



## Coast Guard HR Flag Voice 100

### EMPLOYEE IDENTIFICATION NUMBER (EMPLID)

ALCOAST 256/00 announced the use of an Employee Identification Number (EMPLID) replacing the Social Security Number (SSN) as the primary method of accessing members' electronic pay and personnel records in the new Coast Guard Human Resources Management System (CGHRMS). The EMPLID will reduce the need to display and use the Privacy Act sensitive SSN. This number will not replace the SSN but will minimize its use on electronic data panels, and will take effect when we implement the first of many personnel-related processes using CGHRMS.

To keep follow-on software maintenance costs low and simplify upgrades, we will use as much of the basic PeopleSoft Human Resource Management System package as possible. Using "out of the box" PeopleSoft functionality, we can take advantage of some of the industries' best business practices to reengineer our own.

No two employees will have the same EMPLID. Active duty and Reserve members will be the first to receive their numbers on the June and July LES. The most frequently asked question is, "what if I am a reservist and also work for the Coast Guard as a civilian, will I have two numbers?" The answer is no. Within CGHRMS such a member will have two sections, one for civilian employment data and another for reserve data. At present, the civilian use of CGHRMS will be limited to Training Administration, and query information loaded from other data sources.

As stated in the ALCOAST, we are introducing a new process for submitting the Assignment Data Card (ADC). Your EMPLID Number in combination with your SSN as the password will allow you entry into the CGHRMS Assignment Module. Our decision to use SSN for your password was the easiest solution to get everyone started. This will also reduce the maintenance and manpower required if passwords were issued and updated separately. We will soon release a separate ALCOAST that will describe this module, provide detailed help functions, and provide the Web site location.

For those members who are not yet on Workstation III and are unable to access the Web Site, a separate form has been designed (CG HRSIC-2002 (Rev 06-00)) with the same information as the CGHRMS Assignment Panels. These forms will be forwarded to CGPC (epm) for input.

Regards, FL Ames

ALCOAST 256/00

COMDTNOTE 1300

SUBJ: EMPLOYEE IDENTIFICATION NUMBER (EMPLID)

1. THIS ALCOAST INTRODUCES THE USE OF EMPLID AS A REPLACEMENT FOR THE SOCIAL SECURITY NUMBER (SSN) AS THE PRIMARY METHOD OF ACCESSING MEMBERS' ELECTRONIC PAY AND PERSONNEL RECORDS IN THE NEW COAST GUARD HUMAN RESOURCES MANAGEMENT SYSTEM (CGHRMS). THIS CHANGE IMPROVES PROTECTION OF SSNS BY MINIMIZING THEIR USE ON ELECTRONIC DATA PANELS. SERVICEWIDE USE OF THE EMPLIDS WILL TAKE EFFECT WHEN WE IMPLEMENT THE FIRST OF MANY PERSONNEL-RELATED PROCESSES USING CGHRMS.
2. THE EMPLID IS A CGHRMS-GENERATED NUMBER THAT IDENTIFIES EACH COAST GUARD EMPLOYEE. NO TWO EMPLOYEES WILL HAVE THE SAME EMPLID. ACTIVE DUTY AND RESERVE MEMBERS WILL BE THE FIRST TO RECEIVE THEIR NUMBERS. BEGINNING WITH THE JUNE LES AND CONTINUING IN JULY, EMPLID'S WILL BE INCLUDED IN THE REMARKS BLOCK OF THE LES.
3. IN AUGUST 2000, A NEW PROCESS FOR COMPLETION, APPROVAL, AND SUBMISSION OF THE ASSIGNMENT DATA CARD (ADC), CG-3698A, WILL BE INTRODUCED TO MEMBERS, COMMANDS, AND PERSRUS. EMPLID NUMBERS WILL BE A REQUIRED FIELD ON THE NEW ADC. A SEPARATE ALCOAST DESCRIBING THE NEW CGHRMS ASSIGNMENT MODULE WILL BE RELEASED IN THE NEAR FUTURE.
4. POC FOR QUESTIONS REGARDING THIS ALCOAST IS YNCM JONES (G-WRI) AT

202 267-0359 OR CWO BOYD (HRSIC) AT 785 357-3471.

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