


July 23, 2008

### Job Order Policies and Procedures Update

The [Job Order Policies and Procedures](#) document has been updated to reflect the following changes:

- References to "Job Center staff" and "job order staff" have been changed to "Wisconsin JobNet Call Center staff".
- References to the Division of Workforce Solutions (DWS) have been updated to Division of Employment and Training (DET).
- A11. Job Order Form DETB-8926-E, Mandatory Use has been updated with the new form number. In cases where an employer cannot use online direct order entry, staff must use the Job Order Fax Form DETB-8926 (revised 07/2008) to collect information from the employer. The form is no longer customizable. The top of the form has been revised to provide the contact information for the Wisconsin JobNet Call Center:

State of Wisconsin Department of Workforce Development	
<b>Return to:</b> <b>Wisconsin JobNet Call Center</b>	<b>Job Order</b>
Email: WIJobOrders@dwd.state.wi.us	You may enter your Job Orders at:
Phone: 888-671-5627 (toll-free)	<a href="http://jobnet.wisconsin.gov/business">jobnet.wisconsin.gov/business</a>
Fax: 888-720-5627 (toll-free)	

Existing supplies of customized (for a specific Job Center) forms should be discarded.

- A16. Private Employment Agencies has been substantially revised. Private employment agencies may now enter all of their job orders. The number of mandatory statements for private employment agencies has been reduced to one. An email will be sent to contact persons for private employment agencies in the JobNet Business database, informing them of the change. The change simplifies the process for staff and employers, and will reduce the workload for staff.

A change will be implemented in JobNet Business tomorrow to reduce the mandatory statements from three to one. All On JobNet, Off JobNet May Reopen, Pending and Incomplete job orders from private employment agencies will be changed to display the following mandatory statement:

Staffing Agency - If the answer to the following question is Yes, enter the name of the employer associated with the staffing agency recruitment in the Staff Comments field.

Is this job order a recruitment for an employer by a Staffing Agency?  Yes  No

**Private Employment Agencies:**  
This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.

- A24. Order Responsibility (Transferring Job Orders) has been removed. It is no longer applicable.
- B12. Timeliness has been revised to reflect Wisconsin JobNet Call Center operations.
- Section C: Appendix has been revised to reflect the current Issue Resolution process.
- Contact Information has been updated.

All policy changes are effective immediately.

Questions concerning these changes should be directed to Tom Younger, Job Order Policy Contact. Tom can be reached by phone at 715-261-7742 or via email at [Thomas.Younger@dwd.state.wi.us](mailto:Thomas.Younger@dwd.state.wi.us).

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/jobnetbiz>) that holds the JobNet Business announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for online reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

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