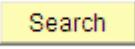




## Designating Essential Personnel During a Public Safety Emergency

Before starting, please navigate into HCM through myOhio.

1. Click  on the left navigation menu.
2. Click  on the right side of the screen.
3. Click  on the right side of the screen.
4. Click  on the right side of the screen.

5. Enter the Position Number, click the  **Include History** box, and click .

[Favorites](#) | [Main Menu](#) > [Organizational Development](#) > [Position Management](#) > [Maintain Positions/Budgets](#) > [Add/Update Position Info](#)

### Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Position Number:	begins with	<input type="text" value="19998356"/>
Description:	begins with	<input type="text"/>
Position Status:	=	<input type="text"/>
Business Unit:	begins with	<input type="text"/> 
Department:	begins with	<input type="text"/> 
Job Code:	begins with	<input type="text"/> 
Reports To Position Number:	begins with	<input type="text"/>

**Include History**  **Correct History**  **Case Sensitive**

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

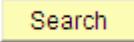
- You **will** need to add a row to the employee's Position Information section, change the Effective Date field to the desired date, input GIC in the Reason field, checkmark the Key Position box, and SAVE.



## Removing the Essential Personnel Designation

Before starting, please navigate into HCM through myOhio.

- Click  on the left navigation menu.
- Click  on the right side of the screen.
- Click  on the right side of the screen.
- Click  on the right side of the screen.

5. Enter the Employee ID, click the  **Include History** box, and click .

Favorites Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

**Add/Update Position Info**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Position Number: begins with

Description: begins with

Position Status: =

Business Unit: begins with

Department: begins with

Job Code: begins with

Reports To Position Number: begins with

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

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.

Description

**Position Information** Find | View All First 1 of 7 Last

Position Number:

Headcount Status: Filled Current Head Count: 1 out of 1

\*Effective Date:  \*Status: Active

Reason:  General Information Change Action Date: 11/08/2016

\*Position Status: Approved Status Date:   Key Position

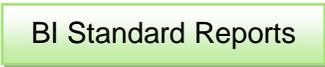
**Job Information**

## 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.

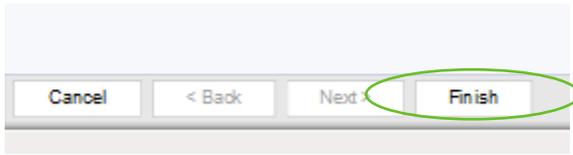


7. This will bring up the below screen. Enter the appropriate three character agency, board, or commission acronym, i.e, DAS.





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.

Ohio Cognos Connection - WFP-0061 Emergency Essential Employees 10004510 Log Off

Keep this version

### Ohio Business Intelligence

## WFP-0061 Emergency Essential Employees Report

Department	Department Description	Employee ID	Employee Name	Key Position	Position Number	Position Description	Supervisor Name	Supervisor Employee ID	Hourly Rate
DAS101000	Administrative Support Divisn	[REDACTED]	[REDACTED]	Y	[REDACTED]	Financial Analyst Supervisor	[REDACTED]	[REDACTED]	\$44.84
DAS101000	Administrative Support Divisn	[REDACTED]	[REDACTED]	Y	[REDACTED]	Public Information Officer 2	[REDACTED]	[REDACTED]	\$35.72
DAS101000	Administrative Support Divisn	[REDACTED]	[REDACTED]	Y	[REDACTED]	DIRECTOR 4	[REDACTED]	[REDACTED]	\$65.97
DAS101000	Administrative Support Divisn	[REDACTED]	[REDACTED]	Y	[REDACTED]	Human Capital Management Mgr	[REDACTED]	[REDACTED]	\$40.49
DAS101000	Administrative Support Divisn	[REDACTED]	[REDACTED]	Y	[REDACTED]	Financial Manager	[REDACTED]	[REDACTED]	\$49.28
DAS101000	Administrative Support Divisn	[REDACTED]	[REDACTED]	Y	[REDACTED]	Human Capital Management Adm 1	[REDACTED]	[REDACTED]	\$41.83