

SALT LAKE COUNTY  
COUNTYWIDE INFORMATION TECHNOLOGY STANDARD  
ON  
**EMPLOYEE IDENTIFIERS (EIDs)**

**Purpose –**

The purpose of this standard is to provide guidance and consistency in creating Employee Identifiers (EIDs). It is essential that EIDs follow the standard and that they are all unique.

Employees of Salt Lake County are expected to follow the *Employee Identifiers Standard* established by the Information Technology Division. The Information Technology Division will monitor and enforce compliance with this standard.

**Reference –**

The standards set forth herein are provided in accordance with Countywide Policy 1400, which directs Salt Lake County Information Technology to provide information technology standards. Also referencing the following:

All Countywide Information Technology Security Policies in the 1400 series  
All Countywide Human Resource Policies  
Salt Lake County Ordinance - Chapter 2.81 – Security of Personal Identifiers

**1.0 Scope**

All Salt Lake County employees shall adhere to this Countywide information technology standard whenever they access County information technology resources and systems, any device that connects to any Salt Lake County network, or any device that resides at a Salt Lake County facility.

**2.0 Definitions**

Information Technology Resource(s) and/or System(s)

Computers, hardware, software, data, storage media, electronic communications (including, but not limited to, email, fax, phones, phone systems, and voice mail), networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with any access beyond ordinary public access to, the County's shared computing and network infrastructure.

Active Directory (AD)

Active Directory (AD) is a directory service developed by Microsoft for Windows domain networks. It is included in most Windows Server operating systems as a set of processes and services.

### Personal Identifiers

Personal Identifiers include an individual's home address, home telephone number, personal cellular telephone number, signature, social security number, birth date, personal email address, driver's license number, passport number, and any financial identification numbers, including, but not limited to, bank account numbers, credit card numbers and information obtained to authenticate a cardholder or effectuate a payment card transaction.

### Employee Identifier (EID)

An employee identifier (EID) is a unique number used to identify all users of Salt Lake County's information technology resources and systems. An employee identifier must avoid the use of any personal identifier as defined in County ordinance 2.81.

## **3.0 Standard Guidance**

3.1 All County users will follow the County employee identifier (EID) standard.

3.2 All Active Directory accounts created for individuals must have an employee identification number that adheres to this standard. (This requirement does not apply to service accounts, application accounts, privileged accounts, or generic accounts to be used by numerous people.)

## **4.0 Exceptions**

Any exceptions to this standard must be explicitly approved in writing by the Salt Lake County Chief Information Officer or their designee.

## **5.0 Enforcement**

Anyone found to have knowingly violated this standard shall be subject to disciplinary action by County disciplinary policies.

---

## **Appendix A**

### **Employee Identifier (EID) Standard**

---

#### **General EID Guidance**

- All non-privileged user accounts need to have an EID assigned (except for service accounts, application accounts, and generic accounts).
- EIDs may be used in future application development and user validation.
- EIDs will not use special characters.
- EIDs must be unique to every active and terminated employee and must not be reused.
- The EID convention for new organizations will use the department code, followed by an agreed-upon format.
- EIDs will be entered into the employeeID attribute of the AD account during account creation.

#### **Specific EID Guidance by Agency**

##### **Salt Lake County User accounts**

- EID Format: <6 digit number> between 100000 and 899999
- Salt Lake County Human Resources will provide the EID.

##### **Greater Salt Lake Municipal Services District User Accounts**

- EID Format: MSD<4 digit number>
- GSLMSD will provide the EID

##### **Utah State University Extension Office User Accounts**

- EID Format: USU<4 digit number>
- USU Extension Services will provide the EID.

##### **Unified Police Department of Salt Lake User Accounts**

- EID Format: UPDSL<5 digit number>
- UPDSL will provide the EID.

##### **Wasatch Front Waste and Recycling District User Accounts**

- EID Format: SANI<6 digit number>
- WFWRD will provide the EID.

##### **Non-County, Vendor, Contractor, and Volunteer Accounts**

- EID Format: [First initial] [Last initial] <8 character hexadecimal hash of the account information>
- The EID can be generated using the application on the following website:  
<https://www.slcounty.org/security-awareness/non-county-ein/>