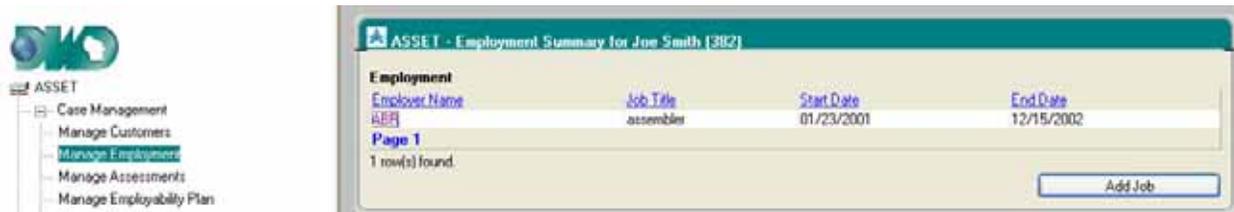


# ASSET Users' Guide

## ASSET CASE MANAGEMENT FUNCTION

### 3-3 MANAGE EMPLOYMENT

The Manage Employment function will present a new page first (Employment Summary page) that shows a listing of all job history for the selected participant. The purpose of this function is so that Case Managers can see at a glance the Employer(s) Name for whom the person worked, their Job Title, and the Start and End dates of the employment.



Workers may view any of the details for an existing employer record by clicking on the underlined employer name link or may create a new employment record by clicking the Add Job button. An existing record may be updated at any time. The Employment Details screen captures all the information related to a customer's previous job(s).

There are four questions that will require a response when adding a new job (or updating an existing record). They include:

1. Is this employer a Federal Contractor?  
Check "Yes," if this employer is identified on the Federal Contractor Job Listing (FCJL).
2. Is this job a Federal Job?  
Check "Yes," if this job is a federal government employer.
3. Is this a temporary job (less than or equal to 30 days)?  
Check "Yes," if this job is **expected** to last < 30 days.
4. Estimated number of hours per week:  
Put the actual or estimated number of work hours per week that this customer had (or will have) on this job.

# ASSET Users' Guide

## ASSET CASE MANAGEMENT FUNCTION

### 3-3 MANAGE EMPLOYMENT

Clicking on the Add Job button displays the following screen:

**ASSET - Employment Details for Joe Smith (382)**

Save

**Employment History Information:**

- \* Employer Name: [Text Field]
- Employer Address Line 1: [Text Field]
- Employer Address Line 2: [Text Field]
- Employer City: [Text Field]
- Employer State: [Dropdown]
- Employer Zip: [Text Field] - [Text Field] [#####-####]
- Employer Phone Number: [Text Field] [####] ###-#### Extension: [Text Field]
- \* Job Title: [Text Field]
- Occupational Category: [Dropdown]
- \* O\*NET Code: [Text Field] [##-#####-###] [Link to O\\*NET](#)
- \* NAICS: [Text Field]  
[Select NAICS](#) [Link to NAICS](#)
- Pay: \$ [Text Field]
- Rate: [Dropdown]
- Other: [Dropdown]
- Start Date: [Text Field] [mm/dd/yyyy]
- End Date: [Text Field] [mm/dd/yyyy]
- \* Reason for Leaving: [Dropdown]
- \* Is this employer a federal contractor?  Yes  No  No Response [SEE LIST](#)
- \* Is this job a federal job?  Yes  No  No Response
- \* Is this a temporary job (less than or equal to 30 days)?  Yes  No  No Response
- \* Estimated number of hours per week: [Text Field]

\* Case Manager: **Sill, Catherine** [Charge Staff](#)

Staff Type: [Dropdown]

\* Office Code: **0810-Dane County Job Center** [Dropdown]

WDA: **010-South Central**

Created: [Text Field] By: [Text Field]

Last Updated: [Text Field] By: [Text Field]

Save



# ASSET Users' Guide

## ASSET CASE MANAGEMENT FUNCTION

### 3-3 MANAGE EMPLOYMENT

The field definitions for this page are:

| FIELD                               | REQUIRED | DESCRIPTION   |
|-------------------------------------|----------|---|
| • <b>Employer Name</b>              | Yes      | Text field for the name of the employer or company. Be as complete and accurate as possible to avoid potential confusion  |
| • <b>Employer Address 1 &amp; 2</b> | No       | Text field for the Employer mailing address   |
| • <b>Employer City</b>              | No       | Text field for the City of Employer Location  |
| • <b>Employer State</b>             | No       | Drop down menu item. State in which the Employer is located   |
| • <b>Employer Zip</b>               | No       | Text field – Zip Code of Employer   |
| • <b>Employer Phone Number</b>      | No       | Text field –Telephone Number for Employer   |
| • <b>Job Title</b>                  | Yes      | Title of job performed by the individual at the employment site.  |
| • <b>Occupational Category</b>      | No       | Occupational category that is used to classify occupations based on the Job Title.  |
| • <b>O*Net Code (Number)</b>        | Yes      | The O*NET code is system generated once the occupational category is selected. A worker can use the Link to O'NET to access additional codes if preferred.  |
| • <b>NAICS</b>                      | Yes      | The NAICS code is system generated if a code is selected from the pop up box that appears when the worker presses the Select NAICS button. The NAICS code can also be manually entered by the worker, if known. |
| • <b>Link to NAICS</b>              | No       | Link to the North American Industry Classification System web-site  |
| • <b>Pay</b>                        | No       | Text field to enter the wage for this job.  |



# ASSET Users' Guide

## ASSET CASE MANAGEMENT FUNCTION

### 3-3 MANAGE EMPLOYMENT

| FIELD                             | REQUIRED         | DESCRIPTION   |
|-----------------------------------|------------------|---|
| • <b>Rate</b>                     | No               | What the pay was based on e.g., per hour/day/week/month/year  |
| • <b>Other</b>                    | No               | If paid other, workers should attempt to factor an hourly rate based on salary, commissions, in-kind wages, Per Day |
| • <b>Start and End Date</b>       | No               | Date the job began and ended  |
| • <b>Reason for Leaving</b>       | Yes              | Circumstances why the employment ended  |
| • <b>Federal Employer ID</b>      | Yes              | Employer is listed on the Federal Contractor Job Listing (FCJL)   |
| • <b>Federal Job Information</b>  | Yes              | Employment is a Federal Government Job  |
| • <b>Temporary Job</b>            | Yes              | Will the job be less than or equal to 30 days   |
| • <b>Estimated Hours per Week</b> | Yes              | Actual or estimated number of work hours per week the customer had on the job                                       |
| • <b>Case Manager</b>             | Yes              | Staff who is working with the individual  |
| • <b>Office Number &amp; WDA</b>  | Yes              | Office Number(s) where Case Manager works and Workforce Development Area associated with that office                |
| • <b>By Block</b>                 | System Automated | Date Data was keyed into ASSET and Date of information change   |

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