

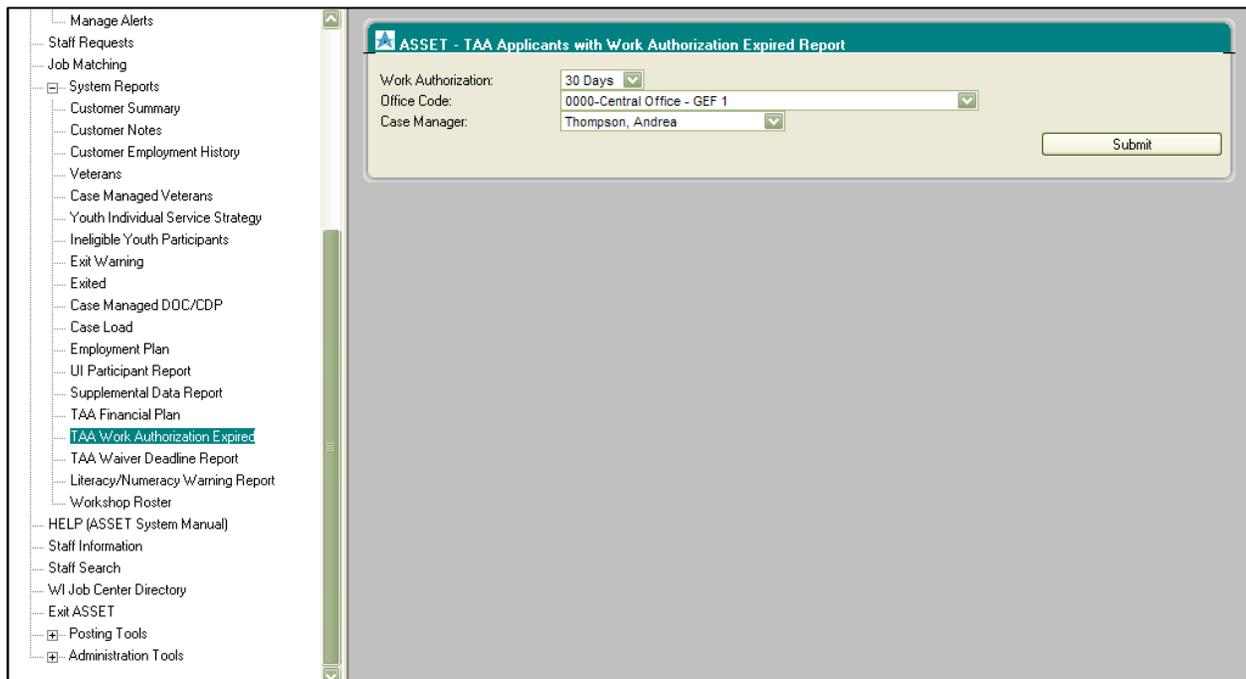
# ASSET Users' Guide

## ASSET SYSTEMS REPORT

### 5-19        TAA WORK AUTHORIZATION EXPIRED

The **TAA Work Authorization Expired** report provides TAA staff the ability to view a list of customers who are not U.S. citizens, have an open TAA service and who are either no longer eligible to work or will become ineligible to work within a selected timeframe.

The report is accessed under the System Reports left navigation menu in ASSET. Click on the plus (+) sign next to System Reports. Then click on TAA Work Authorization Expired.



To generate a report with data first select the work authorization status, either 30, 60 or 90 days until expiration, expiration past due, or no expiration date. Next, select the Office Code and Case Manager as additional search criteria and click the Submit button.



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#### FIELD DEFINITIONS

FIELD	FIELD DEFINITIONS
• <b>Work Authorization</b>	The work authorization status: <ul style="list-style-type: none"><li>• 30 Days (until the expiration date)</li><li>• 60 Days (until the expiration date)</li><li>• 90 Days (until the expiration date)</li><li>• Past Due (date has already expired)</li><li>• No Date</li></ul>
• <b>Office Code</b>	The TAA program office code.
• <b>Case Manager</b>	The TAA program case manager.



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### 5-19        TAA WORK AUTHORIZATION EXPIRED

If there are customers who meet the search criteria selected (i.e. whose work authorization has already expired or will expire within the selected time frame based on the office code and case manager selected), a list of those customers will display.

The screenshot shows the ASSET system interface for generating a report. On the left is a navigation menu with various system reports. The main area displays the search criteria for the report: Work Authorization (60 Days), Office Code (0000-Central Office - GEF 1), and Case Manager (Thompson, Andrea). Below the search criteria is a table of search results with columns for PIN, Name, Address, Phone Number, Work Auth Expr Date, and Days Due. Two results are shown: Holly Gallik (PIN 7274) and Karl Kunkel (PIN 7276).

PIN	Name	Address	Phone Number	Work Auth Expr Date	Days Due
7274	Gallik, Holly	1614 Egleston Street, Madison, WI, 53711		05/15/2011	38
7276	Kunkel, Karl	1508 Waverly Place, Oregon, WI, 53575		04/30/2011	23

The Search Results include the following columns and information:

- PIN = Customer ID
- Name = Customer Name
- Address = Customer's Address of Residence
- Phone Number = Customer's Phone Number, if provided
- Work Authorization Expiration Date = Date on which the Work Authorization expired or will expire, if applicable
- Days Due = Number of Days remaining until the work authorization expires, if applicable

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In order for a customer to display on the report, the customer must:

- Have an open episode (i.e. have no exit date).
- Have a TAA registration.
- Not be a U.S. Citizen and (one of the following):
  - Not legally authorized to work
  - Legally authorized to work, but has an expired work authorization date or a work authorization date that will expire in the amount of time specified in the search criteria (30, 60 or 90 days).

If an Office Code is specified as a search criterion, the selection must match the TAA program office code. If a Case Manager is specified as a search criterion, the selection must match the TAA program case manager.

“Past Due” should be selected as the work authorization status when conducting a search if case managers wish to find those customers whose work authorization expiration date has already passed. Case managers can select “No Date” to include any customers for whom no work authorization expiration date has been specified.

To verify the Work Authorization Expiration status, click on the PIN for the desired customer in the search results list. This will access the General Program Summary page for TAA in ASSET. The Work Authorization Expiration Date is located at the bottom of the TAA tab.

[Return to Index – Click here](#)