

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	<b>M</b>	DAGS	(5 digit numeric)	(a - z)
12		Kauai	<b>A</b>	DOA		
13		Maui	<b>N</b>	AG		
14		Oahu	<b>O</b>	B&F		
			<b>B</b>	DBEDT		
21	HGEA	Hawaii	<b>R</b>	DCCA		
22		Kauai	<b>G</b>	DOD		
23		Maui	<b>E</b>	DOE		
24		Oahu	<b>W</b>	HSPL		
25		Oahu	<b>Q</b>	GOV		
			<b>I</b>	DHHL		
			<b>H</b>	DOH		
30	UPW 10	SW	<b>P</b>	DHRD		
			<b>K</b>	DHS		
41	UPW 1	Hawaii	<b>L</b>	DLIR		
42		Kauai	<b>C</b>	DLNR		
43		Maui	<b>S</b>	LT GOV		
44		Oahu	<b>V</b>	PSD		
45		Oahu	<b>T</b>	TAX		
			<b>D</b>	DOT		
			<b>F</b>	UH		

**Example:**

**23C43412 or  
23C43412a**

**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: \_\_\_\_\_