

ENTERING EMPLOYMENT INFORMATION

Entering Employment Information

The screenshot shows the E-Jas Information Technology Division web interface. At the top left is the logo and name. A navigation bar includes 'eMessage Center', 'Home', 'Manuals', 'Help', and 'Change Model'. The user is logged in as 'User Id : [redacted] Model : BFET'. A table displays client information:

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent :	Required Part? :		3	099	C		
HOH :			LEP :		EA :		
TANF :			Total	Recip	Inelig		
			000	000	000		

Additional information includes 'Sngl Parent W/Child(ren) < 6 : No' and 'BFA : Open'. A red arrow points to the 'Employment Information' link in the left-hand menu. Other links include 'BFET Component/IRP Information', 'Client Notes', 'Payments', 'Commerce Program Plans', 'WFR', 'Adhoc Reporting Letters', 'Client Monthly Participation', and 'Password Reset/Help Desk'.

When a participant reports employment, you must enter the job details on the employment screen within 10 calendar days.



Entering Employment Information





eMessage Center

User Id : [redacted] Model : BFET
[Logoff](#)

Home Main Employment History Manuals Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent :	Required Part? :		2	043	\$		(253) 218-5688 
HOH :		Total	Recip	Inelig	LEP :	EA : Yes	
TANF :		000	000	000	Sngl Parent W/Child(ren) < 6 : No	BFA : Open	

Current Employment

ACES Emp Hours

[May](#) [Jun](#) [Jul](#)

[History](#)

Add Employment

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
Total Active hours:						

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Entering Employment Information

Employer/Worksite Name:	<input type="text" value="AWESOME JOB"/>	Employer/Worksite Address:	<input type="text" value="5555 MAIN STREET"/>		
City:	<input type="text" value="THIS CITY"/>	State:	<input type="text" value="WA"/>	Zip:	<input type="text" value="98989"/>
Employment Code:	<input type="text" value="F"/> ?	Subsidized Code:	<input type="text" value="N"/> ?	Job Code:	<input type="text" value="50"/> ?
Insurance Code:	<input type="text" value="06"/> ?	Hours per Week:	<input type="text" value="40"/>	Reported Wage:	<input type="text" value="\$25.00"/>
Contact Person:	<input type="text" value="Bossman"/>	Contact Phone:	<input type="text" value="5555555555"/>	Actual Start Date:	<input type="text" value="03/28/2017"/>
UBI:	<input type="text"/>	Termination Code:	<input type="text"/>	Effective Date:	<input type="text" value="03/28/2017"/>
Termination Date:	<input type="text"/>	Benefits*:	<input type="text" value="Tribal Benefits"/> <input type="text" value="Medical"/> <input type="text" value="Dental"/>		
Job Type: *For CJ users only	<input type="text"/>				
Transaction Date:					

* Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.

- Enter employment information in the following fields: Employer name, employer address, hours per week, reported wages, contact name (supervisor or HR) and phone number, actual start date, health insurance availability and type of work.
- Follow up with a case note about employment (Follow BFET Handbook standards)

Entering Employment Information

Transforming
Lives

Quick Quiz

1. Is it necessary to verify employment details before entering the information on the Employment Tab?
2. What action is taken when information is received that the participant is no longer employed?
3. When you request this type of component, the employment information must be already entered in eJAS on the employment tab?

Thank you!