

## Important Changes in the Employer Record System!

If you signed on to the Employer Record System (ERS) this week, you probably noticed some changes. Two changes were made effective Monday, June 18:

- **The six-digit root Unemployment Insurance (UI) Account Number is now displayed on the Profile and Location screens if that information is on the ERS database.** When you create a new Profile record, you will be asked for the UI account number on a new request screen. If the employer is not covered by UI or the account number is not assigned yet, there will be checkbox on the request screen that will let you bypass this step. If you enter an account number that is already on file for another Profile record, you will be provided with the Profile Trade Name of that record. You will then be able to go to that record and update it as necessary. Finally, if the record was created by EXPO, you will not be able to change the UI Account Number. Necessary changes on those records will be done automatically by the Quarterly Update program.
- **A checkbox, labeled "Job Order Contact" has been added to the ERS Contact Detail screen.** When a contact record is entered through ERS, this box should be checked if the contact will also be a contact for job orders. When a contact record is entered through the Wisconsin Job Order System (WJOS), the record is added to ERS and is automatically marked as a Job Order Contact. All contacts that were on file as of Friday, June 15, were marked as Job Order Contacts. Remove the checkmark this is not accurate.

If you have questions about these changes, please contact Diane Gulseth at [gulsed@dwd.state.wi.us](mailto:gulsed@dwd.state.wi.us).