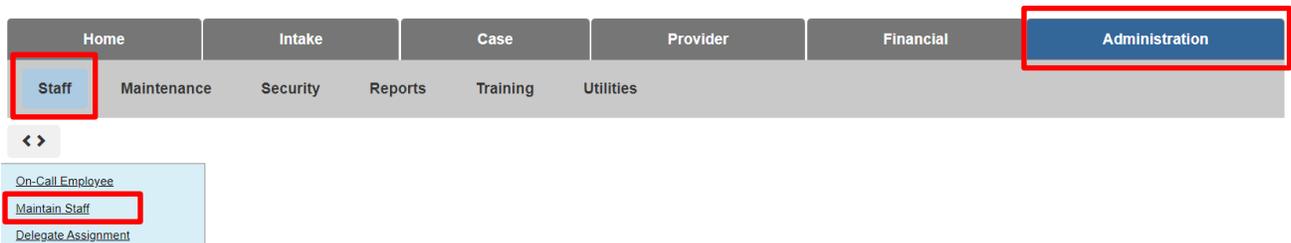
This article describes how to find the Person ID of an Employee.

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.

A screenshot of the 'Employee Search Criteria' screen. The search criteria fields are highlighted with a red box. These fields include: 'Employee ID:' (text input), 'Last Name:' (text input with 'Test' entered), 'First Name:' (text input with 'Test' entered), 'Middle Name:' (text input), 'County:' (dropdown menu), 'Language Proficiency:' (dropdown menu), and 'Education Level:' (dropdown menu). There is a checked checkbox for 'Include Inactive'. Below the search criteria, there is a 'Name Match Precision' section with a dropdown set to 'Relevance (Highest-Lowest)'. At the bottom, there is a 'Search' button highlighted with a red box and a 'Clear Form' button.

Locating an Employee's Person ID

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

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

Search Results						
Result(s) 1 to 4 of 4 / Page 1 of 1						
	Employee Name / ID	Email	Work Number	State / County	Supervisor	Unit
edit	TEST, TEST / 7561020			/ Franklin	Supervisor, Susan	Automated Systems
Managed Units:						
edit	TEST1, TEST1 / 7560994					
Managed Units:						
edit	TEST10580, TEST10580 / 7562549					
Managed Units:						
edit	TESTPF1, TESTPF / 7561209					
Managed Units:						

[Add Employee](#)

The **Employee Information** screen appears.

7. Select the Hyperlink for the Employee Name.

Administration » Staff » Maintain Staff

Basic	Job History	BCI	Demographics	Qualifications			
Employee Name:	TEST, TEST	Employee ID:	7561020				
Employee Information							
Employee ID (County):	102138	Email Address:					
Hire Date:	04/13/2023	<input type="checkbox"/> Termination	Termination Date:				
<input type="checkbox"/> On Leave Indicator	<input checked="" type="checkbox"/>	<input type="checkbox"/> Supervisor Over-Ride					
Exemptions							
<input type="checkbox"/> University Partnership Program		<input checked="" type="checkbox"/> First Year Requirement Waived					
Current Job							
edit	Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
	04/13/2023		Franklin	Ohio Department of Job and Family Services	Automated Systems	Supervisor, Susan	Intern
Add Job							
Apply Save Cancel							

The **Person Overview** screen appears.

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

Locating an Employee's Person ID

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▶ **Person Overview**

- Profile
- Education
- Medical
- Employment
- Military
- Background
- Delinquency
- SACWIS History
- Relationships

PERSON NAME / ID:
TEST, TEST / 7561020

100 S High St Columbus, OH 43215-3405
(555) 555-5555

ENVIRONMENTAL HAZARDS:

RACE:
HISPANIC / LATINO

HAIR COLOR:

EYE COLOR:

AKA Names

Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type

Safety Hazards

Hazard Type	Begin Date	Narrative

Other Addresses

Type	Address	Hazard

ICWA

Date Family Was Asked	Possible Tribal Affiliation	Tribe Name	Response/Outcome

[Close](#)

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .