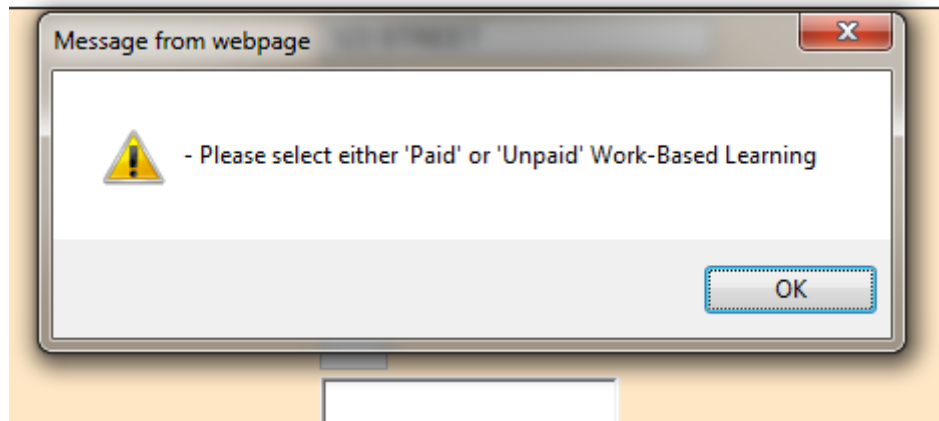


EJAS UPDATE

Entering Employment Information

'Paid' or 'Unpaid' Work-Based Learning Message



When entering employment information into eJAS, selecting 'Paid' or 'Unpaid' for Work-Based Learning is required.

'Paid' or 'Unpaid' Work-Based Learning Message

The screenshot shows a form with the following fields and values:

| | | | | | |
|-------------------------|---------------|----------------------------|--|--------------------|-------|
| Employer/Worksite Name: | PRANCING PONY | Employer/Worksite Address: | 123 STREET | | |
| City: | BREE | State: | | Zip: | |
| Employment Code: | P | Subsidized Code: | N | Job Code: | |
| Insurance Code: | | Hours per Week: | 20 | Reported Wage: | 15.50 |
| Contact Person: | | Contact Phone: | | Actual Start Date: | |
| UBI: | | Work-Based Learning: | <input checked="" type="radio"/> Paid <input type="radio"/> Unpaid | Effective Date: | |
| Termination Date: | | Termination Code: | | | |
| Job Type: | | Benefit: | | | |
| Transaction Date: | | | | | |

After entering all applicable employment information, you must select one of the options for Work-Based Learning.

1. Select 'Paid'
2. Enter in Reported Wage amount
3. Click Save once you are complete

Need assistance?

Contact a member of the BFET Operations Team for assistance.

| Name | Phone | Email |
|------------------|----------------|--|
| Debbie Wilson | (509) 839-7219 | Debra.Wilson@dshs.wa.gov |
| Kellyn Westra | (206) 445-8983 | Kellyn.Westra@dshs.wa.gov |
| Linda Dofelmire | (360) 688-8511 | Linda.Dofelmire@dshs.wa.gov |
| Melissa Jones | (360) 529-6144 | Melissa.Jones@dshs.wa.gov |
| Mike Hanratty | (206) 450-7251 | Michael.Hanratty@dshs.wa.gov |
| Rick Lee | (206) 450-4874 | Rick.Lee2@dshs.wa.gov |
| Robin Thrower | (425) 223-1419 | Robin.Thrower@dshs.wa.gov |
| Tea'Launna Brown | (206) 716-2432 | Tealaunna.Brown@dshs.wa.gov |
| Terra Gilmore | (253) 428-3269 | Terra.Gilmore@dshs.wa.gov |
| Terry Thomas | (509) 227-2643 | Terry.Thomas@dshs.wa.gov |