

Local Hiring in B2Gnow

Entering New Hire Information

If you reported that you hired workers for the contract and you do not have a waiver for hiring locally:

We need the address and other required information on new hires for city contracts. They need to be added to your vendor profile once and then can be assigned to contracts as needed.

Where to find:

In the vendor profile, “Employees” tab. On the contract profile, “Workforce Employee List” and then “Manage Employees” button. Add all the new hires you’ve hired for city contracts only once, and then assign them as needed to contracts according to how many new hires you’ve reported on your monthly employment report.

Fields:

In “Add Employee” (Only Once per Worker)

1. Employee Information: First name; Last name; Active employee; SSN (Social Security Number, at least last four digits); Position (job title). Skip other fields.
2. Additional Information: Date state; Pay rate (basic or standard); Skip down to the local hiring fields marked with a red star – Referral source, Highest education level completed, Benefits offered, Hours per week, Date posted with MOED (if applicable), Application date. You may leave comments in Notes or attach supporting files if desired.
3. Work contact information: skip
4. Home contact information: Fill out address, city, state, and zip code.
5. Apprentice information: not used, skip
6. Insurance information: not used, skip

Save.

In “Assign Employee to Contract” (in Contract’s Workforce Employee List Tab)

1. Select employee(s) in drop-down list (if not found, see “Add Employee” above)
2. In “Craft”, select the only option, “New Hire.”
3. Start date on contract – *should be in the reporting period*
4. **All other fields are optional**

Save