



OWCMS: EMPLOYER SCREENS

EMPLOYER SERVICES

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OWCMS: Employer Services

The majority of options under the Employer menu in OWCMS became obsolete a few years ago. The menu options became obsolete when Job Match was decommissioned. However, the Employer Services screen has been updated and modified in order to effectively track employer services provided.

Accessing the Employer Services Screen

After successfully logging into OWCMS and selecting your LE office, select the Employer Search/Services option from the Employer hover menu.

LE Veteran MSFW **Employer** Staff Functions Reports LMI Administrative Help

Case Load View **Employer / Resume Referrals**

Employer Search / Services 1.44.44

LE

Case Load View

NAME: FELTY, DAVID

Sele...	Job Seeker Name	SSN	Seeker ID	MGS Seeker ID	Case Status	Last Service Date	Pending Soft Exit	Exit Date
	BROWN, JABARI	XXX-XX-9999	4338332		ACTIVE	6/5/2017	N	
	DISLOCATED, YOUTH	XXX-XX-6123	4316032		ACTIVE	6/12/2017	N	
	JACKSON, ALYX	XXX-XX-1090	3390630	169071082	ACTIVE	5/1/2017	N	
	JONES, INDIANA	XXX-XX-9317	4876845		ACTIVE	6/19/2017	N	
	VETERAN, RAMBO	XXX-XX-6271	4866828		ACTIVE	5/10/2017	N	

Filter By Assigned Cases

LE Staff
 Added Service

Filter By Case Status

Active Exited Held
 Inactive Incomplete Pending Soft Exit

Filter By Client Program

SNAP TANF

Filter By Case Assigned By

Case Bank

County

Case Worker

Print

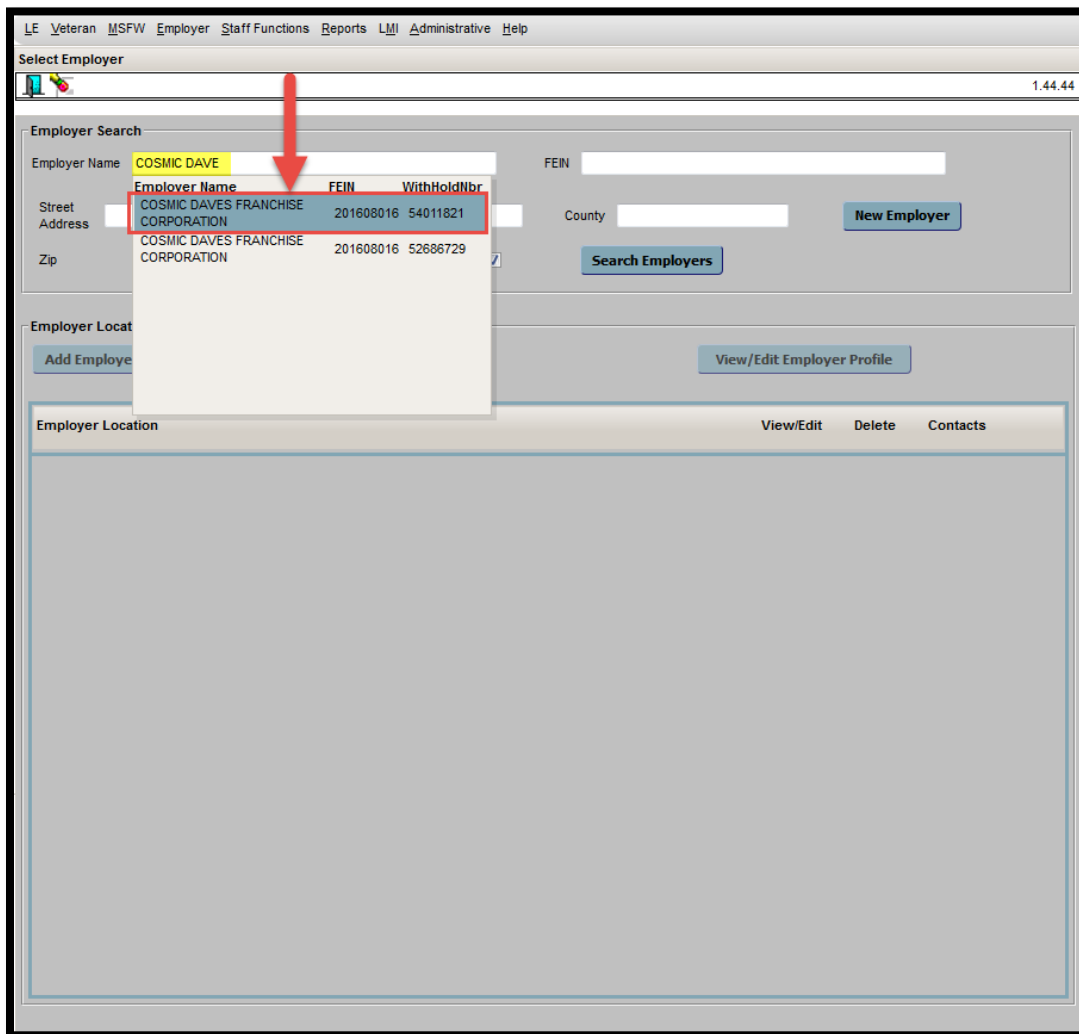
Employer Search Screen

The Employer Search screen displays. A search for an employer must be performed and then selected in order to add an employer service. The search can be performed on the following fields:

- Employer Name
- FEIN

If an employer is entered in the system and matches your search criteria, the results will be displayed as you type. The list of employers are compiled from the Ohio Business Gateway and OhioMeansJobs. Once the desired employer is located, click on the employer record from the drop-down search results.

Note: Reference *Appendix A: Entering a New Employer* if the desired employer cannot be initially located in search.



Select Employer

The record selected displays on the Employer Search screen with additional location information is available.

Employer services are going to be tracked by employer location in order to distinguish the services provided to large corporations with multiple locations. Therefore, you must select a location prior to adding an Employer Service.

If the desired location is not listed or if no employer locations are listed, you have the ability to add a new employer location. Click the Add Employer Location button on the Employer Search screen.

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative Help

Select Employer 1.44.44

Employer Search

Employer Name COSMIC DAVES FRANCHISE CORPORATION FEIN 201608016

Street Address City County Zip

Display Location Info Search Employers New Employer

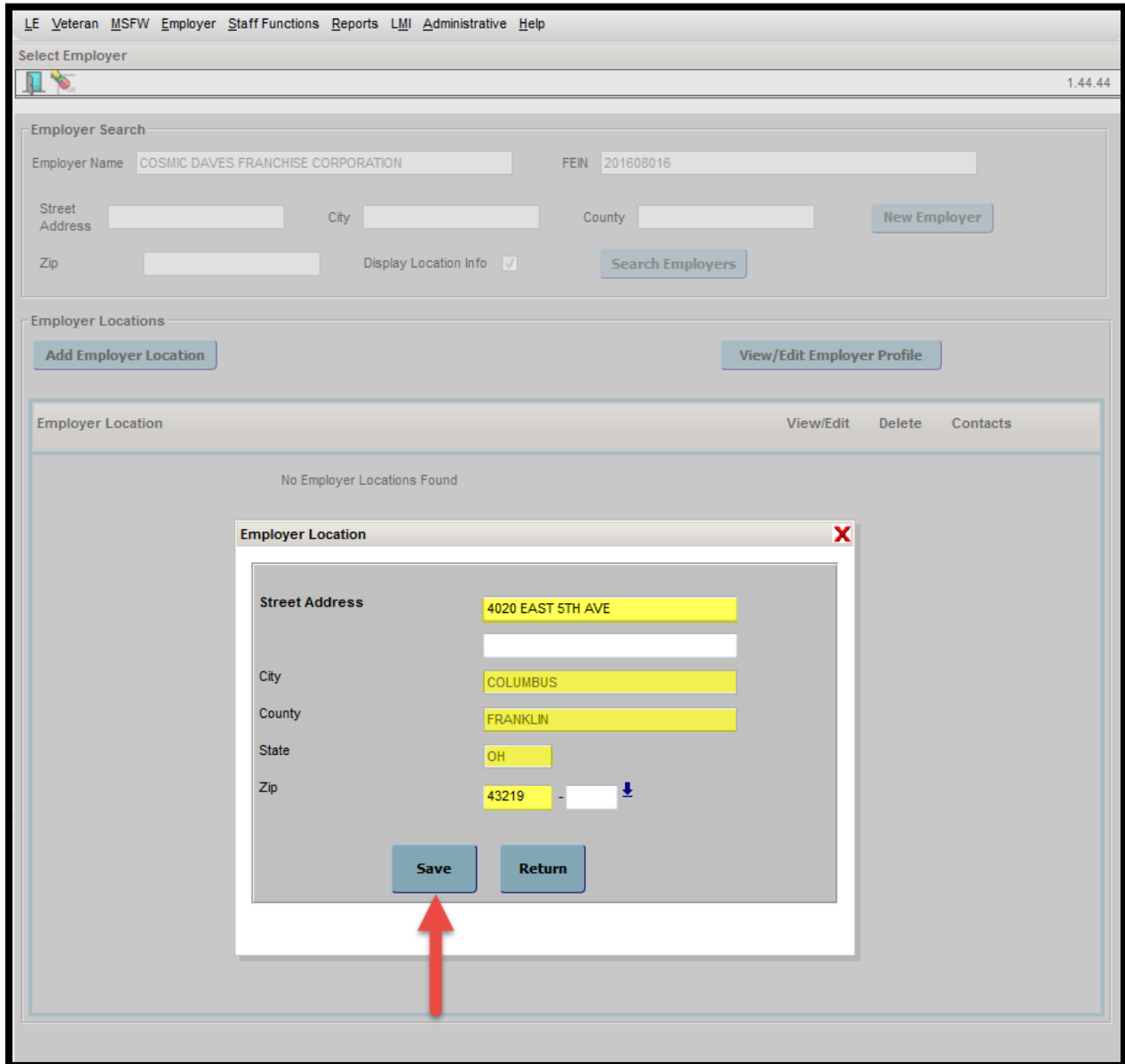
Employer Locations

Add Employer Location View/Edit Employer Profile

Employer Location	View/Edit	Delete	Contacts
No Employer Locations Found			

Adding an Employer Location

The Employer Location dialogue box displays. Enter the Street Address and the Zip Code into the appropriate fields. Click on the Save button.






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The location has now been added to the employer record in the Employer Location section of the Select Employer screen.

1. **View/Edit:** The View/Edit button allows you to view and/or edit the location information for the selected employer.
2. **Delete:** The Delete button allows you to delete (given permissions) the location information from the selected employer's record.
3. **Contacts:** The Contacts button allows you to view, edit, and/or add contacts to an employer location.

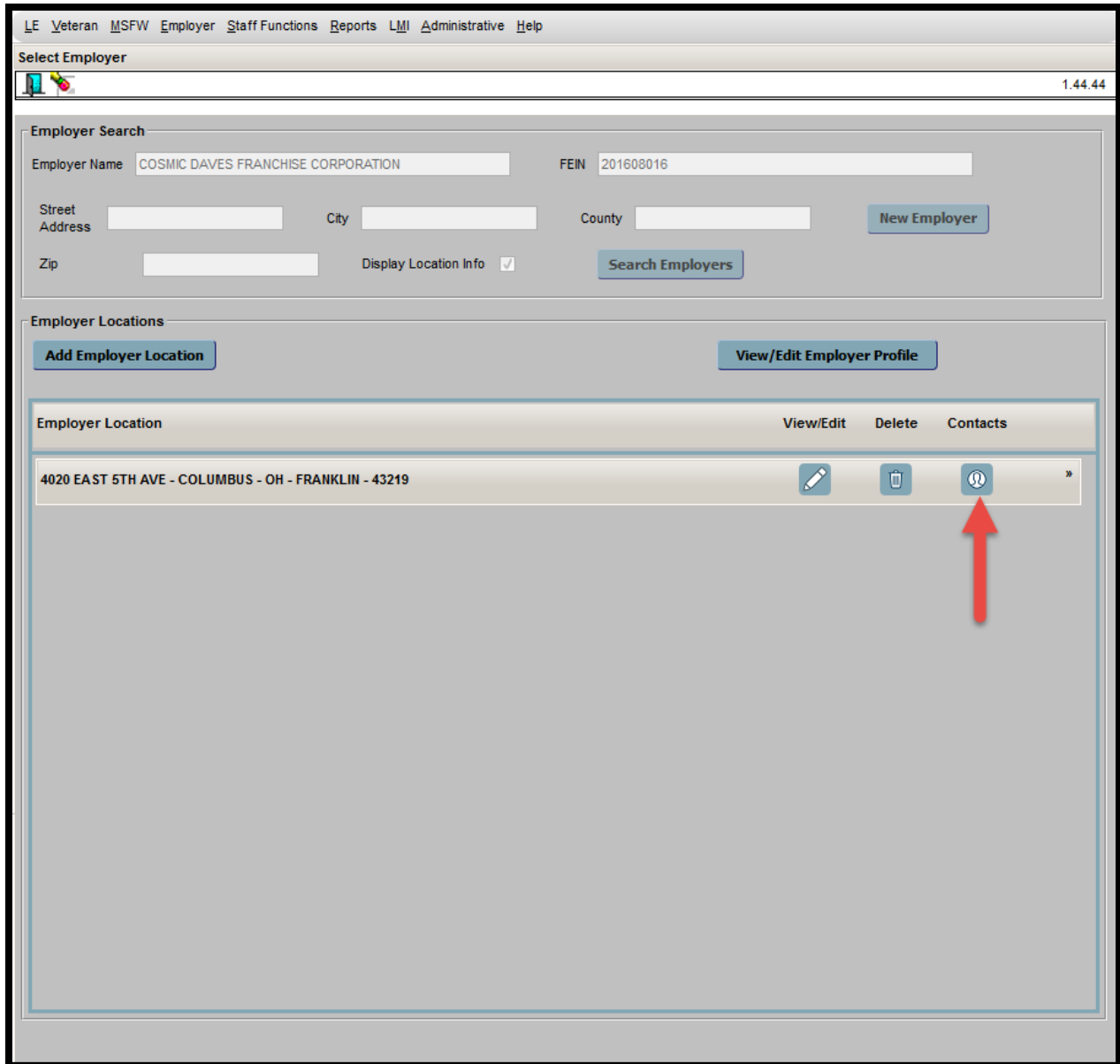
The screenshot displays the 'Select Employer' interface. At the top, there is a navigation menu with links: LE, Veteran, MSFW, Employer, Staff Functions, Reports, LMI, Administrative, and Help. Below the menu is the 'Select Employer' header with a version number '1.44.44' on the right. The main content area is divided into two sections: 'Employer Search' and 'Employer Locations'. The 'Employer Search' section contains input fields for 'Employer Name' (filled with 'COSMIC DAVES FRANCHISE CORPORATION'), 'FEIN' (filled with '201608016'), 'Street Address', 'City', 'County', and 'Zip'. There are also checkboxes for 'Display Location Info' and buttons for 'New Employer' and 'Search Employers'. The 'Employer Locations' section features buttons for 'Add Employer Location' and 'View/Edit Employer Profile'. Below these buttons is a table with one row representing an employer location. The table has columns for 'Employer Location', 'View/Edit', 'Delete', and 'Contacts'. The location entry is '4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219'. To the right of this entry are three icons: a pencil (labeled '1'), a trash can (labeled '2'), and a person icon (labeled '3').

Employer Location	View/Edit	Delete	Contacts
4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219			

Adding Contact Information to an Employer Location

Optional: Once a location has been added to an Employer Record, employer contact information can be added to the location if desired. The employer's contact information can be beneficial when working with employers at specific locations for yourself and co-workers.

Click on the Contacts button that corresponds to the desired Employer Location from the Employer Search Results screen.



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The Employer Location Contacts dialogue box displays. Add the contact information as follows:

1. Click the Add Contact button.
2. Enter the available contact information for the employer location.
3. Click the Add button once the information has been entered.

The screenshot shows the 'Employer Location Contacts' dialog box. At the top, it displays the 'Assigned Location' as '4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219'. Below this is a table for 'Assigned Contacts' which is currently empty. A red circle with the number '1' points to the 'Add Contact' button. The 'Add Contact' form below contains the following fields: 'First Name' (DAVID), 'Last Name' (FELTY), 'Title' (Test Owner), 'Primary Job Order Contact' (checked), 'Phone' ((614) 466-5871), 'Email' (David.Felty@fs.ohio.gov), and 'Invalid email' (unchecked). A red circle with the number '2' is next to the 'First Name' field. At the bottom of the form, a red circle with the number '3' points to the 'Add' button. There are also 'Clear' and 'Return' buttons.

The “Record(s) saved” message in green text will appear once contact information has been successfully saved. Click the Return button.

The screenshot shows the 'Employer Location Contacts' dialog box after a contact has been added. A green message 'Record(s) saved.' is displayed at the top. The 'Assigned Contacts' table now contains one entry: 'DAVID' (First Name), 'FELTY' (Last Name), and 'Test Owner' (Title). A red arrow points to the 'Return' button at the bottom of the 'View Contact' form, which displays the details of the added contact: 'First Name' (DAVID), 'Last Name' (FELTY), 'Title' (Test Owner), 'Primary Job Order Contact' (checked), 'Phone' ((614) 466-5871), and 'Email' (David.Felty@fs.ohio.gov).

Adding an Employer Service

As previously stated, employer services will be tracked by the employer location. The Employer Services section will display upon clicking on the desired location in the Employer Location section of the Select Employer screen.

Click the Add Employer Service button.

The screenshot displays the 'Select Employer' interface. At the top, there is a navigation menu with items: LE, Veteran, MSFW, Employer, Staff Functions, Reports, LMI, Administrative, and Help. Below the menu is the 'Select Employer' title bar with a version number '1.44.44' on the right. The main content area is divided into several sections:

- Employer Search:** Contains input fields for 'Employer Name' (filled with 'COSMIC DAVES FRANCHISE CORPORATION'), 'FEIN' (filled with '201608016'), 'Street Address', 'City', 'County', and 'Zip'. There are also checkboxes for 'Display Location Info' (checked) and buttons for 'New Employer' and 'Search Employers'.
- Employer Locations:** Contains buttons for 'Add Employer Location' and 'View/Edit Employer Profile'.
- Employer Location Detail:** Shows a table with one entry: '4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219'. Above this entry are buttons for 'View/Edit', 'Delete', and 'Contacts'. Below the entry, there is a sub-section titled 'Employer Services' which contains a green bar with the text 'No Services Found' and a button labeled 'Add Employer Service'. A red arrow points to this button.

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The Employer Service dialogue box displays.

Employer Service

Employer Location : 4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219

Service Date 06/22/2017 1

Service Type 2

Assigning Staff FELTY, DAVID

Office 25-1 CENTRAL OFFICE

Staff Comments 3

Save Return

Enter the employer service by entering the information as follows:

1. Click the Calendar Icon in order to select the Service Date, or manually type the date in the Service Date field in the XX/XX/XXXX format.

<< < June, 2017 > >>

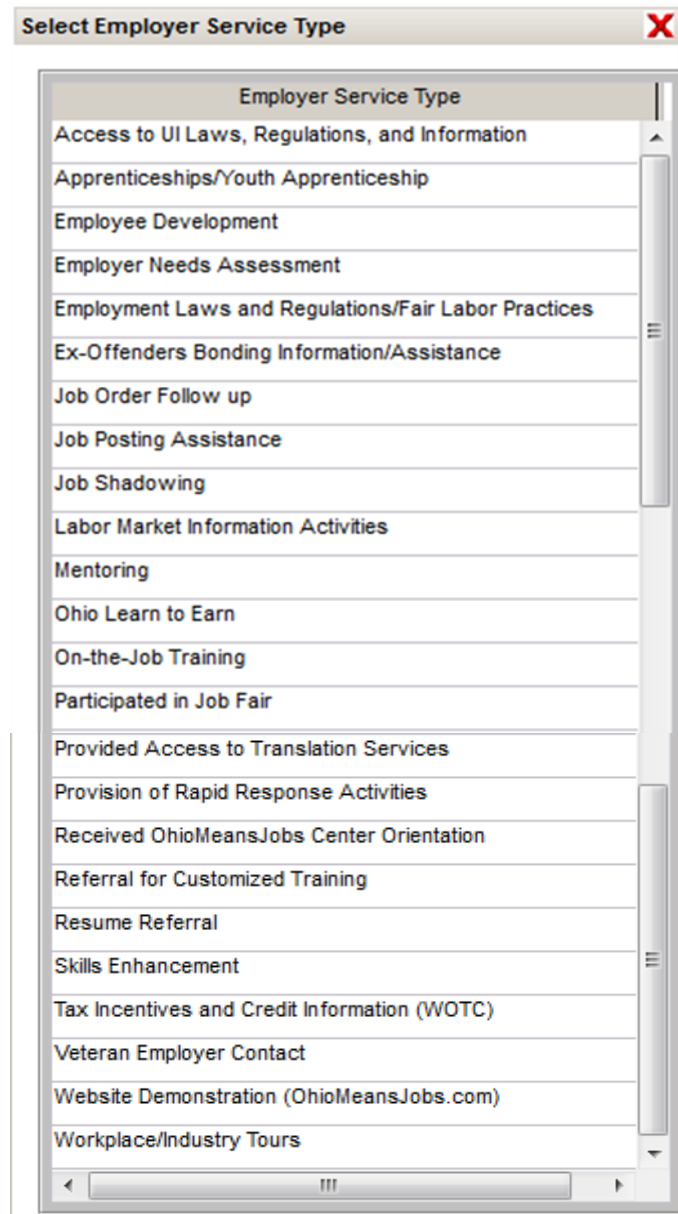
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

06/22/2017 Clean Today

2. Click the Select Service Type arrow in order to select the service type from the Select Employer Service Type dialogue box.

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Note: The following screenshot displays a comprehensive list of the available employer services:



3. Enter any necessary comments in the Staff Comments field.

Click the Save button once all information has been entered and reviewed.

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The Select Employer screen displays with the service successfully added to the Employer Services section.

1. **View/Edit:** The View/Edit button allows the user to view and edit (given permissions) the entered service for an employer location.
2. **Delete:** The Delete button allows the user to delete (given permissions) the entered service for an employer location.

The screenshot displays the 'Select Employer' interface. At the top, a navigation menu includes 'LE', 'Veteran', 'MSFW', 'Employer', 'Staff Functions', 'Reports', 'LMI', 'Administrative', and 'Help'. The page title is 'Select Employer' and the version number '1.44.44' is in the top right. A green message states 'Record(s) saved.' Below this is the 'Employer Search' section with fields for 'Employer Name' (COSMIC DAVES FRANCHISE CORPORATION), 'FEIN' (201608016), 'Street Address', 'City', 'County', and 'Zip'. There are 'New Employer' and 'Search Employers' buttons. The 'Employer Locations' section has 'Add Employer Location' and 'View/Edit Employer Profile' buttons. A table titled 'Employer Location' shows one entry: '4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219'. Below this is the 'Employer Services' section with an 'Add Employer Service' button and a table of services. The table has columns for Service Date, Service Type, Assigning Staff, Office, Staff Comments, View/Edit, and Delete. One service is listed: '6/22/2017', 'Tax Incentives and Credit Information (W)', 'FELTY, DAVID', '25-1 CENTRAL OFFICE', 'Provided the employer with'. Red circles with numbers '1' and '2' are overlaid on the View/Edit and Delete icons for this service.

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Select Employer 1.44.44

Record(s) saved.

Employer Search

Employer Name COSMIC DAVES FRANCHISE CORPORATION FEIN 201608016

Street Address City County New Employer

Zip Display Location Info Search Employers

Employer Locations



Add Employer Location View/Edit Employer Profile

Employer Location View/Edit Delete Contacts

4020 EAST 5TH AVE - COLUMBUS - OH - FRANKLIN - 43219

Employer Services

Add Employer Service

Service Date	Service Type	Assigning Staff	Office	Staff Comments	View/Edit	Delete
6/22/2017	Tax Incentives and Credit Information (W)	FELTY, DAVID	25-1 CENTRAL OFFICE	Provided the employer with		

1 2

Appendix A: Entering a New Employer

If the desired employer cannot be located by utilizing the Employer Search screen, please contact the OMJ Help Desk at:

- OMJ-HELP-DESK@jfs.ohio.gov
- 1.888.296.7541, Option #4

The OMJ Help Desk will add the employer to the OWCMS Employer Database.

Please include the following information in your email, or have it readily available if calling:

- FEIN
- Business Name
- NAICS Code and/or NAICS Description
- Employer Type

The screenshot shows a web form titled "Employer Profile" with a close button (X) in the top right corner. The form contains the following fields and values:

Employer Profile Status	ACTIVE
FEIN	99-9999999
UIAN	
Ohio Tax Withholding Number	
Business Name	DAVE'S COFFEE SHOP
Owners Name	
Email	
Phone	
Fax	
NAICS Code & Description	7225 Restaurants and Other Eating Places
Employer Type	Private, For Profit
Company Size	

At the bottom of the form are two buttons: "Save" and "Return".