

## Important! Changes in WJOS and ERS

Several changes went into effect last night:

- **A salutation is now optional on the Employer Contact screen.** If you do not wish to have a salutation, you must choose the blank at the top of the drop-down menu in the Salutation field on the Employer Contact screen. This change is effective on both the staff and employer sides of WJOS.
- **Auto-tabbing has been added from the Minimum age to the Maximum age field.** When you make an entry in the Minimum age field, the cursor automatically tabs to the Maximum age field. This change is effective on both the staff and employer sides of WJOS.
- **The SIC code table has a 'search' feature.** SIC code ranges have been added to the top of the SIC code table to make it quicker to find the codes numerically. This change is effective on the staff side of WJOS and in ERS.
- **E-Mail has been added as an option in the Source of Job Order drop-down menu.** This change is effective on the staff side of WJOS.
- **The employer's UI Account Number is displayed on the Job Order Search Results screen.** When searching by Profile Trade Name or Profile Legal name after clicking on View/Change a Job Order, the UI Root Number will be displayed in the far right column of the Search Results screen. This change is effective on the staff side of WJOS.
- **Several titles have been added to the Contact Detail screen.** Several suggestions were received from the WJOS Guidance Team and from a survey of WJOS users. This change is effective on both the staff and employer sides of WJOS, and in ERS.
- **The Role Title Business Area field is now a required field on the Request for Contact screen.** Individuals registering to use WJOS, and staff entering contact information must complete this field. This change is effective on both the staff and employer sides of WJOS.
- **An additional 'Back to Job Order' button has been added to the WJOS Preview screen.** A second button has been added to the bottom of the Preview screen. The 'Back to Job Order' button also still appears at the top of the Preview screen. This change is effective on both the staff and employer sides of WJOS, and in ERS.
- **The following WDA designations have been added to the County field : Out of State - Fox Valley, Out of State - Milwaukee County, Out of State - South Central, Out of State - Waukesha-Ozaukee-Washington. In addition, the Out of State - Lake Michigan/Northeast designation has**

**been changed to Out of State - Bay Area.** This change is effective on both the staff and employer sides of WJOS.

- **The Driver's License Class D description has been modified to read 'Class D - Regular (Auto, Light Truck, Moped).** This change is effective on both the staff and employer sides of WJOS.
- **After removing an order from JobNet, if the user selects 'No' regarding whether or not the user wants to return to the job order, the user will return to the list of job orders available for removal.** This change is effective on the staff side of WJOS.
- **Staff may now view all follow-ups for their Job Center.** The Job Order Follow-up List screen has been modified to have two choices in the drop-down menu - Staff Member Logged On and Job Center. This change is effective on the staff side of WJOS.
- **The Site Trade Name of the employer has been added to the Job Order Follow-up List.** This change is effective on the staff side of WJOS.
- **Staff can add follow-ups to job orders in On JobNet status.** Enter data in the Job Order Follow-up Date field and the Follow-up Reason field. Click on the Save Changes button. The follow-up will be posted on the Follow-up List. This change is effective on the staff side of WJOS.
- **Staff can add comments to job orders in Off JobNet May Reopen status.** Enter data in the Staff Comments field. Click on the Save Changes button. This change is effective on the staff side of WJOS.
- **Searching for job orders by Order Responsible Staff (Last Name).** When searching for orders using the View/Change a Job Order option, staff may choose Order Responsible Staff (Last Name) from the drop-down menu. The job order count for the staff person is shown to the far right of the staff person's name on the Search Results screen. Click on the hyperlinked name, then click on the hyperlinked job order number. The job order will be displayed. This change is effective on the staff side of WJOS.

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