

# Module 8: Entering Employment Information

This section reviews:

When to Enter Employment Information
How to Enter Employment Information in
eJAS

Basic Food Employment & Training



# **Employment Information**

Employment is the goal of participation in the BFET program.

Information about participants who gain employment through their BFET participation is an important piece of data reported to the Food and Nutrition Service.

It helps illustrate the success of the BFET program, our providers and our participants.

Employment information is documented and tracked in eJAS.

The employment information screen in eJAS must be updated within **seven** business days of the participant reporting a job to the provider.

This includes employment changes such as new employment with wages, hours, etc. and termination of old employment already input into eJAS. Please note: It is not

Please note: Employment information **must** be entered before opening a BR component for job-retention services.

mandatory to have verification to remove old employment from the employment screen. Providers can simply take the participant's statement.



# **Employment Information**

#### **Employment Verification**

Providers must verify and update the employment screen in eJAS when participants obtain employment. Verification must consist of the following:

- Employer name and address.
- Employer contact with the person's name and phone number (only required if verified via phone).
- Job title.
- Start date.
- Hourly rate or wage.
- Average number of hours worked per week.
- Medical or dental benefits availability.

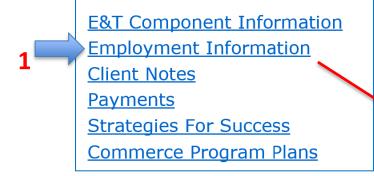
**ORIA BFET providers** have additional requirements: Verification of 90 days of employment for part or full-time employment is required. Acceptable verification includes any of the following:

- A 90-day employment verification form signed by the employer.
- Wage stubs.
- Calling the employer or third-party contacts (as directed by the employer) to verify employment status.

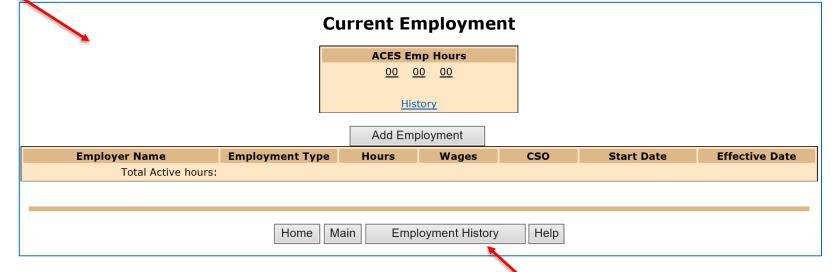
Verification of 90-day employment is required in the eJAS client notes. **Sample eJAS 90-day documentation**: 90-day employment verification: I spoke with John Smith at 509-555-1212 today. Sami still works full-time at ABC Warehouse earning \$10.30/hour. They do very well and expect to be trained for more responsibilities.



## Entering Employment Information in eJAS



1. From the Client screen, select the **Employment Information** link.



You can view employment previously entered in eJAS through the "Employment History" button.



DREAM JOB

SEATTLE

Oscar

#### Entering Employment Information in eJAS

3. Fill in the employment information. Use the "?" for help with the codes. **Employment Add/Modify** MELISSA JONES Worker Name: CJ Worker: 047BFX 💡 Worker ID: **FSET Worker:** MELISSA JONES Use ACP for employer name and PO box from client detail screen for the address. Save Employer/Worksite 123 SESAME STREET Address: WA 98121 Zip: State: 00 💡 Subsidized Code: Job Code: 40 \$15.00 Hours per Week: Reported Wage: 3608675309 10/31/2020 Contact Phone: **Actual Start Date:** Work-Based Learning: O Subsidized O Non-Subsidized Termination Code: -- Apprentices ni Benefits\*: Apprenticeship On-the-job Training Save 5. Select the "Save" button. Remember: Always enter a client note to document changes, participation and progress.

4. When the Reported Wage field is completed, a pop-up will appear. X Message from webpage Please select either 'Paid' or 'Unpaid' Work-Based Learning OK Select "Paid."

6. The Work-Based Learning category and Subsidized and Non-Subsidized choices here should only be used by providers with a WBL contract. \*If you aren't a **WBL** provider and receive this pop-up, you will need to back out and retry adding the employment information.\* Choices in the drop-down menu, circled here, are also only for WBL providers.

Employer/Worksite Name:

**Employment Code:** 

Insurance Code:

Contact Person:

Termination Date:

\*For CJ users only



### Updating Employment Information in eJAS

#### **Current Employment**

**ACES Emp Hours** 

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							Total Active I	nours: 40							
Employment Add/Modify															
ı	Worker Name: MELISSA JONES CJ Worker: Worker ID: 047BFX FSET Worker: MELISSA JONES  Use ACP for employer name and PO box from client detail screen for the address.								To update employment information, select the <b>Employer Name</b> link for the employer you want to update.						
mployer/Worksite	DREAM JOB  Employer/Worksite Address: 123 SESAME STREET								This will open the employment details, where you can make any changes necessary.						
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ob Type: For CJ users only		~	Benefits*:										ne employme		
ansaction Date: 11/07/2020 17:57:20 ress the CTRL key first in order to select the multiple benefits or to deselect a benefit.									screen. Providers can simply take the participant's statement. Old employment must be removed.						

Save



## Questions?

For any eJAS-related questions or for assistance, please don't hesitate to contact your assigned BFET Operations team member or send us an e-message in eJAS.