

Systems Changes that affect WJOS, JobNet and/or ERS

Enhancements

- ◆ Changed wording on ERS initial screen

Wisconsin Employer Record System

This web site is designed for use with Internet Explorer 5.0. Using other browsers may not present the information properly.

- ◆ Changed wording on JobNet initial screen (Seasonal and Internet)

Welcome to Wisconsin's JobNet job search system. JobNet contains current job opportunities that employers have listed with the Wisconsin Job Center system. If you see a job opportunity that interests you, read the employer contact information at the bottom of each job page for referral instructions. Selecting an out-of-state location on JobNet will result in out-of-state job listings given to Wisconsin JobCenters.

Wisconsin's JobNet jobs are sent to America's Job Bank (AJB) daily. You can access these jobs by telephone using JOBLINE at (800) 414-5748. Other out-of-state listings are available by selecting the America's Job Bank option on the WEC Home page (www.dwd.state.wi.us/dwe-wec). If you wish additional services, please contact your local Wisconsin Job Center. For a directory of office locations, call 1-888-258-9966 or [click here](#).

- ◆ Menu Change

- ◆ The menu has been changed from Employer-Entered Job Orders to Employer-Entered/Updated Job Orders. The previous menu item was confusing staff who thought the employer's WJOS access was limited to entering job orders. Under this category staff will find: Pending Job Orders, Job Orders Updated by Employer, Job Orders Removed by Employer, and Updated Company Records.

- ◆ Change Job Order/Reopen Job Order functions

- ◆ There have been several complaints about staff from one Job Center making changes to job orders or opening job orders that are not associated with his/her Job Center. As a result, the following changes have been made.
 - ◆ Staff from one Job Center cannot edit/change a job order that is NOT associated with his/her Job Center. (The Save Changes button is not available.)
 - ◆ Staff from one Job Center cannot reopen a job order that is in Off JobNet May Reopen status if the job order is NOT associated with his/her Job Center. (The Reopen Job Order button is not available.)
 - ◆ Staff from one Job Center can COPY a job order that is not associated with his/her Job Center. The copied job order will be associated with the Job Center of the staff person reopening the order.

- ◆ Company Address

- ◆ Company Address, city, state and zip code are now required entries.

This address information will now be required when attempting to save data to a Job Order or copying a Job Order that previously didn't have the address fields completed.

If attempting to save data to a Job Order without adding the required address information, the following error message will display: 'Before you can save this job order you must enter

the company information.’ Left click on “OK” to open a secondary window for WJOS Employer Site Maintenance. Make the appropriate changes and save. The “Click Yes to save information to ERS” window displays. After selecting either Yes or No, the following message displays: ‘Your job order was successfully changed.’

◆ Number of shift limit

- ◆ The five shift limit has been eliminated.

◆ Shift Other

- ◆ The description field has been expanded to accept 100 keyed characters.
The system will not allow users to key more than 100 characters.

◆ Work Days Other

- ◆ The description field has been expanded to accept 100 keyed characters.
The system will not allow users to key more than 100 characters.

◆ Hours Per Week

- ◆ The minimum and maximum hours per week fields have been expanded to allow for a decimal point. (Example: 37.5 hours).
Note: AJB allows only a whole number in this field. Therefore, orders displayed on AJB with a decimal value will be rounded up or down.

◆ Additional Compensation Information

- ◆ After Compensation Range, the following text has been added to the job order: ‘As appropriate, enter additional information about the compensation for this job.’ This field has been added to allow for other wage information to be added, (i.e. 33 cents per mile).
- ◆ The description field will allow 200 keyed characters to be *saved*. The system allows for more than 200 characters to be keyed. However, if more than 200 are keyed, an error code will display information on how many characters must be eliminated.

Error code:

Additional Compensation Information must be less than or equal to 200 characters.
Please remove x number of characters.

◆ Duties and Responsibilities Other

- ◆ The description field has been expanded to accept 1500 characters.

◆ Benefits - Restructured

- ◆ The main category titles are now Insurance, Retirement and Financial, Leave & Holidays, Education & Training, Transportation, Child Care, and Miscellaneous Benefits. Job Orders previously in WJOS have been converted to the new benefits structure.

The new category called “Insurance” combines Individual, Family and Other items previously under Health Insurance and Dental Insurance. Under this category the following displays: Health Insurance, Dental Insurance, Life Insurance, Disability Insurance and Vision Insurance.

◆ Application Instructions (suppressed and unsuppressed job orders)

- ◆ The question “Does the Employer wish to be identified with this job order on JobNet?” has been moved from the bottom of the job order to directly under Application Instructions.

- ◆ If NO is selected, the job order is suppressed and the following occurs:
 - ◆ The job order is NOT sent to AJB
 - ◆ The wording on the top of a suppressed job order has been changed. The font is larger. The wording is now, “Do NOT disclose identify of this employer to job seeker!” This will display immediately before the employer name. This was done because we have received complaints that a Job Center will disclose the Employer Information when the Job order is associated with another Job Center.
 - ◆ The following instructions display before the description field:

“This employer has chosen not to be identified. To have specific application instructions display on JobNet, select the 'Other' checkbox above and complete the **Application Instruction field** below (Do NOT reference the employer in these instructions). **If there are no specific instructions, do NOT select the 'Other' check box and the default language below will be displayed on JobNet.** “

 - ◆ If Other is selected, specific suppressed job order instructions display on JobNet as keyed in the Additional Applications Instruction field
 - ◆ If Other is NOT selected, the following default language will display on JobNet: “Contact your nearest Wisconsin Job Service/Job Center office if you are interested in this job.”

- ◆ If YES is selected, the job order is unsuppressed and the following occurs:
 - ◆ The job order is sent to AJB
 - ◆ There is no special wording on the top of the order
 - ◆ The following instructions display before the description field:

“Additional Application Instructions: Enter additional instructions regarding the application process. Include a Contact Name, a Telephone or Fax Number, an E-Mail Address and/or a Mailing Address as appropriate.”

Note:
Other must be on of the application choices to have the additional instructions display on JobNet

- ◆ Additional Application Instructions Field
 - ◆ The description field has been expanded to accept 500 keyed characters. The description field will allow 500 keyed characters be saved. The system allows for more than 500 characters to be keyed. However, if more than 500 are keyed, an error code will display information on how many characters must be eliminated.

Error code:
Additional Application Instructions text must be less than or equal to 500 characters. Please remove x number of characters.

- ◆ Driver's License
 - ◆ The system was changed to require a driver's license if a license class or endorsement is desired or required.

- ◆ Changes in Employer Contact Maintenance
 - ◆ Additional selections have been added to Forgot User Name/Password. The ability to search by Profile Trade Name, Legal Trade Name and Site Trade Name have been added. Occasionally Employer contacts forget what name they have used. This new search allows staff to search for the contacts by employer. This also allows staff to see if the employer has multiple contacts.

- ◆ Changes in Job Order System WJOS reports:
 - ◆ A new report is available called “Job Orders by Work Site”. This report is modeled after the New Job Orders Report. Rather than Staff Responsible or Job Center, the only option is Job Order Worksite. Currently only one site at a time can be requested. In the future we hope to allow users to request multiple sites.

NEW WEBI REPORTS

There are six new reports available in WEBI. Two entirely new WEBI reports and **copy 4 of the current reports** changing the SIC code sort from alphabetical to numerical. (Karen, I don't understand the second sentence. Is the text in fuschia correct?)

The two new WEBI reports have been created for Job Centers to assist with marketing efforts. Please see the attachment regarding electronic marketing.

One of the new reports is sorted only by County and the other is sorted by County SIC Code, and Employer Name within SIC Code. If more than one site is selected, the information will always display by county as found on the Site Information. Within each county, only those SIC Codes and Employee Size Ranges selected will display.

These are the new report names:

- ◆ ERS Employer Contact Listing by County
- ◆ ERS Employer Contact Listing by County, SIC, and Size

The following are the fields display on both reports:

- ◆ E-mail address as found on the Employer Contact Record
- ◆ First and Last Name as found on the Employer Contact Record
- ◆ Title as found on the Employer Contact Record
- ◆ Phone number as found on the Employer Contact Record
- ◆ Fax Number as found on the Employer Contact Record
- ◆ Company Name as found on the Site Location
- ◆ Company Address as found on the Site Information
- ◆ Company City as found on the Site Information
- ◆ Zip Code as found on the Site Information
- ◆ Employer SIC Code as found on the Site Information
- ◆ Size range of Employer (number of employees) as found on the Site Information

The other new reports are duplicates of other reports based on SIC code. The new reports are generated using a numerical SIC code rather than alpha SIC code. They include:

- ◆ ERS Employer Listing by SIC Name, Site Location City
- ◆ ERS Employer Listing by SIC Name, Site Location County
- ◆ ERS Employer Listing by SIC Name, Site Location Zip
- ◆ ERS Employer Listing by SIC Name, WDA Name

Fixes

WJOS problem

Occasionally the employer's telephone number is inappropriately displayed on JobNet (the employer's phone number would display on JobNet, even if the employer didn't want the applicant to call). This problem has been fixed.

ERS problem

ERS did not accurately display whether the Employer Contact was registered to use WJOS. This problem has been fixed.