

ERS and WJOS Changes Related to Site Specific Profiles

October 17, 2003

Last night changes were made in the Employer Record System (ERS) and the Wisconsin Job Order System (WJOS) to create Site Specific Profiles – something that many job order writing staff have asked for in the last year. Previously staff had to develop a generic Company Profile that covered all aspects of the company. Site-specific information will be helpful to job seekers reviewing orders on JobNet.

This new functionality will allow businesses or job order writing staff to customize the Company Description for each site the employer has. Some examples are:

- A paper company in central Wisconsin also owns a hotel, which includes two restaurants. This change gives order writing staff the ability to customize the Company Profile for the paper company, and create a different, customized Company Profile for the hotel and restaurants.
- State agencies with diverse services will be able to customize their job orders. Job order writers have struggled with creating a generic Company Profile that adequately fit the various divisions and bureaus within the department. With the new site-specific Company Description, Job Service, Worker's Compensation, and DVR (or job order writing staff) can create a customized Company Description that adequately describes their programs and areas of responsibility.

In order to do this, a new field has been added in ERS, and a field has been renamed on the job order in WJOS. The following pages explain the changes.

ERS Profile Screen – Company Description

Wisconsin Employer Record System - Profile

Legal Name:

EXPOE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES

Trade Name:

UI Account Root Number:

This Employer has multiple locations in Wisconsin

Ownership Code:

Type of Employer:

Web Address:

Company Description

Created: 09/24/2003 11:23:23 AM By: WILLILI
Last Updated: 10/17/2003 08:41:30 AM By: DWD\WILLILI

There are no changes on this screen. The text in the Company Description field still applies to all sites for the company. The text in the Company Description field on the Profile screen now also populates the Company Description field on each site's Location screen.

ERS Location Screen Company Description

Wisconsin Employer Record System - Location

Trade Name:

EXPOE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES
Company Description

We specialize in cleaning apartment buildings, office buildings, and commercial properties. With over 250 locations in Michigan, Wisconsin, Minnesota, and Iowa, we can provide your business with the service you deserve!

UI Account Root Number: 100000
 Inactive Employer

Account Representative Information
Name:
Telephone:

Address
Street Address or PO Box:

City:
State:
Zip Code: -
Telephone: -
Fax: -
 Do not mail to this site

EXPOE Reported Address
Street Address: 123 MAIN ST
City: DARLINGTON
State: WI
Zip Code: 53530 -
Telephone: (608) 776 - 1234
Fax: (608) 776 - 9876
 Do not mail to this EXPOE Reported site

Web Site Address

This is the Corporate Location

Workforce Development Area: **Southwest**
County:
Metropolitan Statistical Area:

Created: 09/24/2003 02:05:13 PM By: WILLILI
Last Updated: 09/25/2003 08:42:34 AM By: WILLILI

A new field has been added to this screen – Company Description. The text in the Company Description field on the **Profile** screen now also populates the Company Description field on each site's **Location** screen.

This is the field to update and customize if you need to have a site-specific Company Description on a job order.

You can delete the information in the field and create something new, specific to this particular site. Or, you can leave what is already displayed and add to it to make it specific to this particular site.

While it appears that there isn't room to add more text, there is. The scroll bar on the right side of the Company Profile text box will activate when additional text is added. See the example on the next page.

Wisconsin Employer Record System - Location

Trade Name:

EXPOE Reported Trade Name: XYZ SUPERIOR CLEANING SERVICES

Company Description

We specialize in cleaning apartment buildings, office buildings, and commercial properties.

The Darlington location serves all of Lafayette County. We are an environmentally responsible company.

UI Account Root Number: 100000

Inactive Employer

Account Representative Information

Name:
Telephone:

Address

Street Address or PO Box:

City:

State:

Zip Code: -

Telephone: -

Fax: -

Do not mail to this site

EXPOE Reported Address

Street Address: 123 MAIN ST
City: DARLINGTON
State: WI
Zip Code: 53530 -

Telephone: (608) 776 - 1234
Fax: (608) 776 - 9876

Do not mail to this EXPOE Reported site

Web Site Address

This is the Corporate Location

Workforce Development Area: **Southwest**

County

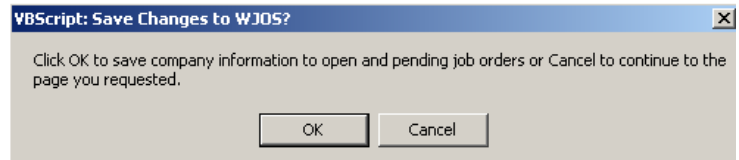
Metropolitan Statistical Area

Created: 09/24/2003 02:05:13 PM By: WILLILI
Last Updated: 09/25/2003 08:42:34 AM By: WILLILI

The Company Description has been modified and customized to what the local branch of this employer wants on the job order. This text will only appear on the job orders for this site.

Note that when text was added, the scroll bar for the text field was activated.

When you have updated the field, click on the Update button. The following message will appear:



Click on the OK button to have the updated text appear on open and pending job orders

WJOS Job Order Entry – Site Company Profile

Wisconsin Job Order System - View/Change Job Order

Job Order Number: 221073

Job Order Status: ON JOBNET

Staff Referral Count : 0
Self Referral Count : 0

Preview Save Changes Delete

Event History

Employer Demographics

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If the Company Information shown below is not for the correct site, CLICK on the Change Site button to select a new site. Change Site

If the Company Information shown below is not correct, CLICK on the Update Company button to update. Update Company

Company Legal Name: XAVIER Y ZANDER
Site Trade Name: XYZ CLEANERS
Site Address: 123 MAIN ST, STE A
DARLINGTON, WI 53530-5566
County: Lafayette
Company Telephone: (608) 776-1234
Company Web Site:

Employer Contact: No Contacts Available for this Site

Contact Telephone: Extension:
Contact Fax: Extension:
Contact E-Mail Address:

To add a new Employer Contact for this Job Order, CLICK on the Add New Contact button. Add New Contact

Should the above person's contact information (phone, fax, email) be given to the Job Seeker? Yes No

Site Company Profile:

Preview Save Changes Delete

The information in the Site Company Profile field is pulled into the job order from the Company Description field on the ERS Location screen.