

## **Processing Employer Registrations for JobNet Business Access**

The current process and procedures for approving employer registrations have been in place since the Wisconsin Job Order System (WJOS) came into existence in July 2001. (JobNet Business replaced WJOS in November 2005.) When WJOS was in the design phase, a decision was made to focus on making things as easy as possible for the employer customer. Employers would need to have only one registration, almost always with the Job Center that serves the county where the employer is located. That Job Center would process all of the job orders for that employer contact, regardless of where in the state the job opening was occurring.

Registrations can be accepted from employers who have a job opening in Wisconsin, or in a county that borders Wisconsin. The employer does not have to be located in Wisconsin or a bordering county. Employer registrations appear on the Request for Assistance list in JobNet Business. Registrations should be handled by the office that serves the county where the employer is located. Not all registrations fit that description, and those are explained in the "Instructions for Determining Which Office Should Approve an Employer Registration".

Staff should not automatically approve every registration that appears on the Request for Assistance list. Most registrations are straightforward, and the employer registers with the correct office. However, some registrations may need to be moved to another office, may not be for legitimate employers, may be from a job seeker, or may be for companies that don't have a job opening in Wisconsin or a bordering county.

Once an employer's registration is processed and approved, all job orders entered by that person will come to the office that approved the registration, regardless of where in the state the job opening is occurring. This makes things easier for the employer customer because he or she only needs one registration and only needs to work with one Job Center.

### For example:

Wisconsin Bank has 60 branches around the state. Susie Jones, the Human Resources Director, is located in Eau Claire. Susie registers with the Eau Claire County Job Center. Job Center staff approve her registration. All job orders that Susie enters, regardless of which branch they are for, will go to the Eau Claire County Job Center for processing.

# Instructions for Determining Which Office Should Approve an Employer Registration

1. The registration should be handled by the office that serves the county where the employer is located.

For example, Waunakee is in Dane County.

**JobNet Business - Request for Assistance**

Save

**Request Type:** Registration

**Employer Information:**

Company Name: Windfall Pottery  
Street Address: 18765 Prairie Rd  
City: Waunakee  
State: WI  
Zip Code: 53597  
FEIN:  
UI Root Number:

**Site Company Description:**

**Contact Information:**

Role Title or Business Area: MANAGER  
Salutation: MS  
First Name: Sally  
Middle Initial:  
Last Name: Jones  
Account ID: WEXT\windfall1  
Telephone: (608) 849-9999 Extension:  
Fax: Extension:  
Cell Phone:  
E-Mail: [sally@windfallpottery.com](mailto:sally@windfallpottery.com)

May we contact you at this address for general job center announcements?  Yes  No

Preferred Method of Contact:

County/Job Center: **Note:** If this Request for Assistance should be assigned to another Job Center, Select a new Job Center and click SAVE.  
\* Dane / Dane County Job Center

**Comments:**

Get Contact

**Staff Comments:**

Text Limit: 2000 | Text Entered: 0

**Processed Date:** / /

**By:**

Save

2. Registrations can be accepted from employers who have a **job opening** in Wisconsin, or in a county that borders Wisconsin. The employer does not have to be located in Wisconsin or a bordering county. For example, a company in Fargo, North Dakota is looking for a salesperson to cover Wisconsin. This registration can be accepted because the job is in Wisconsin.

Out of state employers should be handled as follows:

- If the employer is located in a county that borders Wisconsin, the Job Center that serves the Wisconsin county that borders the employer's location should process the registration. For example, the Kenosha County Job Center should process registrations for Lake County, Illinois.
- If the employer is located outside of Wisconsin in a non-bordering county, staff should use their best judgment about which office should process the registration. Two examples:
  - An employer in Minnetonka, Minnesota registers and indicates he is recruiting for openings in Germantown, Waukesha and Butler, Wisconsin. Minnetonka is not in a county that borders Wisconsin. Since the openings are in Washington and Milwaukee counties, it is most logical for the employer to have his registration processed by one of the Job Centers serving those counties.
  - An employer in Centreville, Virginia registers with the Adams County Job Center. There is no information on the registration to indicate that a different Job Center would be a more logical choice to handle the registration. The Adams County Job Center staff should process the registration. The employer can choose any Wisconsin Job Center when processing the registration. There is no "right" or "wrong" Job Center in this situation.

3. Sometimes the employer chooses the wrong County/Job Center when registering. The most common reasons an employer chooses the wrong County/Job Center are:

- The employer registers based on where he has an opening, instead of where his company (or he himself, if there are multiple locations for the company) is located. For example, the company (and the person registering) is located in Green Bay, but the job opening is in Eau Claire. The employer should register with the Job Center Serving Northeast Wisconsin in Green Bay, since that is where the employer contact is located.

**JobNet Business - Request for Assistance**

Save

**Request Type:** Registration

**Employer Information:**

Company Name: Wisconsin Elevator Co  
Street Address: 3300 Velp Avenue  
City: Green Bay  
State: WI  
Zip Code: 54303  
FEIN:  
UI Root Number:

**Site Company Description:**

**Contact Information:**

Role Title or Business Area: MANAGER  
Salutation:  
First Name: Rob  
Middle Initial:  
Last Name: Smith  
Account ID: WEXT\elevatorguy2  
Telephone: (920) 424-9999 Extension:  
Fax: Extension:  
Cell Phone:  
E-Mail: [robsmith@vjopee.com](mailto:robsmith@vjopee.com)

May we contact you at this address for general job center announcements?  Yes  No

Preferred Method of Contact: Email

County/Job Center: **Note:** If this Request for Assistance should be assigned to another Job Center, Select a new Job Center and click SAVE.

\* Brown / Job Center Serving Northeastern Wisconsin

**Comments:**

We are looking to hire 2 Service Techs in the Eau Claire area.

Get Contact

**Staff Comments:**

Employer registered with Eau Claire instead of Brown. I switched him to Brown County, since that is where he is located. Linda Williamson, 5/17/07

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**Processed Date:** / /

**By:** WILLILI

Save

- The wrong County/Job Center is accidentally chosen. For example, Marathon instead of Marinette.

JobNet Business - Request for Assistance

**Request Type:** Registration

**Employer Information:**

Company Name: Farmington Mutual Bank  
Street Address: 1700 Ludington Street  
City: Marinette  
State: WI  
Zip Code: 54143  
FEIN:  
UI Root Number:

**Site Company Description:**

**Contact Information:**

Role Title or Business Area: ADMINISTRATIVE ASSISTANT  
Salutation:  
First Name: Milly  
Middle Initial:  
Last Name: Richards  
Account ID: WEXT\fmb1234  
Telephone: (715) 735-9999      Extension:  
Fax:      Extension:  
Cell Phone:  
E-Mail: [mrichards@fmb.net](mailto:mrichards@fmb.net)

May we contact you at this address for general job center announcements?     Yes     No

Preferred Method of Contact: Email

County/Job Center: **Note:** If this Request for Assistance should be assigned to another Job Center, Select a new Job Center and click SAVE.

\*  ▼

**Comments:**

**Staff Comments:**

Employer chose Marathon County when registering. I switched it to Marinette, based on the address. Linda Williamson, 5/17/07

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**Processed Date:**     /  /    

**By:**    WLLILI

- The employer doesn't know which County/Job Center to choose. This happens most often with out-of-state companies that don't know the names and locations of Wisconsin counties. For example, a company in Columbus, Ohio registers and chooses the Adams County Job Center because it is the first one on the list. When a Job Center staff person contacts the company, she learns that the company has a job opening in Hartland (Waukesha County).

JobNet Business - Request for Assistance

**Request Type:** Registration

**Employer Information:**

Company Name: Global Industries  
Street Address: 23400 University  
City: Columbus  
State: OH  
Zip Code: 43085  
FEIN:  
UI Root Number:

**Site Company Description:**

**Contact Information:**

Role Title or Business Area: HUMAN RESOURCES  
Salutation:  
First Name: Tom  
Middle Initial:  
Last Name: Jenkins  
Account ID: WEXT\globalindustries  
Telephone: (614) 555-4123      Extension:  
Fax:      Extension:  
Cell Phone:  
E-Mail: [jenkins@globalindustries.com](mailto:jenkins@globalindustries.com)

May we contact you at this address for general job center announcements?     Yes     No

Preferred Method of Contact:

County/Job Center:      **Note:** If this Request for Assistance should be assigned to another Job Center, Select a new Job Center and click SAVE.

\*  ▼

**Comments:**

We have an opening for a Regional Sales Manager in Hartland, Wisconsin.

**Staff Comments:**

Employer chose Adams County when registering. I switched it to Waukesha County. Linda Williamson, 5/17/07

Text Limit: 2000 | Text Entered: 107

**Processed Date:**     /  /    

**By:**    WILLILI

If the employer has chosen the wrong County/Job Center when registering, do the following:

1. Change the County/Job Center to the correct one. If you aren't sure what the correct County/Job Center is, use [www.mapquest.com](http://www.mapquest.com) to find out.
2. Write a brief explanation in the Staff Comments field, and
3. Click the Save button. **Do not put a date in the Processed Date field.**

The employer's registration will be moved to the correct Job Center for processing.