



# Module 8: Entering Employment Information

This section reviews:

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[How to Enter Employment Information in eJAS](#)





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

Please note: It is not 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

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

**Current Employment**

**ACES Emp Hours**  
00 00 00  
[History](#)

Add Employment

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

Home Main **Employment History** Help

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



# Entering Employment Information in eJAS

3. Fill in the employment information.  
Use the "?" for help with the codes.

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## Employment Add/Modify


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.

Save

4. When the Reported Wage field is completed, a pop-up will appear.

Message from webpage



- Please select either 'Paid' or 'Unpaid' Work-Based Learning

OK

Select "Paid."

Employer/Worksite Name:	DREAM JOB	Employer/Worksite Address:	123 SESAME STREET
City:	SEATTLE	State:	WA
Employment Code:	F ?	Subsidized Code:	N ?
Insurance Code:	?	Hours per Week:	40
Contact Person:	Oscar	Contact Phone:	3608675309
UBI:		Work-Based Learning:	<input type="radio"/> Subsidized <input type="radio"/> Non-Subsidized
Termination Date:		Actual Start Date:	10/31/2020
Job Type:		Termination Code:	?
*For CJ users only		Benefits*:	<div> <div> <div>Internship</div> <div>Pre-Apprenticeship</div> <div>Apprenticeship</div> <div>On-the-job Training</div> </div> </div>

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5. Select the "Save" button.

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.

Remember: Always enter a client note to document changes, participation and progress.



# Updating Employment Information in eJAS

## Current Employment

ACES Emp Hours		
00	00	00
<a href="#">History</a>		

Add Employment

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
<a href="#">DREAM JOB</a>	Employment	40	\$15.00	047	10/31/2020	10/31/2020
Total Active hours: 40						

## Employment Add/Modify

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.

Save

Employer/Worksite Name:	DREAM JOB	Employer/Worksite Address:	123 SESAME STREET		
City:	SEATTLE	State:	WA	Zip:	98121
Employment Code:	F ?	Subsidized Code:	N ?	Job Code:	00 ?
Insurance Code:	?	Hours per Week:	40	Reported Wage:	\$15.00
Contact Person:	Oscar	Contact Phone:	3608675309	Actual Start Date:	10/31/2020
UBI:		Work-Based Learning:	<input checked="" type="radio"/> Paid <input type="radio"/> Unpaid	Effective Date:	
Termination Date:		Termination Code:	?		
Job Type:		Benefits*:			
*For CJ users only					

Transaction Date: 11/07/2020 17:57:20

\* Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.

Save

To update employment information, select the **Employer Name** link for the employer you want to update.

This will open the employment details, where you can make any changes necessary.

If the job has ended, you can delete the employer by entering the termination date and termination code.

Click "Save" to complete changes.

**Please note:** It is not mandatory to have verification to remove old employment from the employment screen. Providers can simply take the participant's statement. Old employment must be removed.



# 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.