Department of Human Services
Allegheny County, Pennsylvania

Jail Collaborative– Provider
Adding Employment Information

A Provider can add/update employment information for a Jail Client and view existing employment records created by other users.

Completing the Employment Screen

1. Bring Jail Client into Focus.
2. Navigate to the *Client Employment* screen.
   a. **Jail Collab. > Client > Employment**
   b. The *Client Employment* screen appears with the *Client Employment* grid at the top of the page.
      i. If no employment records exist, enter information directly into the blank fields at the bottom of the page.
      ii. If employment records exist, the grid will display these records. The fields on the tabs populate with the information for the employment record highlighted. Click **[New]** to add a new employment record.
3. Complete the *Address* and *Occupation* tabs.
   Address Tab
      a. Enter the *Employer Name*.
      b. Complete the *Phone* and *Extension* fields.
      c. Enter an address for the employer in the *Address* field.
         TIP: To add an address, click **[Edit]** beneath the Address field. Select the type of address and information and click **[Search]**. The application verifies the address entered with Postal records to show possible alternatives. Select the correct address and click **[OK]**. If correct address does not appear as an option, select the box next to Save Without Verification and click **[OK]**.
   Occupation Tab
         TIP: Once all known information is entered in the Address tab, click on the Occupation tab. This will bring this tab to the front.

a. Complete the *Supervisor* section
    i. Enter all known information about the client's Supervisor in the appropriate fields.
b. Complete the *Occupation* section.
    i. Select the *Employment Type*.
    ii. Enter the client's *Title/Position.*
    iii. Enter comments about the Jail Client's work schedule in the *Work Schedule* box.
    iv. Click **[Select]** under the *How Client Obtained Job* box. The *How Client Obtain Job* multi-select appears; highlight any that apply, click **[>>]** and click **[OK]**. If *Other*, complete the S*pecify Other* field.
    v. Select the *Start Date* and *End Date*.
    vi. Click **[Select]** under the *Benefits* box to choose benefits. The *Benefits* multi-select will appear. Highlight all that apply, click **[>>]** and click **[OK]**.
    vii. Select the *Job End Reason*. If *Other*, complete the S*pecify Other* field.
    viii. For *Type,* select either *Part Time* or *Full Time.*
        TIP: *You will only be able to choose one of these responses.*
    ix. For *Duration,* select either *Seasonal* or *Year Around*
        TIP: *You will only be able to choose one of these responses.*
c. Complete *Wage* section,
    i. Select the *Start Date and End Date.*
    ii. Enter the client's *Wage.*
    iii. Select the button next to either *Seasonal* or *Year Around.*
    iv. Enter *Hours worked per week.*
    v. Enter *Hours desired to work.*
4. Once all known information is entered in both the *Address* and *Occupation* tabs, click **[Save]** at the bottom of the screen. The employment record created appears in the grid.
    TIP: *Not all the information entered appears in the grid. To view all the details for an employment record, highlight the one of interest in the grid. The fields below populates with information from this record.*

For more information…