

# In-Program Employment Tracking Procedure

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## Overview

Every customer that obtains unsubsidized employment while being an active client in the WIOA program must have their employment recorded in the WIOA “Add Employment” bar. Unsubsidized employment includes On-the-Job Training (OJT). Also include any employment that you verify through Mondat, IWDS, or other sources. Please follow the procedures below after you have obtained employment verification. **Please Note: Employment added in this Employment Bar will not transfer to IWDS. Only employment attached to Exit or Follow Up will go to IWDS.**

## Navigation

The “Add Employment” bar can be found under “staff profiles > case management > programs > click on the (+) WIOA Application> Add Employment”.

Reminder: Only unsubsidized employment (including OJT) obtained while participating in WIOA should be recorded in the “add employment” bar. Prior employment should be captured under “my individual profile> personal profile> background> employment history> add employment

## Procedures

1. Click on Add Employment and fill in the Employer Name. Click on the “Verify” link and select the appropriate Employer Verification Documentation.

Add/Edit Employer

### Employer Information

\* Employer Name:

target

[Search Individual Employment History](#) [Select from Internal Job Order/Placement](#)

Verify Employer Name:

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

### New Employer Name Verification

- Written Documentation
- Employment verification form signed by the employer or designee.
- Copy of 1099 Form
- For self-employed individuals verified copies of business records or documented telephone verification to major clients or contracting agencies. Document Contact Name, Job title, and Contact Date
- An Employment verification statement signed by an authorized individual. (e.g. State Department of Revenue personnel)
- Copy of W2 Form
- Copy of Pay Stub
- Work number printout
- Other, Specify

2. Please note that larger companies are prepopulated and may appear as you type the Employer Name. If the correct employer appears, click on it to pre-populate the employment address, contact information, and industry information. Edit any information as necessary related to your client's specific placement.

Add/Edit Employer

## Employer Information

[Search Individual Employment History](#) [Select from Internal Job Order/Placement](#)


<b>* Employer Name:</b>	<input type="text" value="Target"/>
<b>Verify Employer Name:</b>	[ <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a> ] <input checked="" type="checkbox"/> <b>Written Documentation</b>
<b>Employer FEIN:</b>	<input type="text"/>
<b>Address Line 1:</b>	<input type="text" value="1 S State St"/>
<b>Address Line 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text" value="Chicago"/>
<b>State/Province:</b>	<input type="text" value="Illinois"/> ▼
<b>County/Parish:</b>	<input type="text" value="None Selected"/> ▼
<b>Zipcode:</b>	<input type="text" value="60603"/>
<b>Find Zip Code:</b>	[ <a href="#">USPS</a> ]
<b>Country:</b>	<input type="text" value="United States"/> ▼
<b>Industry Code (NAICS):</b>	<a href="#">Search for NAICS Code</a>

3. Complete all employment information. Note you cannot save the employment record without completing the fields with a red asterisk \*.

4. When entering the Industry Code, click on Search for NAICS Code and enter a key word and click search.

<https://stagingta3.geosolinc.com/150/vos17000031/vosnet/drills/industry/inddrill.aspx?pu=1&code=txtEmplo>

Please choose a specific industry by selecting one of the options below.

 For help click the question mark icon.

[Industries by Keyword](#)   [Industries by Sector](#)   [Industry Listing](#)   [Industries by Industry Code](#)

**Search for an industry by keyword(s)**

Type your keywords in the box and click the *Search* button.

[+ Keyword Search Options](#)  

Click [Industry Listing](#) to see an alphabetical list of all available industry titles.

<b>Industry Code (NAICS):</b>	<a href="#">Search for NAICS Code</a>
<b>Industry NAICS Code:</b>	452210
<b>Industry NAICS Description:</b>	Department Stores
<b>Primary Employer Contact Name:</b>	<input type="text"/>
<b>Primary Employer Contact Phone Number:</b>	<input type="text" value="312"/> - <input type="text" value="279"/> - <input type="text" value="2133"/> Ext <input type="text"/>
<b>Primary Employer Contact Email:</b>	<input type="text"/>
<b>Is this employer a federal contractor?</b>	<input type="radio"/> Yes <input type="radio"/> No

5. Enter the occupation code by clicking on the "Select Occupation" link.

### Job Information

\* Job Title:

\* Occupation:  [Select Occupation](#)

\* Is this a green job?  Yes  No

\* Hours Worked per Week:

\* Hourly Wage:

\* Job Start Date:

Job End Date:   Currently Employed

Reason for Leaving:

**Additional Information on reason for leaving:** Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[Spell Check](#) | [Clear Text](#)

6. Please list all job duties for the job title entered.

[\[ Spell Check \]](#) [\[ Clear Text \]](#)

**Job Duties (2500 characters max):**

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Greet customers, balance register, stock shelves, assist customers and answer all inquiries regarding merchandise.

[\[ Spell Check \]](#) [\[ Insert Occupational Description \]](#) [\[ Clear Text \]](#)

\* **Primary Employer:**  Yes  No

\* **Receiving Fringe Benefits:**  Yes  No

**Receiving Health Care Benefits:**  Yes  No

\* **Job Covered by Unemployment Compensation:**  Yes  No

\* **Is this Entrepreneurial and/or Self-Employment?:**  Yes  No

\* **Is this a Registered Apprenticeship?**  Yes  No

\* **Is this active Military Service?**  Yes  No

\* **Is this considered Non-Traditional Employment?**  Yes  No

7. Career Connect will set the Training-Related Employment based on whether or not the customer received training (under WIOA) and if the ONET Code from the Training Service Record matches the ONET Code of the job. Staff may update this field if the Career Connect does not auto set it correctly.

8. Selecting “Yes” for “Add to Employment History” will copy the job to the customer’s background (my individual profile> personal profile> background> employment history).

**Is this considered Training Related Employment?**

No

**Add to Employment History:**

Yes  No

## Result

Now that the employment has been entered you can update the resume, begin tracking your client and plan for a closure. You will be able to select this job as the job at Closure/Exit.