

Summer Youth Employment Program (SYEP) Phase One User Guide

Table of Contents

Getting Started	3
SYEP - Introduction	3
Accessing the SYEP application	3
Login.....	3
For External Users Only	4
Resetting your system password	4
Navigation.....	7
Employer Maintenance	8
Adding a new Employer	9
Adding a new Employer Contact/Editing an Employer Contact	12
Youth Maintenance	15
Adding a new Youth.....	15
Editing a Youth.....	18
Adding Youth Employment	19
Editing Youth Employment	21
Reporting an Error	22
Reports	22
Report Parameters.....	23
Statewide/County Youth Demographic Data	23
Statewide/County Employer Data	23
Statewide/County Employment Data	23
Statewide SYEP Participants and Employers	23

Getting Started

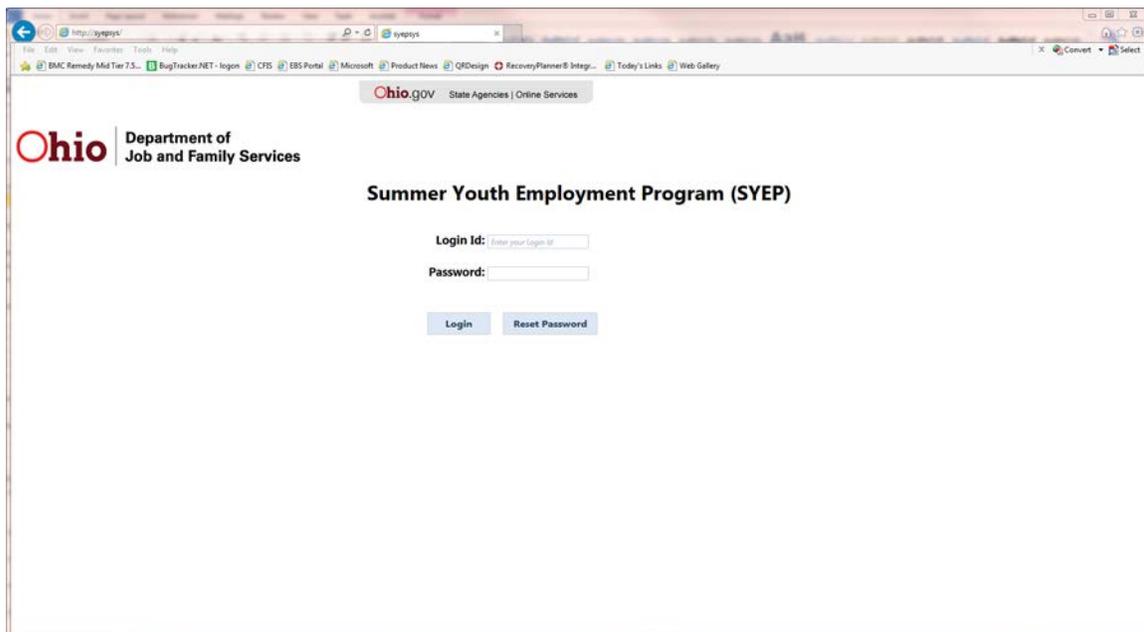
SYEP - Introduction

Accessing the SYEP application

Login

To log into the SYEP application:

1. In your internet browser (i.e Internet Explorer), navigate to the SYEP website (<https://syep.jfs.ohio.gov>) and click on link.
2. Log into the SYEP application using your network ID and password (if State or County user) or your system Login ID and password (if external user).



3. Click the Login button.
4. If your credentials were entered correctly, you will be taken to the SYEP main screen.

For External Users Only

Resetting your system password

For new external users who do not have a system password yet or have forgotten their login password:

1. External Users that have been set up in the SYEP will have a user ID in the system. That ID is first initial of first name and complete last name (i.e. Jay Smith would be **jsmith**)
2. Enter your login ID and click the **Reset Password** button. If you have a valid email address on file, an email will be sent to that email address with a temporary password.



3. Use the temporary password in the email to login.
4. You will be prompted to enter a permanent password.
5. If you have an issue with a password reset, email FAP_Contracts@jfs.ohio.gov.

SYEP User Guide

Enter a new password in both boxes. The passwords must match.

New Password:

Confirm Password:

Save Password

1. Enter a new password in the new password and confirm password text boxes. An indicator will display if the passwords do or do not match.

Enter a new password in both boxes. The passwords must match.

New Password:

Confirm Password: No Match

Save Password

Passwords do not match

SYEP User Guide

Enter a new password in both boxes. The passwords must match.

New Password:

Confirm Password: Match

Passwords match

2. Once the passwords match, click **Save Password**.

SYEP User Guide

Navigation

After successfully logging in SYEP you will see the main SYEP page:



The main menu (see image below) is located near the top of the page



There are three menu options Employers, Youth and Reports.

SYEP User Guide

EMPLOYERS

Use this option to enter or update employer information.

YOUTH

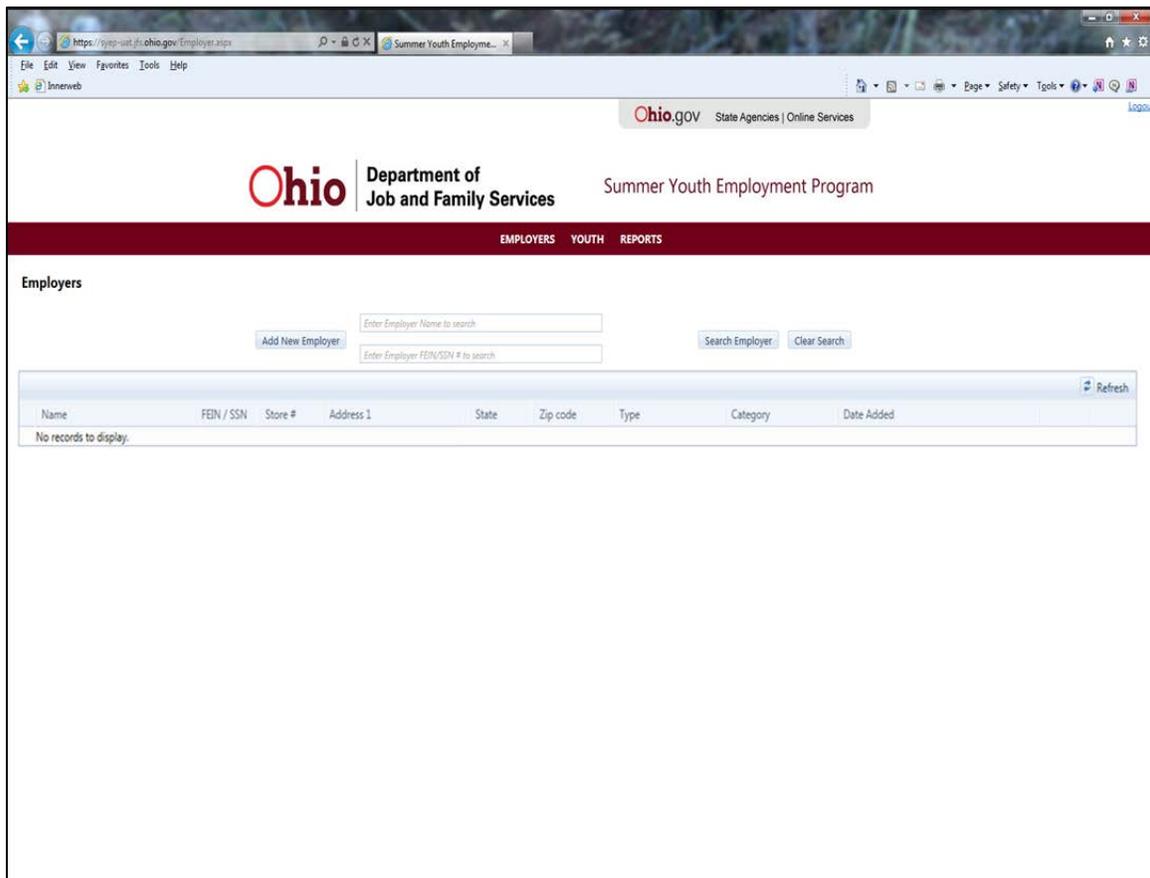
Use this option to enter Youth and their employment information

REPORTS

Use this option to run reports related to Youth, Youth Employment and Employers.

Employer Maintenance

To access employer maintenance, click on the **EMPLOYERS** menu link. You will see the main employer maintenance page:



SYEP User Guide

Adding a new Employer

Before you can add a new employer, you **must** first search the system's existing employers to ensure you are not attempting to add an employer that already exists in SYEP.

To search for an employer:

1. Enter all or part of the employer's name and/or the employer's FEIN/SSN.
2. Click the **Search Employer** button.
3. Review the list of returned employers to determine if they match the employer you want to add.

Search Note:

Name searches are not case sensitive. In addition, searches are performed where the name **or** the FEIN/SSN search values are contained in either field.

The image below shows an example of searching for all employers whose name contains the letters "Be".

The screenshot displays the Ohio Department of Job and Family Services Summer Youth Employment Program interface. The search results are as follows:

Name	FEIN / SSN	Store #	Address 1	City	State	Zip code	Type	Category	Date Added	
BIG BERTHAS BOUNCY BILLIARDS	xxxxx8018		175 Baseline Dr	Columbus	OH	43228	Finance, Insurance and Real Estate	Private	05/15/2014	Edit Youth Employees
Benny's Pizza	xxxxx6511	1	388 Industrial Parkway	Marysville	OH	43040	Retail Trade	Public	05/09/2014	Edit Youth Employees
Floyd's Barber Shop	xxxxx7888		100 Main St.	Mayberry	OH	44123	Services	Private	05/13/2014	Edit Youth Employees
Goober's Gas Station	xxxxx2323		200 Main St.	Mayberry	OH	43210	Transportation, Communications, Electric, Gas and Stationary Services	Public	05/13/2014	Edit Youth Employees
JP's Barbeque Ribs	xxxxx2123		Bolton Field	columbus	OH	43215	Retail Trade	Public	05/13/2014	Edit Youth Employees

SYEP User Guide

If the employer does not exist in the SYEP system, click on the **Add New Employer** button to enter the new employer.

The Add New Employer screen will be displayed:

At a minimum, you must enter all fields that are marked as required. Required fields are indicated with a red asterisk (*) in front of each field.

Employer Name

Enter the name of the employer. **This field is required.**

FEIN/SSN

Select either FEIN or SSN depending on which value is appropriate for the employer. **This field is required**

Enter the 9 digit FEIN or SSN.

Store Number (optional)

Some employers have multiple locations. You will want to uniquely identify each employer by entering a store number.

[Click here, after entering name, FEIN/SSN and Store Number \(if applicable\), to check if the employer already exists?](#)

Click this link to perform an exact match search for the employer. This step is required in order to enter the remainder of the employer's information. If a match is found, Cancel the adding of the employer and perform another search to ensure that the employer is indeed already in the system.

SYEP User Guide

<u>Address 1</u>	This field is required. Enter the employer's street address.
<u>City</u>	Enter the employer's city. This field is required.
<u>State</u>	Enter the employer's state. This field is required.
<u>Zip Code</u>	Enter the employer's zip code. This field is required.
<u>Employer Type</u>	Select the appropriate employer type from the drop down list. This field is required.
<u>Employer Category</u>	Select the appropriate employer category from the drop down list. This field is required.
<u>Contact Info</u>	Enter the employer's primary contact information. Additional contacts can be added from the employer front page. See Adding Additional Employer Contacts later in this document.
<u>First Name</u>	Enter the contact's first name. This field is required.
<u>Last Name</u>	Enter the contact's last name. This field is required.
<u>Phone Number</u>	Enter the contact's phone number. Area code must be included. This field is required.
<u>Extension</u> (optional)	Enter a phone extension if appropriate.
<u>E-mail Address</u> (optional)	Enter the contact's email address if available.

Once all of the required information is entered, click the **Save Employer** button.

To cancel adding the employer, click the **Cancel** button

Adding a new Employer Contact/Editing an Employer Contact

To add a new employer contact or edit an existing contact:

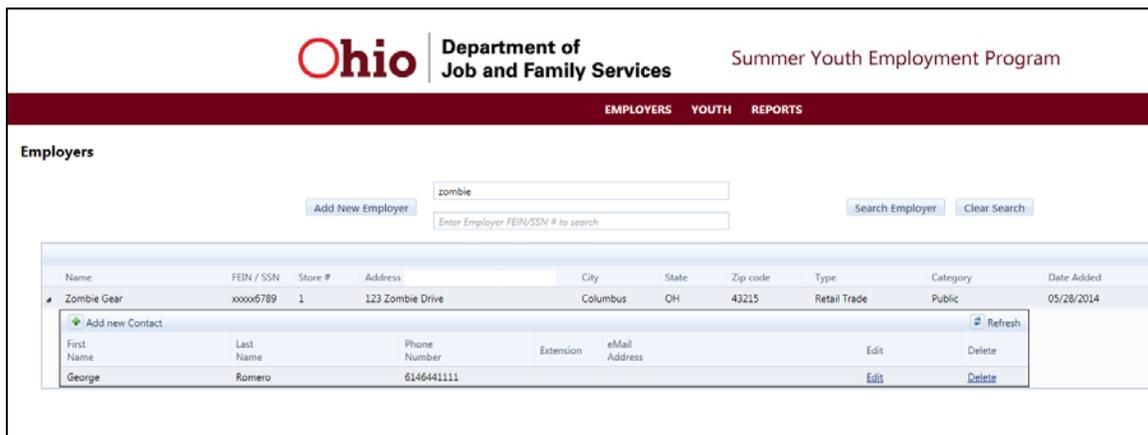
1. From the employer main page (see below), enter the search criteria to locate the employer whose contact information you want to edit.



In the image above, we searched for an employer whose name contained Zombie. This resulted in the display of one employer whose name is Zombie Gear.

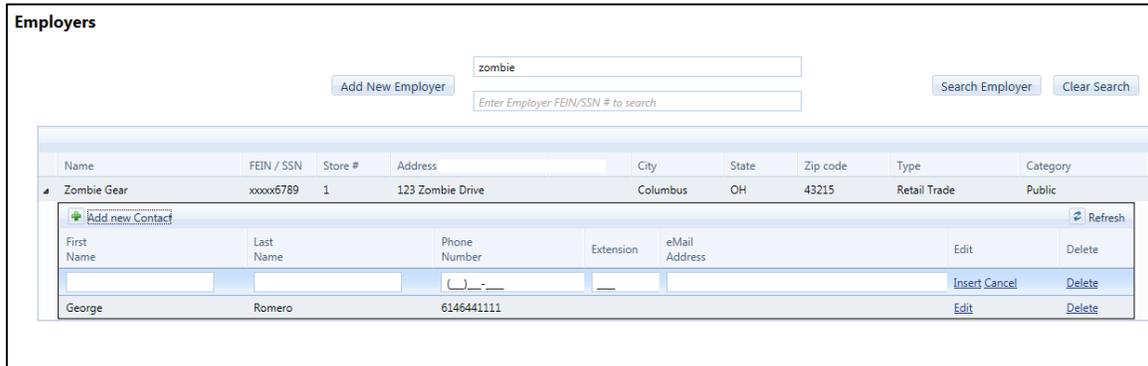
To add a new contact for an employer, follow these steps:

1. Click on the arrow  to the left of the employer's name in the grid. This will display a sub-grid showing all of the current contacts for the employer (see image below).



SYEP User Guide

2. Click the **Add New Contact** link  at the top of the contact grid. This will open up edit fields in the grid for you to enter contact information (see image below).



The screenshot shows the 'Employers' interface. At the top, there is a search bar with the text 'zombie' and buttons for 'Add New Employer', 'Search Employer', and 'Clear Search'. Below the search bar is a table with columns: Name, FEIN / SSN, Store #, Address, City, State, Zip code, Type, and Category. The first row is 'Zombie Gear' with FEIN/SSN 'xxxxx6789', Store # '1', Address '123 Zombie Drive', City 'Columbus', State 'OH', Zip code '43215', Type 'Retail Trade', and Category 'Public'. Below this table is a form for adding a new contact. The form has columns: First Name, Last Name, Phone Number, Extension, eMail Address, Edit, and Delete. The first row of the form is empty, and the second row contains the contact information for George Romero: First Name 'George', Last Name 'Romero', Phone Number '6146441111', and Edit/Delete buttons.

3. Enter the required contact information:

- First Name** Enter the contact's first name. **This field is required.**
- Last Name** Enter the contact's last name. **This field is required.**
- Phone Number** Enter the contact's phone number. **This field is required.**
- Extension** Enter the contact's phone extension.
- e-Mail Address** Enter the contact's e-mail address.

4. Click **Insert** to add the new contact.

Click the **Cancel** button if you want to abort adding the new contact.

Editing a Contact

Follow the same steps to edit a contact with the exception of Step 2. Instead of clicking on the **Add new Contact** button, click the **Edit** link on the contact row you want to edit.

Deleting a Contact

To delete a contact, click the **Delete** link on the contact row you want to delete.

SYEP User Guide

Editing an Employer

To edit an employer,

1. Click on the **Edit** link on the employer row you want to edit.
2. An edit panel will be displayed with all of the employer information (see image below).

The screenshot displays the Ohio Department of Job and Family Services Summer Youth Employment Program interface. At the top, the Ohio logo and 'Department of Job and Family Services' are visible, along with the program name 'Summer Youth Employment Program'. Below this is a navigation bar with 'EMPLOYERS', 'YOUTH', and 'REPORTS'. The main content area is titled 'Employers' and features an 'Add New Employer' button, a search bar containing 'zombie', and a 'Search Employer' button. A table below the search bar lists employers with columns for Name, FEIN / SSN, Store #, Address, City, State, Zip code, Type, Category, Date Added, and an 'Edit' link. The first row is for 'Zombie Gear' with FEIN/SSN 'xxxx6789', Store # '1', Address '123 Zombie Drive', City 'Columbus', State 'OH', Zip code '43215', Type 'Retail Trade', Category 'Public', and Date Added '05/28/2014'. Below the table is a detailed edit form for 'Zombie Gear' with fields for Name, FEIN # (123-45-6789), SSN #, Store Number (1), Address1 (123 Zombie Drive), City (Columbus), State (Ohio), Postal Code (43215), Employer Type (Retail Trade), and Employer Category (Public). The form includes 'Update' and 'Cancel' buttons.

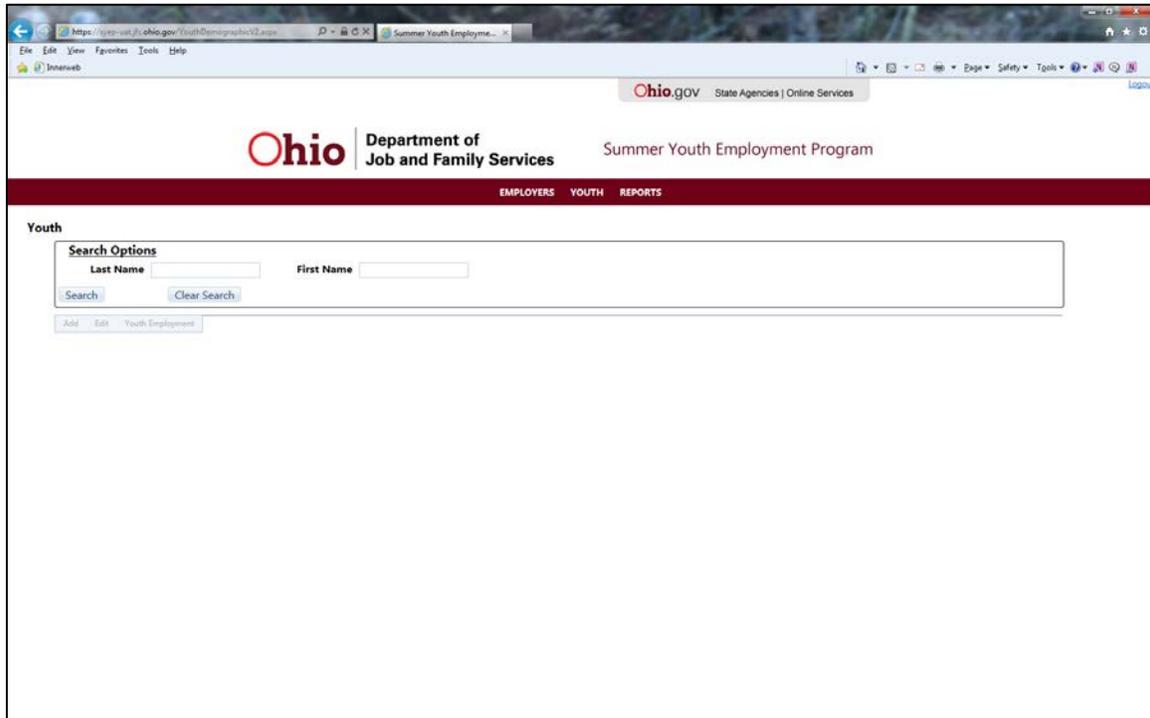
3. Make modifications to the fields you want to change.
4. Click the **Update** link to save your changes.

Cancel your changes by clicking the **Cancel** link.

SYEP User Guide

Youth Maintenance

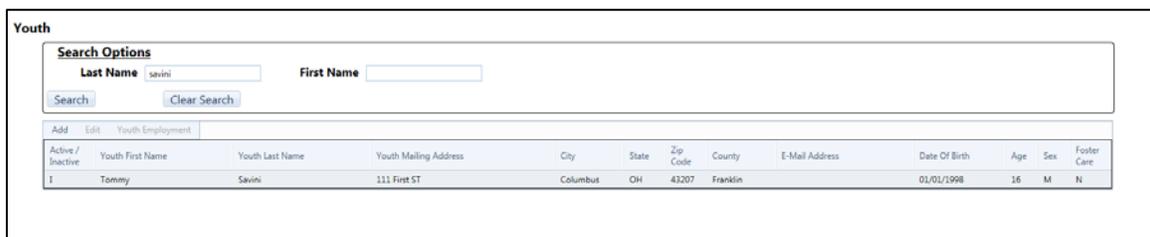
To access Youth maintenance, click on the **YOUTH** link in the menu. The Youth maintenance page will be displayed (see image below).



Adding a new Youth

Before adding a new youth, you **must** search for the youth to ensure they are not already in the SYEP system.

To search for a youth, enter all or part of the youth's first and/or last name and click the **Search** button. A list of youth matching the search criteria will be displayed (see image below).



SYEP User Guide

If the youth you are adding is not in the search results list, you can add the youth by following these steps:

1. Click the Add button  at the top of the youth grid.
2. The Add Youth page will be displayed (see image below).



The screenshot shows the 'Add New Youth' form within the Ohio Department of Job and Family Services Summer Youth Employment Program interface. The form contains the following fields:

- Active/Inactive: * I
- Youth First Name: *
- Youth Last Name: *
- Youth Mailing Address: *
- City: *
- State: Ohio
- Zip Code: *
- County: Adams
- E-Mail Address:
- Date of Birth: *
- Age: * (based on birth date)
- Sex: * Female
- Youth in Foster Care: * No

A red asterisk (*) indicates required fields. A legend at the bottom left of the form area states '* Required fields'.

At a minimum, you must enter all fields that are marked as required. Required fields are indicated with a red asterisk (*) in front of each field.

Active/Inactive

Read Only. This value is determined based on whether the youth is employed in the current period.

Youth First Name

Enter the first name of the youth. **This is a required field.**

Youth Last Name

Enter the last name of the youth. **This is a required field.**

Youth Mailing Address

Enter the youth's mailing address. **This is a required field.**

City

Enter the city where the youth resides. **This is a required field.**

State

Enter the state where the youth resides. **This is a required field.**

SYEP User Guide

<u>Zip Code</u>	Enter the zip code where the youth resides. Either 5 or 9 digits. This is a required field.
<u>County</u>	Enter the county where the youth resides.
<u>E-mail Address</u>	Enter the youth's email address.
<u>Date of Birth</u>	Enter the youth's date of birth. This is a required field.
<u>Age</u>	<u>Read Only.</u> This field will be calculated, based on date of birth, when the record is saved.
<u>Sex</u>	Enter the youth's gender. This is a required field.
<u>Youth in Foster Care</u>	Select yes if the youth is in foster care. This is a required field.

3. Once all of the required fields are entered, click the **Save** button to save the youth information.

You can cancel by clicking the **Cancel** button.

SYEP User Guide

Editing a Youth

To edit an existing youth,

1. Search for the youth based on first and/or last name.
2. Click on the youth row you want to edit (see image below).

The screenshot shows a web interface for searching youth. At the top, there is a 'Search Options' section with two input fields: 'Last Name' containing 'savini' and 'First Name'. Below these are 'Search' and 'Clear Search' buttons. Underneath is a table with columns: 'Active / Inactive', 'Youth First Name', 'Youth Last Name', 'Youth Mailing Address', 'City', 'State', 'Zip Code', 'County', 'E-Mail Address', 'Date Of Birth', 'Age', 'Sex', and 'Foster Care'. A single row is visible with the following data: '1', 'Tommy', 'Savini', '111 First ST', 'Columbus', 'OH', '43207', 'Franklin', an empty field, '01/01/1998', '16', 'M', and 'N'. Above the table are buttons for 'Add', 'Edit', and 'Youth Employment'.

3. Click the **Edit** button at the top of the grid. This will take you to the **Editing Youth** screen.

The screenshot shows the 'Editing Youth Tommy Savini' form. At the top, there is a header with the Ohio Department of Job and Family Services logo and 'Summer Youth Employment Program'. Below the header are navigation links: 'EMPLOYERS', 'YOUTH', and 'REPORTS'. The form title is 'Youth Editing Youth Tommy Savini'. It includes 'Save' and 'Cancel' buttons. The form fields are: 'Active/Inactive' (dropdown with 'I' selected), 'Youth First Name' (input with 'Tommy'), 'Youth Last Name' (input with 'Savini'), 'Youth Mailing Address' (input with '111 First ST'), 'City' (input with 'Columbus'), 'State' (dropdown with 'Ohio'), 'Zip Code' (input with '43207'), 'County' (dropdown with 'Franklin'), 'E-Mail Address' (input), 'Date of Birth' (input with '1/1/1998'), 'Age' (input with '16'), 'Sex' (dropdown with 'Male'), and 'Youth in Foster Care' (dropdown with 'No'). A red asterisk indicates required fields.

4. Once all of the desired fields have been edited, click the **Save** button.
Cancel adding the employment by clicking the **Cancel** button.

SYEP User Guide

Adding Youth Employment

To Add Youth Employment,

1. Select the youth in the search grid and click on the **Youth Employment** button at the top of the search results grid.
2. The Youth Employment page for the selected youth will be displayed (see image below).

The screenshot shows the 'Youth Employment' page for Tommy Savini. At the top, there is a header with the Ohio Department of Job and Family Services logo and the text 'Summer Youth Employment Program'. Below the header is a navigation bar with 'EMPLOYERS', 'YOUTH', and 'REPORTS'. The main content area is titled 'Youth Employment' and contains a 'Youth Participant' section with the following details: Name: Tommy Savini, Address: 111 First ST, Columbus OH 43207, Date of Birth: 1/1/1998, Gender: Male. Below this is an 'Add Youth Employment' button and a table with columns: Employer, City, State, County, Work Type, and Work Start - End. The table currently shows 'No records to display.'

3. Click the Add Youth Employment button to add new employment for this youth. The Add Youth Employment page will be displayed (see image below).

The screenshot shows the 'Add Youth Employment' form. At the top, there is a header with the Ohio Department of Job and Family Services logo and the text 'Summer Youth Employment Program'. Below the header is a navigation bar with 'EMPLOYERS', 'YOUTH', and 'REPORTS'. The main content area is titled 'Add Youth Employment' and contains the following fields: Participant (Savini, Tommy), County (Franklin), Start Date (mm/dd/yyyy), End Date (mm/dd/yyyy), Begin Rate, End Rate, Avg Hours/Week, Employer, Type of Work, Hired Permanently?, and Conclusion. There are 'Insert' and 'Cancel' buttons at the bottom right. A red asterisk (*) indicates required fields.

At a minimum, you must enter all fields that are marked as required. Required fields are indicated with a red asterisk (*) in front of each field.

SYEP User Guide

<u>Participant</u>	Read Only. This field shows the youth that was selected for whom to add employment.
<u>County</u>	Enter the county where the youth applied for the Summer Youth program. If you are a county or external user, this field will default to the county for which you are affiliated. This is a required field.
<u>Start Date</u>	Enter the start date of the youth's employment. This is a required field.
<u>End Date</u>	Enter the end date of the youth's employment if they have completed their employment with this employer.
<u>Begin Rate</u>	Enter the beginning pay rate. This is a required field.
<u>End Rate</u>	Enter the ending pay rate if the youth has completed employment with this employer.
<u>Avg Hrs/Week</u>	Enter the average number of hours the youth works per week. This is a required field.
<u>Employer</u>	Select the employer for whom this youth works. This is a required field.
<u>Type of Work</u>	Select the type of work the youth is performing. This is a required field.
<u>Hired Permanently?</u>	Indicate whether the youth was hired permanently if their employment related to the SYE program has ended.
<u>Conclusion</u>	Select the appropriate conclusion from the drop down screen.

4. Once all of the required fields have been entered, click the **Save** button to add this employment.

Cancel adding the employment by clicking the **Cancel** button.

SYEP User Guide

Editing Youth Employment

To edit youth employment,

1. Click on the **Edit Details** link in the grid on the employment row you want to edit (see image below).

Youth Employment

Youth Participant

Name	Tommy Savini	Date of Birth	1/1/1998
Address	111 First ST Columbus OH 43207	Gender	Male

[Add Youth Employment](#)

Employer	City	State	County	Work Type	Work Start - End	Edit Details
ACME Yard Service	Alkron	OH	Franklin	Landscaping/Grounds Keeper/Maintenance	6/1/2014 - 7/15/2014	Edit Details
Capitol Records	Gahanna	OH	Franklin	Media	7/16/2014 -	Edit Details
Zombie Gear	Columbus	OH	Franklin	Customer Service	1/1/2014 - 5/31/2014	Edit Details
Bob's Burger	Saint Agatha	OH	Franklin	Other	6/1/2014 - 6/15/2014	Edit Details

2. This will take you to the Edit Youth Employment page where you can modify information related to the youth's employment (see image below).

Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services Summer Youth Employment Program

EMPLOYERS YOUTH USER ADMINISTRATION REPORTS

Edit Youth Employment

Participant	Cassidy, Deannie	Employer	Able's Constuction & Roofing
County	Union	Type of Work	Agriculture/Farming
Start Date	4/2/2014	Hired Permanently?	No
End Date	5/21/2014	Conclusion	Successful
Begin Rate	\$12		
End Rate	\$15		
Avg Hours/Week	22		

* Required

3. Modify the fields as needed and then click the **Update** button to save the changes.
Cancel changes by clicking the **Cancel** button.

Reporting an Error

If you encounter an error message and are unable to continue, you should report this immediately so that the issue can be resolved in a timely manner. Please follow the steps below to report an error issue:

1. Take a screen shot of the error screen (press 'Alt' + 'Print Scrn') and Paste this into an MS Word document.
2. Press the 'Back' button (at the top of the web browser screen) to go back to the completed screen prior to receiving the error screen.
3. Take a screen shot of the completed screen (press 'Alt' + 'Print Scrn') and Paste this into the same MS Word document with the error screen.
4. Attach this document to an email and include a brief description of the issue you are experiencing and the function you were attempting to perform.
5. Email all error issues and general questions regarding the Web Tool to: FAPI_Contracts@jfs.ohio.gov.

Reports

Click on the **REPORTS** menu option to access the reports page (see image below).



Report Parameters

Some reports have parameters that can be set to indicate which data is desired in the report. You can select which program period you wish to view. County and External users are limited to reporting on the county with which they are affiliated.

To run a report,

1. Select the report from the list on the left.
2. Select the report parameter period you wish to view.
3. Click the View Report button.

Statewide/County Youth Demographic Data

This report shows either at a statewide level or county level (depending on user access), all of the data relevant to youth demographics filterable by County (for state users).

Statewide/County Employer Data

This report shows either at a statewide level or county level (depending on user access), all of the employers who have participated (employed youth for the current program year).

Statewide/County Employment Data

This report shows either at a statewide level or county level (depending on user access), all of the youth employment data for the current program year filterable by county (for State users) and period (for historical reporting)

Statewide SYEP Participants and Employers

This report shows a summary by county of the total employers participating in each county and the total number of youth participating in each county. Filterable by county (for state users) and period (for historical reporting)