Electronic Employee Action Request System (e-EAR)
All staff responsible for submitting pay/position changes for employees will need access to the electronic Employee Action Request (e-EAR) form. We recommend at least two (2) authorized persons per department.

Please complete the online EAR Authorization Request Form by visiting: https://cob-prod03.Albemarle.org/cobauthworkflow/EARAuthForm.aspx.

Upon submission, an email will be sent to the department head (or their designee) to authorize the request. Authorization must be granted before IT can complete the request. Users are notified via email when access has been granted.

If you experience problems accessing or submitting the form, please contact the IT Help Desk at 296-5895 or HelpdeskGovt@albemarle.org.
Employee ID #

- Enter the name of the department head and click Search.
- Find their name on the list and click Select.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Location</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerome</td>
<td>Loma</td>
<td>Dir Human Resources</td>
<td>Human Resources</td>
<td></td>
</tr>
</tbody>
</table>

Please click on the 'Select' link.
Before Getting Started

The e-EAR is only compatible with Internet Explorer (IE).
The form may open in other browsers, but may not function correctly.

Turn off pop-up blockers for the site.
When printing, the copy of the e-EAR opens in a new window.
Please be aware of deadlines for EARs.
The Payroll & HR Deadline Schedule is located under the Quick Links section of the Employee Resources website.
e-EAR Site

- Please bookmark the following site: https://cob-prod03.albemarle.org/ear/inputee.aspx.
- Login using your network username and password.
  - If the correct domain name is not displayed:
    - ACPS employees may need to enter schls\username
    - LG employees may need to enter Albemarle\username
The home page of the e-EAR website displays a departmental listing.
- Sort by any of the fields listed by clicking on the title heading.
- For those requiring access to multiple departments, please contact Patrice West in Human Resources, pwest@albemarle.org or x3309.
- Click the **Select** button by an employee’s name to get started.
- On the next screen, click the **Get Data** button to open a new EAR.

### EAR Directions:
1. Select desired employee.
2. Once employee is selected click Get Data.
3. If no pending EARs exist a new EAR will open. If a pending EAR exists it will show at this time for editing or reviewing.
**e-EAR Form**

- Double check that the correct employee and position are displayed.
- The middle column shows the employee’s Current Data. Changes will be entered in the New Data column.
- Begin by checking the boxes to the left of each Type of Action that will change.
- Next, click Select Choices to enable the New Data fields.
- To start over, click Refresh Choices.

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Current Data</th>
<th>New Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Change</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Hours Per Day</td>
<td>8:00.000</td>
<td></td>
</tr>
<tr>
<td>Days Per Year</td>
<td>260.0000</td>
<td></td>
</tr>
<tr>
<td>Salary Change</td>
<td>10.0000</td>
<td></td>
</tr>
<tr>
<td>Salary Change</td>
<td>10.0000</td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Differential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACTION REQUESTED FOR TERMINATIONS**

- Resignation - Took other employment *
- Quit without notice
- Retirement - Regular *
- Dismissal **
- Layoff
- Retirement - Disability *
- Death
- * Attach letter of resignation
- ** Attach appropriate documentation

**Submit and Print**

```
Submit
```
Division & Date

• Some changes will require the Division information in order to load the options for the New Data fields.
  • Select the division from the drop down menu.
• Enter the effective date of the change.
  • For terminations this is the last date worked.

ACTION REQUESTED

Please Select Division.

Effective Date of this Action

Submit
Fill in the information in the New Data column.

Consult with your Generalist if you have questions about what to enter in the fields.

If additional fields are needed, repeat the process of clicking the Type of Action checkbox(es) and then the Select Choices button.
Position Changes

- Select the type of change in the **Type of Action** column.
  - Promote – moving to higher pay grade
  - Demote – moving to lower pay grade
  - Reclassification – for use by partner agencies only
  - Transfer – no change in pay grade (lateral move)

- Don’t forget to update the **Supervisor ID** if the employee’s leave approver is changing.
  - If the supervisor is not found on the list, please indicate the correct supervisor in the **Comment** section.

- If an employee is becoming a supervisor (approver in Time Keeper), select Yes in the **Supervisory Position** field and indicate who they replaced (or enter N/A if a new supervisor code is needed) in the **Previous Incumbent** field.
Departmental Transfers

- If an employee is leaving your department, but will remain with the County or a partner agency, select transfer on the EAR.
- Choose the appropriate division and department.
- The effective date should be the last day the employee is in your department.
- The new department will submit a Begin Hire or Hire Form to establish the new position.
Leave & Terminations

- Select the checkbox for **Status Change**. Click **Select Choices**.
- In the **New Data** column, choose the new status.
- Enter the effective date as:
  - The last day worked for terminations.
  - The first day of leave for leave statuses.
- Click the radio button next to the corresponding termination reason.
- Attach letters of resignation or any supporting documentation by clicking **Browse**.
  - Please save supporting documentation as a .pdf file before attaching.
Budget Codes

- Enter the 26-digit budget code(s) with no dashes.
- Percentages go in the smaller box (must total 100%).
- EARs with invalid budget codes will be rejected.
Entering stipends:

- Enter stipends as a monetary value or percentage (as a decimal).
- Please do the best to calculate the amount, HR will verify calculations.
- Be sure to indicate the type of stipend in the Comment section.

Stipend: $425.00
Comments

- Click on the Comments button at the bottom of the form to open up a text box.
- Use this field to communicate important information regarding the change, that is not captured elsewhere in the form, to your HR Generalist.
Errors

- An error message will appear when Submit/Submit and Print are clicked, if problems are detected in the form entries.
- Click the Type of Action checkbox(es) then Select Choices to open up additional, required fields.
- If errors persist, please consult the Help & FAQs section of this manual.
When all changes have been entered, click **Submit and Print** at the top of the form.

A copy of the EAR will open in a new window and the print dialog box will open. Print to the desired location.
e-EAR Submission

- HR has no knowledge of nor receives the e-EAR until it has been emailed to the Generalist.
- Select your Generalist from the drop down and click **EMAIL Generalist**.
- The e-EAR **WILL NOT** be processed if this step is missed.

The Following Data can now be submitted as an EAR to the HR Department. To correct, please go back to the Home Page using the button below. Select the employee and choose the appropriate EAR record to edit. Using the back button now will erase data. You can also use the button below to go back and enter a new EAR.

In order for the EAR to be submitted to HR, you MUST choose a generalist from the dropdown list below and hit the 'EMAIL Generalist' Button. Without doing this, HR cannot review the EAR.

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Date Submitted</th>
<th>Date Modified</th>
<th>Pay Grade</th>
<th>Salary</th>
<th>Promote/Demote</th>
<th>Job Class</th>
<th>Effective Date</th>
</tr>
</thead>
</table>
Thank you for using the Electronic EAR Application. You may now go back to the Input page using the button below or exit the application.

Confirmation

Receipt of this message is confirmation that the e-EAR has been submitted to the Generalist.
Rejections

- If an e-EAR is rejected, the submitter will receive an email notification containing comments on the problem.

- Make the necessary changes and resubmit the e-EAR to your Generalist.

From: dmiller@albemarle.org <EARSys@albemarle.org>
Sent: Friday, October 18, 2019 11:59 AM
To: Patrice West <pwest@albemarle.org>
Subject: EAR Rejected

EAR number 5145 has been Rejected for employee Starr, Ringo by HR Generalist dmiller. Click here to review this EAR. The generalist’s comments are: "testing"
To edit a pending/rejected e-EAR, select the employee from the home screen then click Get Data.

Click Select under Select EAR for Editing. The pending e-EAR will open.

To enter a new e-EAR for the employee click New EAR.
Submitted e-EARs will appear in history.

Click Get History on the e-EAR home page to see a list.

### EAR History

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Date Submitted</th>
<th>Date Modified</th>
<th>Status</th>
<th>Pay Grade</th>
<th>Salary</th>
<th>Promote/Demote</th>
<th>Job Class</th>
<th>Comments</th>
<th>Effective Date</th>
<th>Annual Balance</th>
<th>Comp Time Balance</th>
<th>Sick Time Balance</th>
<th>Holiday Balance</th>
<th>Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>008344</td>
<td>West</td>
<td>Patrice</td>
<td>3-20-2019</td>
<td>Mar 20 2010</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>This is a test of the EEAR system. Please reject this EEAR</td>
<td>Jan 1 2056</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>011325</td>
<td>Starr</td>
<td>Range</td>
<td>11-18-2019</td>
<td>Oct 18 2019</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>It's Patrice. This is a test so that I can get screenshots for the updated training materials, you can reject.</td>
<td>Jan 20 2020</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
What information do I enter for my change?

• Contact your HR Generalist.
  • Traci Brooks, tbrooks@albemarle.org
  • Jennifer Weller Kim, jkim@albemarle.org
  • Davra Miller, dmiller@albemarle.org
  • Kim Shigeoka, kshigeoka@albemarle.org

I cannot find an employee.

I am having technical difficulties.

These errors won’t go away.

• Contact Patrice West, pwest@Albemarle.org and Eddie Wimbish, ewimbish@albemarle.org.

I need access to the site.

• Complete the EAR Authorization Request form.
  • https://cob-prod03.Albemarle.org/cobauthworkflow/EARAuthForm.aspx

How do I get to the e-EAR site?

• https://cob-prod03.albemarle.org/ear/inputee.aspx

I am a school employee and cannot login.

• Enter schls\ in front of your user name.

The e-EAR site is not displaying properly.

• Be sure to use Internet Explorer (IE) when submitting e-EARs.