



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

---

FINANCE TAM: 2013-042

CONTACT: Debby Fetner  
Payroll Supervisor

TELEPHONE: 833-5849

TO: Principals, Administrators and Payroll Contacts

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: June 26, 2013

SUBJECT: Employee Identification Numbers (EID)

Florida Statutes, Section 119.071(5)(a) provides that the District may not collect an individual's SSN unless the District has stated in writing the purpose for its collection and unless it is specifically authorized by law to do so, or is imperative for the performance of the District's duties and responsibilities as prescribed by law. In order to comply with the above referenced statute, the School District will begin using a unique numeric identifier for employee identity verification, effective July 1, 2013. An Employee Identification Number (EID) will be used in place of the employee's social security number. This new process will begin with the July 2013 payroll checks, the category "SSN" will be replaced with "EID". All major reports and documents that are used by the district, or requested by the public, will reflect the EID number. Reports will automatically be generated using only the EID number, unless it is a report that *requires* a social security number, such as W-2's or a Florida retirement report.

Attached are AS/400 screen shots that will give you an idea of how a screen will look once the changes take effect. The screen shots (H503, H606, and H609) reflect two sets of numbers, the EID number and the social security number. For the month of July, you will have to use the employee's social security number. EID numbers will show up when you receive the July "Payroll Time Reports." When entering the information on the H609, you can use either the EID# or the SS# on the employee line, and then press enter. The computer system will process the update and display both the SSN and EID numbers. However, the best practice would be to use the EID number on everything (NOTE: MIS 5252 and MIS 5214 forms will only be accepted by the Payroll Department with the EID number on it).

When submitting MIS 5252 – Leave Request Form, and/or MIS 5214 – Overtime/Compensatory Time Documentation, you will need to enter the entire EID number on the form in lieu of the social security number. All leave forms will be updated on the next month, eliminating the "Social Security # (Last 4 Only)" line and replaced with "EID Number". The revised forms will then be located using the following link: <http://www.okaloosa.k12.fl.us/finance/FormsPayroll.aspx>

Should you require further clarification, please do not hesitate to contact Debby Fetner, Payroll Supervisor at 833-5849.

Attachments

cc: School Board Members  
Superintendent

SPANS4

File Edit View Communication Actions Window Help

Panel: H583. Name/Address Year: 2013

Employee: 111223333 St: CE  
EID-118965

Name	Title	Last	App	First	Middle	FKA/AKA
		FOUNTAIN		KAMBER		

Res/Home: 6848 SCOOTER LANE Mail  
MOLT FL 32564  
Pub: Pub:

(Home) 858 111 2222 P? (Cell) P? (Pager)  
(Work) 858 111 3333 (Fax) (Other)

Sex E Birth 18871957 Mar M Vet N Lang Ed Ex Ref  
Age 45

Fingerprints: St: G Expire: Public Rec  
Exmt:

1=Hlp 2=Elg 3=Exit 4=Prpt 7=Bud 8=Fwd 9=Npg 18=Del 11=View 13=Esc  
Recent displayed (total) 11/11/2013 11:45:35 SPAN4813

SPANS4

File Edit View Communication Actions Window Help

Panel: H686. Sub/Positive Detail Year: 2013

Run	Resp	Employee	Jb	Date	Tme	R
0041	444556666	78	ADAMS, MELINDA	85162813	SUR	1
EID-118617						

Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
85132813	176	7.588		9.8	35	5	12.0	A	0841	SUBSTITUTE TEAC	

Time: Rsn Tp---Time To Rate Amount FLSHR

SK Sick Leave H 7.588 8.6488 64.868 1.000

Replacd:	Employee	Jb	Tme	R	Note
	111223333	81	FOUNTAIN, KAMBER	SCK	1

Accts: A Percn FUND.FUNC.R/OB.CNTR.PR

1=Hlp 2=Mte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bud 8=Fwd 9=Tgl 18=Del 11=View 12=Esc  
No records found 11/11/2013 11:45:55 H0118841

SPANS4

File Edit View Communication Actions Window Help

Panel: H689. Time Exception Detail Year: 2013

Run	Resp	Employee	Jb	Date	Tme	R
0041	111223333	81	FOUNTAIN, KAMBER	85162813	SCK	1
EID-118965						

Start	Ptp	Hr-day	Pr	Mons	Day-W	Chks	S	Ended--Code	Resp	Title	M
88132812	881	7.588		10.8	196	5	12.0	A	0841	TCHR, ENGLISH-MJ	

Time: Rsn Tp---Time To

SK Sick Leave H 7.588

Misc: Authorized Injury

Sub:	Employee	Jb	Tme	R	Tp---Time
	444556666	78	ADAMS, MELINDA	SUR	2 H 7.588
EID-118617					

1=Hlp 2=Mte 3=Exit 4=Prpt 6=Post 7=Bud 8=Fwd 9=Tgl 18=Del 11=View 12=Esc  
Recent displayed (total) 11/11/2013 12:16:51 SPAN4813