

DWD – DVR JOB AID FOR ENTERING TIME AND LEAVE
UPDATED CODING ONLY

12/16/15

1. Only counselors shall use the "Task Profile ID" in table 1 below. This includes all permanent, project, LTE and Promise Grant counselors, including VR assistant-LTE's.

TABLE 1 -- TASK PROFILE ID'S – COUNSELORS ONLY				
WDA/PROGRAM	PERM/PROJ	PERM (working on PETS)	LTE	LTE (working on PETS)
1	445VR00007	445VR00049	445VR00008	445VR00050
2	445VR00011	445VR00051	445VR00012	445VR00052
3	445VR00015	445VR00053	445VR00016	445VR00054
4	445VR00019	445VR00055	445VR00020	445VR00056
5	445VR00023	445VR00057	445VR00024	445VR00058
6	445VR00027	445VR00059	445VR00028	445VR00060
7	445VR00031	445VR00061	445VR00032	445VR00062
8	445VR00035	445VR00063	445VR00036	445VR00064
9	445VR00039	445VR00065	445VR00040	445VR00066
10	445VR00043	445VR00067	445VR00044	445VR00068
11	445VR00047	445VR00069	445VR00048	445VR00070
PROMISE	445VR00087	N/A	N/A	N/A

2. All business service consultants (BSC's) shall use the "Task Profile ID" in table 2 below.

TABLE 2 -- TASK PROFILE ID'S – BSC'S ONLY	
WDA/LOCATION	BUSINESS SERVICE CONSULTANTS
1	445VR00073
2	445VR00074
3	445VR00075
4	445VR00076
5	445VR00077
6	445VR00078
7	445VR00079
8	445VR00080
9	445VR00081
10	445VR00082
11	445VR00083
Central Office (1 staff only)	445VR00072

3. All remaining field-based staff that do not fit into the above categories (i.e., are not counselors or BSC's) shall use the "Task Profile ID" in table 3 below.

TABLE 3 -- TASK PROFILE ID'S – FIELD-BASED NON-VRC'S OR NON-BSC'S				
WDA/PROGRAM	PERM/PROJ	PERM (working on PETS)	LTE	LTE (working on PETS)
1	445VR00005	445VR00049	445VR00006	445VR00050
2	445VR00009	445VR00051	445VR00010	445VR00052
3	445VR00013	445VR00053	445VR00014	445VR00054
4	445VR00017	445VR00055	445VR00018	445VR00056
5	445VR00021	445VR00057	445VR00022	445VR00058
6	445VR00025	445VR00059	445VR00026	445VR00060
7	445VR00029	445VR00061	445VR00030	445VR00062
8	445VR00033	445VR00063	445VR00034	445VR00064
9	445VR00037	445VR00065	445VR00038	445VR00066
10	445VR00041	445VR00067	445VR00042	445VR00068
11	445VR00045	445VR00069	445VR00046	445VR00070
PROMISE	445VR00085	N/A	445VR00086	N/A

4. Central office staff shall use the "Task Profile ID" in table 4 below.

TABLE 4 -- TASK PROFILE ID'S – CENTRAL OFFICE ONLY			
OFFICE	PERM/PROJ	PERM (working on PETS)	LTE
ADMIN OFFICE (except admin and deputy)	445VR00001	N/A	N/A
BMS (except director)	445VR00002	445VR00092	445VR00003
CO BCS (for 2 staff only, except for director and assistant)	445VR00004	445VR00092	N/A
PROMISE VRC'S	445VR00087	N/A	N/A
PROMISE CCC'S	445VR00085	N/A	445VR00086

5. The administrator, deputy administrator, BMS bureau director, and BCS bureau director and assistant director will receive their coding in a separate correspondence. There are also about a handful of central office staff that are permitted to code their time to several task groups who will also receive their instructions in a separate correspondence. Those correspondences have already been sent out.