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Department of Workforce Development

WORKFORCE EXCELLENCE

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Date: September 15, 2000

To: ERS Logon ID Holders
ERS Liaisons

From: Brian Solomon, Chief
Customer Services Section
Labor Market Information and Customer Services Bureau

Re: **Employer Record System Training**

The Division of Workforce Excellence is sponsoring training this fall on the Employer Record System. A list of training dates and locations is attached. Training will be conducted in Madison, Milwaukee, Eau Claire and Wausau. Class size is limited to 14 participants per session. Slots will be filled on a first come, first served basis. Staff should follow whatever work rules are required for your agency to secure supervisory approval to attend training.

This is a full day training class. The morning session, Refresher/New User Training, begins at 9:00 a.m. and ends at 11:30 a.m. The afternoon session, Creating Reports and Mailing Labels Using the ERS Query Function, begins at 1:00 p.m. and ends at 3:00 p.m. A description of each session is attached. There is no registration fee. Participants are responsible for their own breaks and lunch. Linda Williamson, ERS Coordinator, will conduct all classes.

Each person wishing to attend training must do the following:

- Complete and fax the attached registration form to Linda Williamson. The **registration deadline** for all classes is listed on the registration form. You need to register in advance for this training, as we are unable to accept walk-in registrations. Each registrant will receive a confirmation (including a map/directions to the training location) or denial letter. A waiting list for each date will be maintained. In the event of an opening, you will be notified via email, telephone or fax.

To be cost effective, the Bureau reserved the right to cancel or consolidate training dates if registration is low. If the class you have registered for is canceled or consolidated, you will be contacted by email, telephone or fax to reschedule to a new class. Cancellation of classes will be kept to a minimum, and we will make every effort to get participants into sessions that meet their preferences.

- **Everyone attending the ERS training must have his or her own ERS Logon ID and password to participate.** If you or your staff need to apply for ERS access, refer to the ERS Manual (http://www.dwd.state.wi.us/dwepfe/ERS/ERS_Manual%20Index.htm) for instructions and forms. If you have questions or need assistance with the application process, please contact Sue Anderson, DWE Security Officer, at 608/267-8934 or via email at anders@dwd.state.wi.us. After the signed paperwork has been returned to the DWE Security Officer, it will take about a week to get the Logon ID. Please **start the process now** for anyone who needs an ID.

Staff who already have access to ERS but who have a lapsed password should call the DWD Service Desk at 608/266-7252 for assistance. If you are a non-DWD employee, attempt to access ERS (<https://www.dwd.state.wi.us/ers/scripts/main.asp>) and can't get into the system, your password has probably lapsed. You must resolve your password problems prior to the date of the training class.

Please call Linda Williamson at 608/264-8167 or email her at willili@dwd.state.wi.us with any questions you have about the Employer Record System or ERS training.

Attachments (3)

cc Sue Anderson
Marlene Duffield
Diane Gulseth
Silas Johnson
Gerry Mayhew
Linda Williamson
DWE Management Group
DWE Local Program Liaisons
Job Service District Directors
WDA Employer Relations Leads