Designating Essential Personnel During a Public Safety Emergency

Before starting, please navigate into HCM through myOhio.

1. Click **Organizational Development** on the left navigation menu.

2. Click **Position Management** on the right side of the screen.

3. Click **Maintain Positions/Budgets** on the right side of the screen.

4. Click **Add/Update Position Info** on the right side of the screen.

5. Enter the Position Number, click the **Include History** box, and click **Search**.
6. You **will** need to add a row to the employee’s Position Information section, change the Effective Date field to the desired date, input GIC in the Reason field, checkmark the Key Position box, and SAVE.

![Image of Position Information section](image_url)

**Removing the Essential Personnel Designation**

Before starting, please navigate into HCM through myOhio.

1. Click **Organizational Development** on the left navigation menu.
2. Click **Position Management** on the right side of the screen.
3. Click **Maintain Positions/Budgets** on the right side of the screen.
4. Click **Add/Update Position Info** on the right side of the screen.
5. Enter the Employee ID, click the Include History box, and click Search.

7. You will need to add a row to the employee’s Position Information section, change the Effective Date field to the desired date, input GIC in the Reason field, uncheck the Key Position box, and SAVE.

Running the Public Safety Emergency Essential Employee Query

Before starting, please navigate into Ohio Business Intelligence Cognos Connection through myOhio. This query will provide you with a list of employees with your agency that have been designated as essential for a public safety emergency.
1. Click near the top of the page.
2. Click on the left side of the screen.
3. Click on the left side of the screen.
4. Click on the left side of the screen.
5. Click on the left side of the screen.
6. Click on the left side of the screen.

7. This will bring up the below screen. Enter the appropriate three character agency, board, or commission acronym, i.e., DAS.
8. Click the Finish button at the bottom of the page

9. The report will populate in the format below. Redaction was added for privacy.