



November 2016

EMPLID NUMBER CHANGE REQUEST POLICY FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES

The purpose of this document is to inform colleges of the EMPLID number change request requirements for student and employees in the PeopleSoft environment. The policy allows for valid change request to protect a student's or employee's personal safety, identity safety, and religious or cultural objections.

Student Request

The Campus Solutions Functional Analysts Team can assign a different EMPLID number only if:

- Sequential numbers assigned to members of the same family are causing problems;
- More than one person is assigned or using the same number;
- A victim of identity theft continues to be disadvantaged by using the original number (We require written documentation verifying identity theft);
- There is a situation of harassment, abuse or life endangerment; or
- An individual has religious or cultural objections to certain numbers or digits in the original number. (We require written documentation in support of the objection from a religious or cultural group with which the number holder has an established relationship.)

A change can only be made one time and must be made prior to any enrollment activity

Employee Request

The Human Capital Management Functional Analysts Team can assign a different EMPLID number only if:

- Sequential numbers assigned to members of the same family are causing problems;
- More than one person is assigned or using the same number;
- A victim of identity theft continues to be disadvantaged by using the original number (We require written documentation verifying identity theft);
- There is a situation of harassment, abuse or life endangerment; or
- An individual has religious or cultural objections to certain numbers or digits in the original number. (We require written documentation in support of the objection from a religious or cultural group with which the number holder has an established relationship.)

A change can only be made one time and the change can only be made prior to the initial pay period

If you have any questions, please contact Shon Dicks-Schlesinger at SDicks-Schlesinger@sbctc.edu or Scott Copeland at scopeland@sbctc.edu.