Module 8: Entering Employment Information

This section reviews:

When to enter employment information

How to enter employment information in eJAS

Washington State Department of Social and Health Services

Employment Information

Employment is the goal of participation in the BFET program.

Information about participants that gain employment through their BFET participation is an important piece of data that is reported to Food and Nutrition Service (FNS).

It helps illustrate the success of the BFET program, our providers and our participants.

Employment information is documented and tracked in eJAS.

The employment information screen in eJAS must be updated within **7** business days of the participant reporting a job to the Provider.

This includes: employment changes, such as new employment with wages, hours, etc. and termination of old employment already input into eJAS.

Please Note: It is not mandatory to have verification in order to remove old employment from the employment screen. Providers can simply take the participant's statement.

Please Note: Employment information *must* be entered before opening a BR component for Job Retention Services.

Updated 08/2023

Employment Information

Employment Verification

Providers must verify and update the employment screen in eJAS when participants obtain employment. Verification must consist of the following:
- Employer name and address
- Employer contact with the person's name and phone number (only required if verified via phone)
- Job title
- Start date
- Hourly rate or wage
- Average number of hours worked per week
- Medical/dental benefits availability

ORIA BFET providers have additional requirements: Verification of 90 days of employment for part or full-time employment is required. Acceptable verification includes:
- A 90 day employment verification form signed by the employer
- Wage stubs or
- Calling the employer or third party contacts (as directed by the employer) to verify employment status.

90-day employment verification is required in the eJAS client notes. **Sample eJAS 90-day documentation**: 90-day employment verification: Spoke with John Smith at 509-555-1212 today. Sami still works full-time at ABC Warehouse earning $10.30/hr. They do very well and expects to be trained for more responsibilities.

Entering Employment Information in eJAS

E&T Component Information
1 ➡ Employment Information
Client Notes
Payments
Strategies For Success
Commerce Program Plans

1. From the Client Screen, click the Employment Information link.

Current Employment

ACES Emp Hours
00 00 00
History

2. Click the "Add Employment" button.

2 ➡ Add Employment

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

| Home | Main | Employment History | Help |

You can view previous employment that was entered in eJAS through the "Employment History" button

Entering Employment Information in eJAS

4. When the Reported Wage field is completed a pop-up will appear.

Message from webpage ✕

⚠ - Please select either 'Paid' or 'Unpaid' Work-Based Learning

OK

Select "Paid"

3. Fill in the employment information.
Use the ❓ For help with the codes.

Employment Add/Modify

| Worker Name: | MELISSA JONES | CJ Worker: | |
| Worker ID: | 047BFX ❓ | FSET Worker: | MELISSA JONES |

Use ACP for employer name and PO box from client detail screen for the address.

Save

3

Employer/Worksite Name:	DREAM JOB	Employer/Worksite Address:	123 SESAME STREET		
City:	SEATTLE	State:	WA	Zip:	98121
Employment Code:	F ❓	Subsidized Code:	N ❓	Job Code:	00 ❓
Insurance Code:	❓	Hours per Week:	40	4 Reported Wage:	$15.00
Contact Person:	Oscar	Contact Phone:	3608675309	Actual Start Date:	10/31/2020
UBI:		6 Work-Based Learning:	⚪ Subsidized ⚪ Non-Subsidized ▾		
Termination Date:		Termination Code:	❓		

Internship
Pre-Apprenticeship
Apprenticeship
On-the-job Training

Job Type:
For CJ users only ▾   Benefits:

Transaction Date: 11/07/2020 17:57:20
* Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.

Save ← 5 5. Click the "Save" button.

6. Work Base Learning, (WBL) category and the Subsidized and Non-Subsidized choices here should only be utilized by providers that have a WBL contract.

Choices in the drop down menu circled here are also only for WBL providers.

Remember: Always enter a client note to document changes and participation and progress.

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Updating Employment Information in eJAS

Current Employment

ACES Emp Hours
00   00   00

History

Add Employment

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
DREAM JOB	Employment	40	$15.00	047	10/31/2020	10/31/2020
Total Active hours: 40						

Employment Add/Modify

Worker Name:	MELISSA JONES	CJ Worker:
Worker ID:	047BFX ?	
	FSET Worker:	MELISSA JONES

Use ACP for employer name and PO box from client detail screen for the address.

Save

Employer/Worksite Name:	DREAM JOB	Employer/Worksite Address:	123 SESAME STREET
City:	SEATTLE	State:	WA	Zip:	98121
Employment Code:	F ?	Subsidized Code:	N ?	Job Code:	00 ?
Insurance Code:	?	Hours per Week:	40	Reported Wage:	$15.00
Contact Person:	Oscar	Contact Phone:	3608675309	Actual Start Date:	10/31/2020
UBI:		Work-Based Learning:	◉ Paid ○ Unpaid	
Termination Date:		Termination Code:	?	Effective Date:	
Job Type: *For CJ users only	⌄	Benefits*:		
Transaction Date:	11/07/2020 17:57:20		

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

Save

To update employment information click on the Employer Name link for the employer that you want to update.

This will open the employment details where you can make any changes necessary.

If the job has ended, you can delete the employer by entering the Termination Date and Termination Code. Click "Save" to complete changes.

Please Note: It is not mandatory to have verification in order to remove old employment from the employment screen. Providers can simply take the participant's statement. Old employment must be removed.

Questions??

For any eJAS related questions or for assistance please don't hesitate to contact your assigned BFET Field Operations team member or email BFETHelp@dshs.wa.gov