

INTERIM IRM PROCEDURAL UPDATE

DATE: 1/31/2013

NUMBER: WI-03-0113-0241

SUBJECT: Creating an Employee Profile

AFFECTED IRM(s)/SUBSECTION(s): 03.30.30

CHANGE(s):

IRM 3.30.30.5.1.1 Updated Employee's profile instructions

3. To enter employee information:
 - a. Enter the employee's **SEID**. The SEID will default to all CAPS, to match the employee's SEID.

NOTE: Select role from drop down menu. Once entered and saved, the SEID cannot be edited. If an employee is profiled with an incorrect SEID and no review is completed, the SEID field can only be updated by a System Administrator and all data associated with the incorrect SEID moves to the correct SEID. However, if the employee is profiled to an incorrect SEID and a correct SEID, and reviews have been completed on the incorrect SEID, the profiles cannot be merged.