Employment Info – IL Job Aid

The *Employment Info* screen allows users to document the Youth's employment/income information. Information entered on this screen will also be displayed on the *Youth Summary* screen.

Employment Info
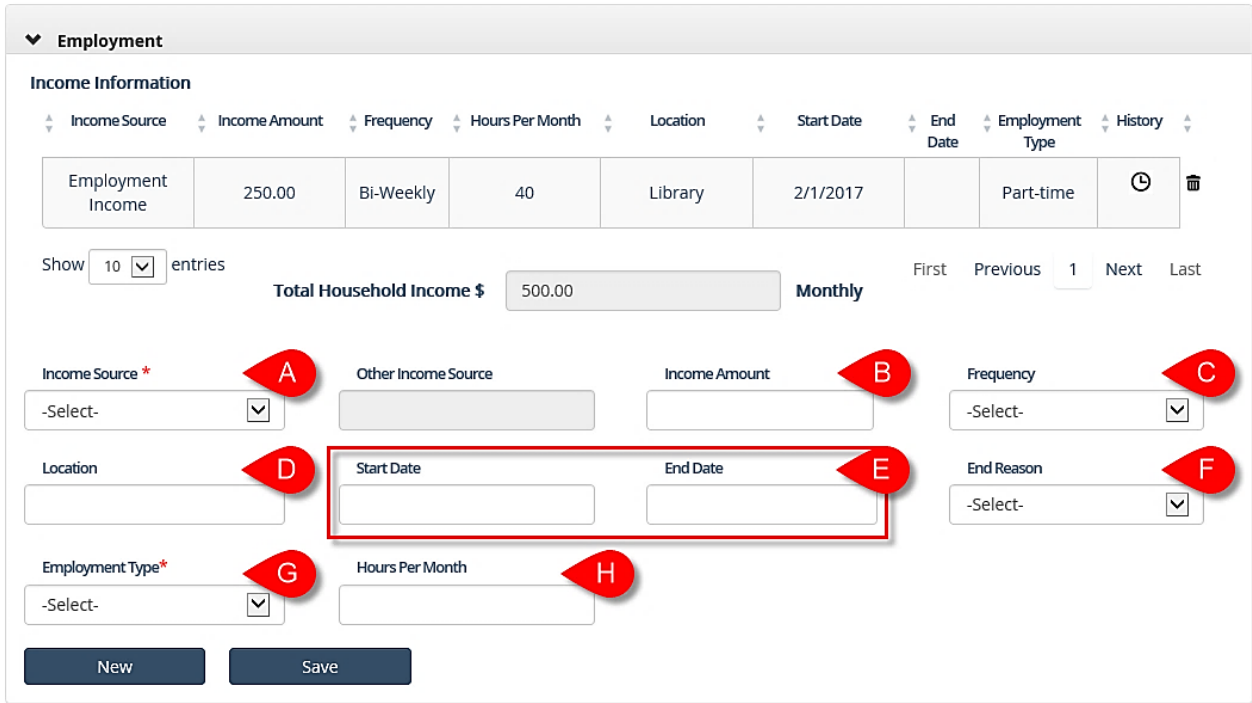

Navigation

1. From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.

    a. Click on the **Employment Info** tile.

2. The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.

Screens

1. ⌄ **Employment** :

a. *Income Source*: Select the type of income being documented from the drop-down. If the type selected is "Other" enter the type of income in the *Other* field.

b. *Income Amount*: Enter the Income Amount per pay period (Frequency) for this income source.

c. *Frequency*: Select the frequency of payment (pay period).

d. *Location*: If applicable, enter the location from which the income is received.

e. *Start Date and End Date*: If known, enter the Start Date for this source of income. If applicable, enter the End Date for this source of income.

f. *End Reason*: If an End Date has been entered, select the End Reason from the drop-down.

g. *Employment Type*: Select the type of employment from the drop-down.

h. *Hours Per Month*: If applicable, enter the approximate hours per month.

2. *Income Information* grid:

a. The History Icon [🕐] in the *History* column, when clicked, will open the *Employment History* pop-up. This pop-up contains the history of this specific line in the Income Information grid including prior documentation of *Income Amount, Employment Type, Frequency, Hours Per Month* as well as the date and time of each change.

To close the *Employment History* pop-up, click [Cancel].

b. To delete an Employment Record: Click the Delete Icon [🗑] to the right of the Income Record in the *Income Information* grid. A *Confirm Delete* pop-up will appear: Clicking [Yes] will delete the Income Record. Clicking [No] will cancel the action and the Income Record will not be deleted.

c. *Total Household Income*: This is calculated based the total active monthly income using the start and end dates of all of the income as well as the frequency and the amount(s) entered.

For more information…

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: https://servicedesk.alleghenycounty.us

This and other Job Aids can be found at: http://s3.amazonaws.com/dhs-application-support/index.htm