

Department of Human Resources Development
 Drug and Alcohol Testing Program
 Employee Number Update Form

<u>Pool Code</u>	<u>Program</u>	<u>Island</u>	<u>Code</u>	<u>Dept</u>	<u>Employee No.</u>	<u>Optional Alpha Suffix</u>
11	CDL	Hawaii	M	DAGS	(5 digit numeric)	(a - z)
12		Kauai	A	DOA		
13		Maui	N	AG		
14		Oahu	O	B&F		
			B	DBEDT		
21	HGEA	Hawaii	R	DCCA		
22		Kauai	G	DOD		
23		Maui	E	DOE		
24		Oahu	W	HSPL		
			Q	GOV		
30	UPW 10	SW	I	DHHL		
			H	DOH		
41	UPW 1	Hawaii	P	DHRD		
42		Kauai	K	DHS		
43		Maui	L	DLIR		
44		Oahu	C	DLNR		
45		Oahu	S	LT GOV		
			V	PSD		
			T	TAX		
			D	DOT		
			F	UH		

Example:

23C43412 or
23C43412x

23=HGEA Maui; C=DLNR; 43412=Ee #
 Represents a DLNR employee on the island of Maui who is subject to random testing. For billing or funding code, a department may add one alpha character to the required code.

ADDITIONS:

DELETIONS:

CHANGE:

FROM:

TO:

DER Name (Print): _____
 DER Signature _____

Phone: _____
 Date: _____