

# 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.

The screenshot shows the eJAS system interface. At the top left is the 'E-Jas Information Technology Division' logo. To its right is an 'eMessage Center' button. Below the logo, it displays 'User Id : PAHU300 Model : BFET' and a 'Logoff' link. A navigation bar contains buttons for 'Home', 'Manuals', 'Help', and 'Change Model'. The main content area features a table with columns: Name, JAS Id, ACES Id, Reg, CSO, Pgm, AU, and Telephone. The table contains one row for 'VERYBAD\_DAVE' with various identifiers. Below the table, there are several links: 'Click here to view Workers associated with this Client.', 'BFET Component/IRB Information', 'Employment Information' (highlighted with a red box), 'Client Notes', 'Payments', 'Commerce Program Plans', 'WFR', 'Adhoc Reporting Letters', and 'Client Monthly Participation'. At the bottom, there is a 'Password Reset/Help Desk' link.

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">VERYBAD_DAVE</a>	234351	9412231	3	099	C	009412231	

Two Parent : Required Part? : LEP : EA : aces online

HOH : Total Recip Inelig Sngl Parent W/Child(ren) < 6 : No

TANF : 000 000 000 BFA : Open

[Click here to view Workers associated with this Client.](#)

[BFET Component/IRB Information](#)

[Employment Information](#)

[Client Notes](#)

[Payments](#)

[Commerce Program Plans](#)

[WFR](#)

[Adhoc Reporting Letters](#)

[Client Monthly Participation](#)

[Password Reset/Help Desk](#)

3. Select "Add Employment" from the middle of the screen.

Information Technology Division  
eMessage Center

User Id : PAHU300 Model : BFET  
[Logoff](#)

Home Main Employment History Manuals Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent :	Required Part? :		2	043	\$		(253) 218-5688
HOH :		Total Recip Inelig	LEP :		EA : Yes		<a href="#">aces online</a>
TANF :		000 000 000			Sngl Parent W/Child(ren) < 6 : No		
					BFA : Open		

**Current Employment**

ACES Emp Hours  
May Jun Jul  
[History](#)

**Add Employment**

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
Total Active hours:						

Home Main Employment History Manuals Help

4. Complete the Employment Screen. (See next page for tips 1<sup>st</sup> if this is your first time or you need a refresher to complete this screen)

Information Technology Division  
eMessage Center

User Id : PAHU300 Model : BFET  
[Logoff](#)

Home Main Back

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent :	Required Part? :		2	043	\$		(253) 218-5688
HOH :		Total Recip Inelig	LEP :		EA : Yes		<a href="#">aces online</a>
TANF :		000 000 000			Sngl Parent W/Child(ren) < 6 : No		
					BFA : Open		

**Employment Add/Modify**

Worker Name: LISA PAN CJ Worker:  
Worker ID: 043PAH

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

Save

Employer/Worksite Name:	Employer/Worksite Address:	City:	State:	Zip:
Employment Code:	Subsidized Code:	Insurance Code:	Hours per Week:	Job Code:
Contact Person:	Contact Phone:	UBI:	Termination Code:	Reported Wage:
Termination Date:	Termination Code:	Job Type:	Benefits*:	Actual Start Date:
		*For CJ users only	Tribal Benefits Medical Dental	Effective Date:



Employment code is either **F**, **P** or **T**. See “?” for a definitions.

DSHS Employment EmploymentCodes - Windows Internet Explorer provided by DSHS - ESA

### Employment Codes And Descriptions

Close

Scrolling: Up Down

Starting From Code:

Select	Code	Description
<input type="checkbox"/>	F	FULL TIME EMPLOYMENT
<input type="checkbox"/>	P	PART TIME EMPLOYMENT
<input type="checkbox"/>	T	TEMPORARY EMPLOYMENT

Worker ID: 043PAH CJ Worker:

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:	<input type="text"/> ?	Subsized Code:	<input type="text"/> ?	Job Code:	<input type="text"/> ?
Insurance Code:	<input type="text"/> ?	Hours per Week:	<input type="text"/>	Reported Wage:	<input type="text"/>
Contact Person:	<input type="text"/>	Contact Phone:	<input type="text"/>	Actual Start Date:	<input type="text"/>
UBI:	<input type="text"/>	Termination Code:	<input type="text"/>	Effective Date:	<input type="text"/>
Termination Date:	<input type="text"/>	Benefits*:	Tribal Benefits Medical Dental		
Job Type:	<input type="text"/>				

\*For CJ users only



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.

The screenshot shows a web application interface. A dialog box titled "Insurance Codes and Descriptions" is open, listing various insurance codes and their descriptions. The main form below has several fields with red annotations: a red box around the "Insurance Code" field, a red box around the "Subsidized Code" field, and a red arrow pointing from the "Insurance Code" field to the dialog box.

Select	Code	Description
<input type="checkbox"/>	01	MEDICAID
<input type="checkbox"/>	02	TRANSITIONAL MEDICAID
<input type="checkbox"/>	03	EMPLOYER PROVIDED AT NO COST
<input type="checkbox"/>	04	EMPLOYER PROVIDED CO-PAY
<input type="checkbox"/>	05	PURCHASED BY SELF
<input type="checkbox"/>	06	NONE
<input type="checkbox"/>	07	ELIGIBLE FOR MEDICAID
<input type="checkbox"/>	08	APPLIED FOR WA BASIC HEALTH
<input type="checkbox"/>	09	ELEG FOR EMP BASED HEALTH INS AT TIME OF EMP
<input type="checkbox"/>	10	ELEG FOR EMP BASED HEALTH CO-PAY INS WITHIN 6 MO O

**Insurance Code:**  ?

**Subsidized Code:**  ?



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 closest is **29 Miscellaneous Sales**.

The screenshot shows a web application window titled "Job Code Help - Windows Internet Explorer provided by DSHS - ESA". The main content area is divided into two panes. The left pane, titled "Job Codes and Descriptions", contains a table with the following columns: "Code" and "Description". The table lists various job categories, with "29 MISCELLANEOUS SALES" highlighted in a red box. The right pane contains a form with several sections. The top section displays employee information: "Reg 2", "CSO 043", "Pgm \$", "AU", and "Telephone (253)". Below this, there are fields for "LEP:", "EA: Yes", "Sngl Parent W/Child(ren) < 6: No", and "BFA: Open". The middle section is titled "/Modify" and includes a "CJ Worker:" field. Below that, there is a section for "Client detail screen for the address." which includes a "STREET" field and a "Zip:" field with the value "98000". The "Job Code:" dropdown menu is highlighted in a red box, and a red arrow points from the highlighted job code in the left pane to this dropdown menu. Other fields in the bottom section include "Reported Wage: \$11.15", "Actual Start Date: 06/11/2014", and "Effective Date: 06/11/2014".

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.