

Helpful Handouts When Working with the Employer Record System

Changes that went into production on Saturday, June 14, 2003:

1. **Apprenticeship Job Order Activity**

The systems have been modified so that when an apprenticeship job order is saved as "Staff Complete", an Apprenticeship Job Order 'activity' is automatically created in ERS for that specific site.

- Activity Type: Apprenticeship Job Order
- The 'Performed By' field is set to the WJOS Order Taker staff person.
- The 'Comments' field displays the Job Title and Job Order # from the job order.

2. **Contact Record**

Cell Phone Number: A field has been added on the Contact Record for the cell phone number of the contact person.

Adding a New Contact: When adding a new contact person to a site in ERS, or via WJOS, the following fields default to what is listed on the Site Location screen:

- Street Address
- City, state, zip
- Telephone number

3. **Job Order Referral Counts**

Job orders now have two fields near the top of the order for tracking referrals. The 'Staff Referral Count' is generated when staff create a Job Referral service in ASSET, with a valid Job Order number on the service. The 'Self Referral Count' is generated by the number of times the order is printed from Touchscreen JobNet. Both referral types will count only one count for each customer/job order pair. For example, multiple prints of a job order by a single user will not create multiple counts. The Self Referral counts will be totaled nightly. The counts appear on job orders as viewed within WJOS.

4. **Follow-up List**

- When a job order closes, associated follow-up items are deleted from the Follow-up List.

- The Site Trade Name associated with the follow-up has been added to the 'Staff Member Logged On' view of the Job Order Follow-up List.
- The Site Trade Name associated with the follow-up will be added to the 'Job Center' view of the Job Order Follow-up List in the next few days.

5. **Adding Follow-up Information to Employer-Entered Orders**

Job Order Follow-up Date and Follow-up Reason fields have been added to employer-entered orders. The addition of these fields makes employer-entered orders consistent with staff-entered orders.

6. **Wording Change on Job Order**

The question "Should the Employer Contact identifying information be provided to the Job Seeker?", located just above the Company Profile in the Employer Demographics section of the job order, has been reworded. It now reads "Should the above person's contact information (phone, fax, email) be given to the Job Seeker?"

7. **Compensation Range on Job Order**

'Bi-weekly' has been added as a choice in the Unit of Time drop-down menu for both the Minimum Pay and Maximum Pay fields.

8. **Experience and Qualifications on Job Order**

The Qualifications text field can now be formatted into paragraphs.

9. **Number of Openings Displayed in JobNet**

The number of job openings is listed below the 'Shift/Work Days:' field in Seasonal, Internet, and Touchscreen JobNet. It is also displayed in Preview mode on the job order.

10. **Job Order System Reports**

Go to the Job Order System Reports on the WJOS menu tree and expand it to see:

Reopened Job Order Report

This is a new report. The report lists reopened job orders by Job Center. The information displayed on the report includes Staff Name, Effective Date, Employer Name, Job Order Title, Job Order Number, and the Suppression Indicator.

Suppression Indicator

A field has been added to several reports to indicate when a job order is suppressed. The field is labeled 'SUP'. An 'X' will appear in the Suppression Indicator field (SUP) if the job order is suppressed. Reports that include the suppression indicator are:

- All Job Orders
- New Job Orders
- New Job Orders by Work Site
- Job Orders Removed by System
- Reopened Job Orders

11. **WebIntelligence Reports**

Remember to click on the 'Refresh List' button on the Corporate Documents page in WebIntelligence in order to see the new reports and get the updated version of the modified reports.

List of Job Orders in Job Center by Order Responsible Staff

This report has been modified so it can be downloaded into an Excel spreadsheet.

WJOS Job Orders Removed from JobNet in Job Center by Date

This report has been modified to include a 'Removed by' column. "Batch" means it was removed by the system based on the Job Order Removal Date on the job order. "Employer" means an employer contact removed the order from the system. "Staff" means a staff person removed the order from the system. This report can now be downloaded into an Excel spreadsheet.

WJOS Employers Registered to Use WJOS by Job Center

This is a new report that lists employer contacts registered to use WJOS. This report can be downloaded into an Excel spreadsheet.

WJOS List of Job Orders in Job Center by Order Taker

This is a new report with information provided by job order taker. This report can be downloaded into an Excel spreadsheet.

ERS Employer Sites by County

This report has been modified to include the employee size range.

12. **Statement Added To Employer Login Page**

The following text has been added to the WJOS Employer Login page in red text:

"Private Employment Agencies: Direct hire job orders should not be entered. Please contact your local Job Center to place a direct hire job order. To find your local Job Center, [click here](#)."

The hyperlink takes the user to the Job Center Directory.