Adding Employee ID Numbers

The UC Slip-Resistant Footwear program requires unique identifiers to allow for accurate integration with our footwear suppliers. The primary identifier for employees is their Employee Identification (ID) Number. Unfortunately, this information is not always available to Slip-Resistant at the time a footwear order is initiated. In these cases, authorized personnel must enter this value into the Slip-Resistant system. Authorized personnel include:

- o   Primary Contact
- o   Alternate Contact
- o   Primary Authorized Purchaser
- o   Additional Authorized Purchaser
- o   Supervisor
- o   Alternate Supervisor

Important notes about this feature:

- It is important to confirm the accuracy of the Employee ID Number via your location's Human Resources (HR) or Payroll systems.
- If your location has converted to UC Path, the Employee ID Number will be eight characters. If your location has not yet converted, the Employee ID Number will be nine characters. (NOTE: Add zeros, as needed, before the Employee ID Number to reach the required eight or nine character minimum.)

To enter an Employee ID Number:

1. Log into Slip-Resistant.
2. Select **Status** from the landing page.
3. Locate your unit and select the **Order Shoes** icon ⬚ under the **Actions** column. This will take you to the **Tracker** page within Slip-Resistant. (NOTE: Make sure employees are added to the Enrollment Form before proceeding. Refer to the **Update an Approved Enrollment Form** instructions for assistance. If you have difficulty locating an employee when adding them to the Slip-Resistant Enrollment Form, try again after a couple of days as the employee may be new to the system.)

4. Locate the employee. (NOTE: If a red flag is listed next to an employee's name, along with text that states **Update Employee ID**, this indicates the Employee ID number is not available and must be entered manually.)
5. Click on the **Update Employee ID** link.
6. Enter the Employee ID Number twice in the appropriate fields as instructed. Save your changes. (NOTE: If you do not enter the same Employee ID Number in each field, you will receive an error and will not be able to save your changes.)

Once you save your changes, footwear orders for that employee can be placed immediately. Instructions for placing and tracking footwear orders are available on the UC SRF Program Website.

If you have questions about the UC SRF Program, please contact your local EHS Liaison(s) or UCOP EHS.

If you have technical issues accessing Slip-Resistant or using any of the features in the software application, please contact the Risk and Safety Solutions Service Desk.