Alert 533 New/Updated FSET Employment

(*Process Help 74.3.2.3*)

This alert is generated so the IM worker can update employment information in CWW. It is generated when an FSET worker updates the Employment Assessment page when the customer reports new/updated employment to them. The alert will give you the case number but will not tell you which person on the case had the change in employment. You will have to use the PINs of all the people on the case to check the Employment Assessment page for employment changes.

To check this page, use these steps:

1) Enter a PIN of one of the customers into the quick select to bring up the Individual Summary page. On that page click on View FSET Participant Summary. (screen shot below)
2) This will now allow you access in the Navigation Menu to select options from the FSET tool. On the Navigation Menu under the FSET tool, click on Assessment, and then Employment to bring up the Employment Assessment page. (screen shot below)
3) On the Employment Assessment page you can see the employer, start date, and the reported hours and wage. (screen shot below)
   - Treat this information like a change report, update CWW with any new employment information, and pend the case if needed.
   - If the job has already been reported, check to see if there is a change in reported hours or wage.
4) If you have a question and want to see the FSET PIN comments, they can be accessed from the Individual summary page. (screen shot below)
5) There is a system issue that creates a new Employment Assessment page when an FSET worker runs through their driver flow for someone with no employment history. An alert will be created and the Employment Assessment page will look like the page below. If you see this page, you can just delete the alert. (screen shot below)

1)

2)

3)

4)

5)

Employment Assessment

Cancel ☐   Reset

Record Management

Last Updated:	09/05/2017	Sequence:	1
Updated By:	XWF029	Delete Reason:	▤

Employment Information

● Work Type:	NW - No Work Experience ▤	Job Title:	
Start Date:		End Date:	
Entered Employment?	No	Reason for Leaving:	▤
Employment Sector:	▤		

Employer Contact Information

Employer Name:		Contact Person Name:	
Employer Phone:	Ext.		
Address:			
City:		State:	▤
Zip Code:			

Wage and Benefits

Average Hours/Week:		Hourly Wage:	$

Benefits Received:

☐ Paid Time off   ☐ Paid Sick   ☐ Paid Vacation   ☐ Paid Holidays

☐ Health Insurance   ☐ Flexible Spending Plan   ☐ Tuition Reimbursement   ☐ Retirement

◀ ▶

Sequence   Updated on or before
[   ]   MM / DD / YYYY [Go]   ◀ ▤ ▤

Cancel ☐   ◀ Previous   Next ▶