Updating employment information in eJAS for BFET

1. Obtain information of employment (and verify if providing employment retention), including:

   - ✓ **Employer name (company, agency, etc.)**
   - ✓ **Employer address**
   - ✓ **Contact person (usually a supervisor or HR)**
   - ✓ **Contact phone number**
   - ✓ **Hours per week**
   - ✓ **Full-time or part-time?**
   - ✓ **Hourly wage (or salary)**
   - ✓ **Start date**
   - ✓ **Health insurance availability (either at hire or within 6 months)**
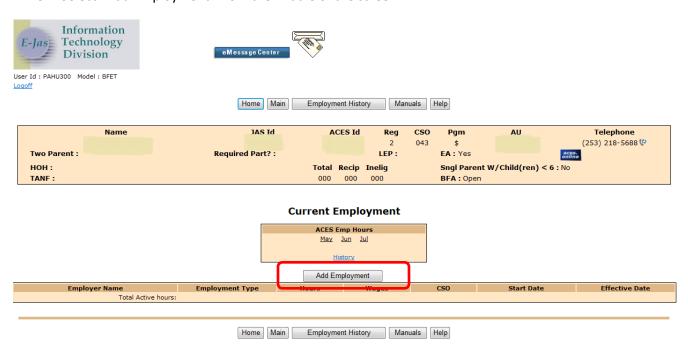   - ✓ **Type of work**

   Tip: Sometimes it is hard to estimate wages, especially for odd work schedules or on calls. In that case, work with the client and the employer to do a best estimate. You can always update this information as necessary.

2. Select "Employment Information" from the client's main page.
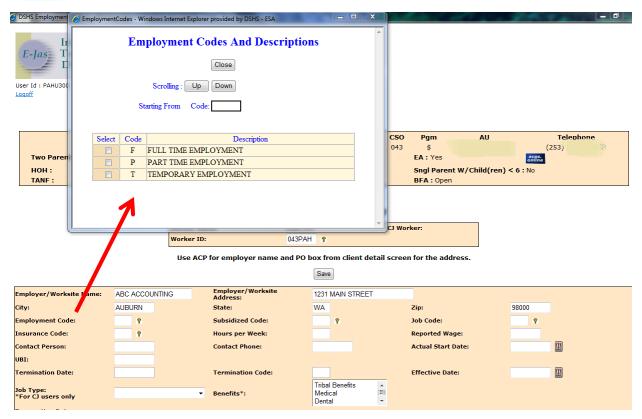
3. Select "Add Employment" from the middle of the screen.

4. Complete the Employment Screen. (**See next page for tips 1st if this is your first time or you need a refresher to complete this screen**)
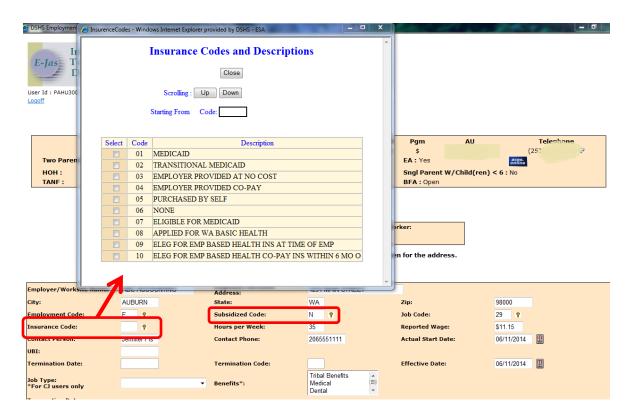
Employment code is either **F, P or T**. See "?" for a definitions.

Employment Codes And Descriptions

Close

Scrolling : Up   Down

Starting From   Code: [   ]

Select	Code	Description
☐	F	FULL TIME EMPLOYMENT
☐	P	PART TIME EMPLOYMENT
☐	T	TEMPORARY EMPLOYMENT

User Id : PAHU300
Logoff

Two Paren
HOH :
TANF :

CSO   Pgm   AU   Telephone
043   $ (253)
EA : Yes
Sngl Parent W/Child(ren) < 6 : No
BFA : Open

CJ Worker:

Worker ID: [043PAH] 🔑 ?

Use ACP for employer name and PO box from client detail screen for the address.

Save

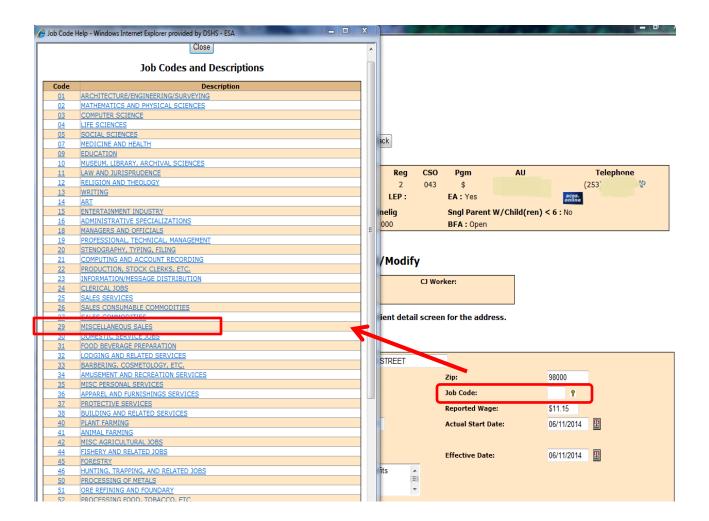| Employer/Worksite Name:	ABC ACCOUNTING	Employer/Worksite Address:	1231 MAIN STREET		
City:	AUBURN	State:	WA	Zip:	98000
Employment Code:	[ ] ?	Subsidized Code:	[ ] ?	Job Code:	[ ] ?
Insurance Code:	[ ] ?	Hours per Week:	[ ]	Reported Wage:	[ ]
Contact Person:	[ ]	Contact Phone:	[ ]	Actual Start Date:	[ ] 📅
UBI:	[ ]				
Termination Date:	[ ]	Termination Code:	[ ]	Effective Date:	[ ] 📅
Job Type: *For CJ users only	[▼]	Benefits*:	Tribal Benefits / Medical / Dental		

Select the most accurate Health Insurance code. **Do not select 06 (NONE) unless the person literally has no insurance and cannot get it within 6 months of employment**. Count the person as having insurance if it is offered through the employer even if the person chooses not to purchase that coverage. **Also, also answer NO to subsidized code.** There is no subsidized employment in BFET.

Job code is a bit tricky. This person is working as a **cashier**. However you will not find that job category. Instead, look for the closest category from the list that fits the job. In this case, the closes is **29 Miscellaneous Sales**.

5. Hit **SAVE** at the bottom of the page.

6. Go to eJAS progress notes and **document the employment**. The note may look like:

> Client reported new employment with ABC Accounting stating 6/11/14. Confirmed information with a call to Jennifer Fisher, HR manager, @ 206-555-1111. Working F/T, 35 hrs per week, at $ 11.15/hr. Client is a cashier at the office. Client accepted retention services. Closed JS effective 6/10/14. Requesting BR & JT, 1 hr each from 6/11/14-9/10/14. Issued a gas card for $50 today to help with transportation until client receives first check.