

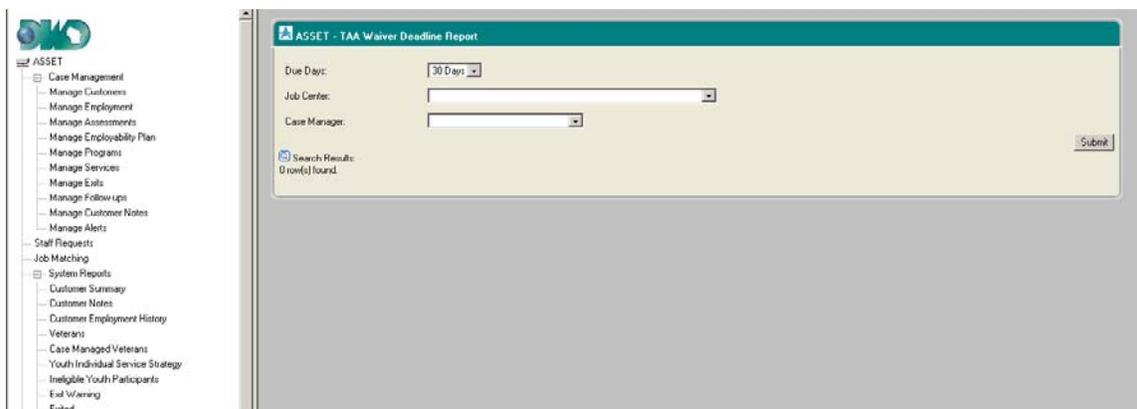


USER'S GUIDE

ASSET SYSTEM REPORTS

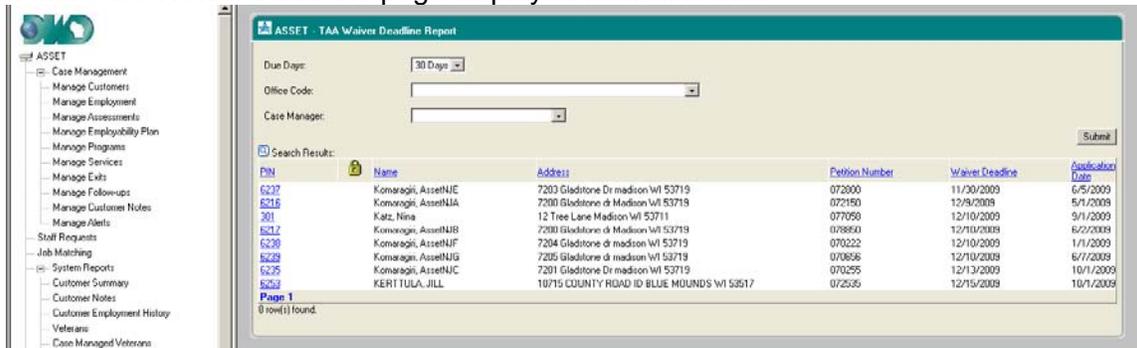
5-17 TAA WAIVER DEADLINE REPORT

The **TAA Waiver Deadline Report** was created as a tool for TAA staff to view a listing of customer's with a Waiver Deadline. To access the report, open Systems Report by clicking on the plus sign (+) from the ASSET menu. Next, click on the TAA Waiver Deadline Report. The page returned looks like this.



To obtain data for the report begin by selecting either 30 or 60 days from the Due Days drop down field to begin your Search. Next select the Job Center and Case Manager as additional criteria (filter) for the appropriate area and staff and click the Submit button.

If there are Waiver's due the page displayed looks like this.



The Search Results returned has the following columns and information

- PIN=Customer ID
- Name= Name of Customer,
- Address= Residence of Customer,
- Petition Number=Taken from Program Registration
- Waiver Deadline-Due Date
- Application Date= TAA Application Date



ASSET SYSTEM REPORTS

5-17 ____ TAA WAIVER DEADLINE REPORT ____

The report data is calculated for each of the Due Days with the following requirements:
-Displays TAA participants with petition #s that is => 70000 and meets the following conditions:

Current requirements:

- 1.) Do not have an actual start date of a Training Service
- 2.) Do not have a "Training Waiver Review Service."
- 3.) Current date is within 30 days of waiver deadline (Certification date plus 26 weeks Or Most Recent Date of Separation plus 26 weeks which is the later).

Previous Requirements:

-Displays TAA participant with Petition numbers that are < than 70000 and meet the following conditions:

- 1.) Do not have an actual start date
- 2.) Do not have a "Training Waiver Review" service
- 3.) Current Date is within 30 days of waiver deadline (Certification date plus 8 weeks Or Most Recent Date of Separation plus 16 weeks, whichever is the latter).

To verify the Waiver Deadline Date, click on the PIN. This will re-direct staff to the General Program Summary page for TAA in ASSET. The date you will need to verify is located on the TAA tab, and will be either the **Date of Determination** or Most Recent Qualifying Separation Date.

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