

InterOffice Memo

Department of Workforce Development

Date: August 17, 2005

To: Job Service Staff, Supervisors, and Directors

Cc: Workforce Development Board Directors; DVR WDA Managers; Job Center Managers

From: Brian Solomon, Director, Job Service Bureau

Subject: **Employer Record System Clean-up and Purge - Staff Action Required**

In preparation for the implementation of JobNet Business in November 2005, a review and purge of duplicate listings in the Employer Record System will be undertaken. Some desk review staff work will be required to ensure that no job orders, contacts, nor activity records are deleted that should be maintained for JobNet Business. A review of the employer listing for each county needs to be done to identify duplicate records. Please review the steps outlined below and reply to Linda Williamson via email by **Friday, September 23**.

Action Required

1. A new Webi report entitled "ERS Review Master Employer Listing by County" has been created to assist staff in identifying duplicate employer records. The report can be downloaded to Excel for easier viewing. It has been updated to indicate if any contacts, job orders, or activities are attached to the site, and whether the site is active or inactive.

If you are not familiar with Webi, please contact Linda Williamson or Rebecca Powell to obtain a listing for the county(ies) you cover.

2. Please review the list and identify duplicate employer records. Downloading the report to Excel will allow you to sort the list alphabetically, making it easier to identify duplicate employer records.
3. Please email Linda Williamson no later than **Friday, September 23** with a list of the duplicate sites you find during the review process. Linda and Becky will combine the records, ensuring that contacts, activities and job orders are maintained in JobNet Business.

Failure to review and report duplicate sites could result in the loss of job orders, activities, and contacts when the Employer Records System purge is performed this fall.

Contacts

For questions or assistance, please call the JobNet Business Help Desk at 608-261-6317 (choose option 4-JobNet Business when prompted to make a selection), or contact Linda Williamson (Linda.Williamson@dwd.state.wi.us) or Rebecca Powell (Rebecca.Powell@dwd.state.wi.us) via email.