

August 9, 2001

Duplicate Records in the ERS/WJOS Database

As you are working with the records in the Employer Record System and Wisconsin Job Order System database you may come across duplicate records for the same employer - same/similar name, same/similar address. To maintain the integrity of the system, and to ensure that all job orders and all employer registrations are attached to the same record, **please notify me when you find duplicate entries**. I can consolidate records and make sure that all job orders and employer registrations are attached to the correct site, and then delete the duplicate sites to avoid confusion in the future.

Duplicate records can occur due to duplicate information received from Unemployment Insurance, or when staff have entered a site when it already exists. **It is very important to always do a thorough search for an employer before creating a new record**. Refer to the **Searching for Employer Records in the Wisconsin Job Order System** handout (green paper) in your WJOS training folder. If you are having problems locating an employer record and would like some help, please contact me.

When you email me, please include the following information:

- Name of the site(s) to be deleted.
- Reason the site(s) need to be deleted.
- Any other explanatory information.

Delete requests or requests for assistance in locating an employer record should be emailed to Linda Williamson at willili@dwd.state.wi.us. You can also call Linda at 608/264-8167.