Labor levels – identifying a supervisor’s employee ID for labor level three

Labor level three requires entry of the supervisor’s employee ID, a unique six-digit number assigned to each employee. There are two ways to identify this information:

1. Find the information on the Manage My Department page
2. Use the Positions by Employee report

Finding the information on the Manage My Department page
If the supervisor is part of your department/location, you can find their employee ID on the Manage My Department page.

1. Click on the Search command (the magnifying glass) to display a list of all employees in your department/location, or enter the supervisor’s last name to display just their information.
2. When the list displays, each employee’s unique employee ID appears in the ID column.
3. Use the six-digit string in the ID column to complete your labor level three information.

Using the Positions by Employee report
If the supervisor does not have the same home department/location, you can find their employee ID through the Positions by Employee report, which includes a wide range of employee data. The report is found here: http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/PositionsByEmployee

Notes:
- If you are working remotely, you must first connect to the Virtual Private Network (VPN) to access the report.
- You may be asked to supply your username and password. Enter the user name and password you use to log into your computer. ACPS staff will preface their username with SCHLS\.

1. Once the report opens, search for the specific employee.
2. When their record displays, it includes their employee ID in the Emp. ID column.
3. Step-by-step directions for accessing the report and finding specific employee data are available here: Understanding the Positions by Employee report