

## Reminders for Coding and Processing Job Orders for Private Employment Agencies

- Some employment, staffing, or temporary agencies attempt to disguise or otherwise distance themselves from designation as an employment, staffing, or temporary agency. The agency may refer to themselves as a Human Resources Consulting business, or some other type of consulting business, to avoid being designated as an employment, staffing, or temporary agency. Staff need to keep asking questions of the agency until you are sure you know what type of business you are dealing with, and what type of job order/job opening situation you are dealing with.
- As required by Job Order Policy **A16. Private Employment Agencies (including Temporary and Direct Hire)**, you must obtain the name of the actual employer, then process the job order accordingly. In some instances, the name of the actual employer must appear on the job order. In other instances, the name of the actual employer must be listed in the Staff Comments text field on the Job Order Management tab of the job order.
- Be sure to use the correct NAICS code on the Business Summary screen. Employment or staffing agencies will have one of these codes:
  - 561310 - Employment Placement Agencies
  - 561311 - Employment Placement Agencies
  - 561312 - Executive Search Services
  - 561320 - Temporary Help Services
  - 561330 - Professional Employer Organizations

Staff need to keep asking questions of the agency until you are sure you know what type of business you are dealing with, and what type of job order/job opening situation you are dealing with.

Another source of the NAICS code for an employer is the Unemployment Insurance LOED and STAL screens. If you don't have access to those screens, please contact Linda Williamson (608.261.6394 or [Linda.Williamson@dwd.state.wi.us](mailto:Linda.Williamson@dwd.state.wi.us)) and she will check on it for you.

The NAICS code field can and should be updated by staff when the information listed is incorrect.

- Any employer who has one of the NAICS codes listed on the previous page must have the "Staffing Agency?" question on the bottom of the Business Summary screen coded "yes". That information will carry over to any job orders for the employer.

\* NAICS Code:  
561320 - Temporary Help Services

Select NAICS ...

Hours of Operation

Text Limit: 200 | Text Entered: 0

Site - Percentage of Jobs by Broad Occupational Area

Executive, Managerial, Admin or Professional:	<input type="text"/>	%	Clerical or Administrative Support:	<input type="text"/>	%
Sales or Marketing:	<input type="text"/>	%	Service:	<input type="text"/>	%
Skilled Trades:	<input type="text"/>	%	Production:	<input type="text"/>	%
Other:	<input type="text"/>	%			

Site - Percentage of Jobs by Type

Full Time Jobs:	<input type="text"/>	%	Part Time Jobs:	<input type="text"/>	%
Temporary Jobs:	<input type="text"/>	%			

Federal Contractor?  Yes  No

Staffing Agency?  Yes  No

Community Development Zone?  Yes  No

Enterprise Development Zone?  Yes  No

The "yes" Staffing Agency designation will carry over to new job orders for the employer and the three Mandatory Statements will be displayed as a reminder to gather the information needed from the employer to correctly handle the job order.

Staffing Agency - If the answer to the following question is Yes, enter the name of the employer associated with the staffing agency recruitment in the Staff Comments field.

Is this job order a recruitment for an employer by a Staffing Agency?  Yes  No

**Private Employment Agencies (Temporary Jobs):**  
This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.

**Private Employment Agencies (Direct Hires):**  
This position is listed by a private employment agency. The agency is not the legal employer; it is recruiting for the actual legal employer. No fee will be charged of the job applicant.

**Private Employment Agencies (Employee Leasing and PEOs):**  
This position is listed by an employee leasing company or by a private employment agency. The company or agency is a legal co-employer with the work site company.