

June 12, 2002

## Employer Contact on WJOS - Your Advice is Needed!

We need your advice about a proposed change in WJOS.

Currently, if an employer has no contacts associated when putting in a job order, the contact information is not required. However, if all contacts for the employer are deleted in ERS, there is no way to change the job order contact back to a blank. In other words, initially a job order can be put in without contact information. But once contact information is on the job order, it is required.

Situation: Joe Schema is the only contact in ERS for the employer. Joe quits or gets discharged. You cannot delete Joe on active job orders without first adding a new contact.

Recommendations: We should either require contact information on all job orders, or allow active job orders to be changed back to a blank.

Our question to you is, should every order require that an Employer Contact be listed? For what reason would you have a job order without a person to contact? **Please respond to me via email by Monday, June 17.** Thank you!