

April 16, 2004

WJOS Changes

Time-out

Effective April 15, 2004, the time-out in WJOS (Wisconsin Job Order System) has been extended to 45 minutes. The previous time-out was 20 minutes. This change affects both WJOS-Staff and WJOS-Employer.

Location of Job Order Form, DWSB-8926

The Job Order form, DWSB-8926, is now located on the DWD Workweb in the Intranet Forms Repository. Anyone with access to the DWD Workweb can access the form.

DWD staff should use this link: http://dwdworkweb/forms/dws/dwsb_8926_E.htm

Non-DWD staff should use this link:

http://workweb.dwd.state.wi.us/forms/dws/dwsb_8926_E.htm

Job Centers can customize the Return to: and Attention: fields in the upper left corner. In addition, a three-character extension may be added to the form number in the lower left corner of the first page to identify the Job Center.

After customizing the form you may print it or save it on your PC for future use.

=====

This message has been posted to the web site (<http://www.wisconsinjobcenter.org/erswjos>) that holds the WJOS/ERS announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for on-line reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://www.dwd.state.wi.us/viewers.htm>) to find links to software which may be necessary to view the publications.

To subscribe to or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup> and follow the simple steps to complete and submit the on-line form.