

April 21, 2003

## **Important! Follow-up Message Regarding Job Order Policies & Procedures**

**A message from Brian Solomon, Director, Job Service Bureau:**

Greetings job order entry staff: Our apologies for an oversight in our original email (in fact, there may yet be others!) that was just brought to our attention.

As you've by now seen, the policy regarding coding of orders from temporary agencies has changed completely. This was a difficult change to make and took a great deal of discussion, analysis, and compromise. There were very strong arguments (and advocates) on both sides and there was no clear answer. We made the change because we believed the benefits of doing so outweighed the costs.

*And now, on to the oversight: As time allows, as you see existing orders that are coded in the old way, or if you know about important orders from companies that have shown specific concerns related to the coding issue, please go back in and add the additional (occupational) code to the order. There is no requirement, however, to go back in and "fix" all of the orders that are in the system. As new orders come in, however, please begin immediately to code them based on the new policy.*

Thanks very much and sorry about any confusion.