



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decades that employment data has been collected, it has happened that some employment records have become “stale” or out of date, and participants now show multiple “open” employments that indicate they are currently employed at multiple locations.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.

Input Controls

New Group Map Reset

Document Input Controls (4)

Current FEP ID

All values

XF5033

XF5068

XF5138

XF5180

XF5195

XF5217

XF5224

XF5239

XF5245

XF5262

XF5267

XF5336

XF5370

XF5374

Current Contractor Region

All values

1E. FORWARD SERVICE CORP. Region 01

1E. FORWARD SERVICE CORP. Region 02

1E. FORWARD SERVICE CORP. Region 03

1E. FORWARD SERVICE CORP. Region 04

Current WP County / Tribe

All values

01. ADAMS COUNTY

05. BROWN COUNTY

08. CALUMET COUNTY

11. COLUMBIA COUNTY

Current WP Office

All values

1011

1031

1041

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