OWCMS: EMPLOYER SCREENS

EMPLOYER SERVICES
Table of Contents

Accessing the Employer Services Screen ................................................................. 3
Employer Search Screen .......................................................................................... 4
Select Employer ......................................................................................................... 5
Adding an Employer Location .................................................................................... 6
Adding Contact Information to an Employer Location .............................................. 8
Adding an Employer Service ..................................................................................... 10
Appendix A: Entering a New Employer .................................................................. 14
The majority of options under the Employer menu in OWCMS became obsolete a few years ago. The menu options became obsolete when Job Match was decommissioned. However, the Employer Services screen has been updated and modified in order to effectively track employer services provided.

**Accessing the Employer Services Screen**

After successfully logging into OWCMS and selecting your LE office, select the Employer Search/Services option from the Employer hover menu.
Employer Search Screen

The Employer Search screen displays. A search for an employer must be performed and then selected in order to add an employer service. The search can be performed on the following fields:

- Employer Name
- FEIN

If an employer is entered in the system and matches your search criteria, the results will be displayed as you type. The list of employers are compiled from the Ohio Business Gateway and OhioMeansJobs. Once the desired employer is located, click on the employer record from the drop-down search results.

Note: Reference Appendix A: Entering a New Employer if the desired employer cannot be initially located in search.
Select Employer

The record selected displays on the Employer Search screen with additional location information is available.

Employer services are going to be tracked by employer location in order to distinguish the services provided to large corporations with multiple locations. Therefore, you must select a location prior to adding an Employer Service.

If the desired location is not listed or if no employer locations are listed, you have the ability to add a new employer location. Click the Add Employer Location button on the Employer Search screen.
Adding an Employer Location

The Employer Location dialogue box displays. Enter the Street Address and the Zip Code into the appropriate fields. Click on the Save button.
The location has now been added to the employer record in the Employer Location section of the Select Employer screen.

1. **View/Edit:** The View/Edit button allows you to view and/or edit the location information for the selected employer.
2. **Delete:** The Delete button allows you to delete (given permissions) the location information from the selected employer’s record.
3. **Contacts:** The Contacts button allows you to view, edit, and/or add contacts to an employer location.
Adding Contact Information to an Employer Location

**Optional:** Once a location has been added to an Employer Record, employer contact information can be added to the location if desired. The employer’s contact information can be beneficial when working with employers at specific locations for yourself and co-workers.

Click on the Contacts button that corresponds to the desired Employer Location from the Employer Search Results screen.
The Employer Location Contacts dialogue box displays. Add the contact information as follows:

1. Click the Add Contact button.
2. Enter the available contact information for the employer location.
3. Click the Add button once the information has been entered.

The “Record(s) saved” message in green text will appear once contact information has been successfully saved. Click the Return button.
Adding an Employer Service

As previously stated, employer services will be tracked by the employer location. The Employer Services section will display upon clicking on the desired location in the Employer Location section of the Select Employer screen.

Click the Add Employer Service button.
Enter the employer service by entering the information as follows:

1. Click the Calendar Icon in order to select the Service Date, or manually type the date in the Service Date field in the XX/XX/XXXX format.

2. Click the Select Service Type arrow in order to select the service type from the Select Employer Service Type dialogue box.
Note: The following screenshot displays a comprehensive list of the available employer services:

3. Enter any necessary comments in the Staff Comments field.
Click the Save button once all information has been entered and reviewed.
The Select Employer screen displays with the service successfully added to the Employer Services section.

1. **View/Edit**: The View/Edit button allows the user to view and edit (given permissions) the entered service for an employer location.
2. **Delete**: The Delete button allows the user to delete (given permissions) the entered service for an employer location.
Appendix A: Entering a New Employer

If the desired employer cannot be located by utilizing the Employer Search screen, please contact the OMJ Help Desk at:

- OMJ-HELP-DESK@jfs.ohio.gov
- 1.888.296.7541, Option #4

The OMJ Help Desk will add the employer to the OWCMS Employer Database.

Please include the following information in your email, or have it readily available if calling:

- FEIN
- Business Name
- NAICS Code and/or NAICS Description
- Employer Type