



Report Title: Employment Report 04: Open Employments

Report Type: WebI Ad Hoc

Location: DCF/Wisdom/Employment Programs/W-2 Case Management/Employment Reports

Background: This report was designed to assist in an employment data clean-up effort. Over the decades that employment data has been collected, it has happened that some employment records have become “stale” or out of date, and participants now show multiple “open” employments that indicate they are currently employed at multiple locations.

Purpose: The primary purpose of the report is to list open employments for participants that have two or more open employments. While this may be appropriate for some participants, the majority of these employment records need to have an employment end date entered in.

Description of Report: This report shows a summary table showing counts of participants with the number of employments for which those participants are currently employed. Employment details are also shown for all participants with two or more open employments.

Prompts: W-2 Contract Agency is required. Agency Contractor Region, County, Office, and FEP ID are optional prompts.

Tab 1: Employments Counts Summary Data

The first tab lists counts of participants and open employments. An open employment is any employment record without an employment end date. Data provided is:

- Count of Employments
- Count of PINs
- PIN (hyperlink to the Work History App in WWP)

There are several input controls that filter the data on all tabs of this report. To use the input controls, click on the Input Controls icon on the left side of the screen.



The screenshot shows a software interface titled "Input Controls" with a toolbar containing "New", "Group", "Map", "Reset", and navigation arrows. Below the toolbar is a section labeled "Document Input Controls (4)".

- Current FEP ID:** A dropdown menu with "All values" selected. Other options include XFS033, XFS068, XFS138, XFS180, XFS195, XFS217, XFS224, XFS239, XFS245, XFS262, XFS267, XFS336, XFS370, and XFS374.
- Current Contractor Region:** A radio button selection menu with "All values" selected. Other options are "1E. FORWARD SERVICE CORP. Region 01", "1E. FORWARD SERVICE CORP. Region 02", "1E. FORWARD SERVICE CORP. Region 03", and "1E. FORWARD SERVICE CORP. Region 04".
- Current WP County / Tribe:** A radio button selection menu with "All values" selected. Other options are "01. ADAMS COUNTY", "05. BROWN COUNTY", "08. CALUMET COUNTY", and "11. COLUMBIA COUNTY".
- Current WP Office:** A radio button selection menu with "All values" selected. Other options are "1011", "1031", "1041", and "1051".

These Input Controls can be used together to filter the data to more closely match the user's needs. The included input controls are:

- Current FEP ID
- Current Contractor Region
- Current WP County/Tribe
- Current WP Office



Tab 2: Participants with 2 or More Open Employments (Sorted by Number of Employments)

This tab lists all participants with two or more open employments. Data is sorted by the number of open employments.

Data provided is:

- Number of Current Employments
- PIN (hyperlink to the Work History App in WWP)
- Current Placement
- FEP ID
- Employment Sequence Number
- Employment Begin Date
- Employer Name
- Job Type
- Converted Employment

Converted employments are records that were imported into WWP from CARES Mainframe, and have not yet been modified in WWP.

Tab 3: All Participants (Sorted by PIN)

This tab lists all participants with two or more open employments. Data is sorted by the number of open employments.

Data provided is:

- Number of Current Employments
- PIN (hyperlink to the Work History App in WWP)
- Current Placement
- FEP ID
- Employment Sequence Number
- Employment Begin Date
- Employer Name
- Job Type
- Converted Employment

Converted employments are records that were brought into WWP from CARES Mainframe, and have not yet been modified in WWP.

Load dates: Daily, with some exceptions.



How to use the Report: W-2 Contract Agency is required. Select a W-2 Contract Agency from the list of values (click the “Refresh” Button if no values appear). W-2 Contractor Region, County, Office, and FEP ID are optional prompts.

Complete this log when the reported is created and when the report is updated:

Date	Requested by	Created/Updated by	Approved by	Published by	Description of Change
5/16/2019	Research and Analytics	Pete Shay	Research and Analytics Section Chief	Pete Shay	Report Creation