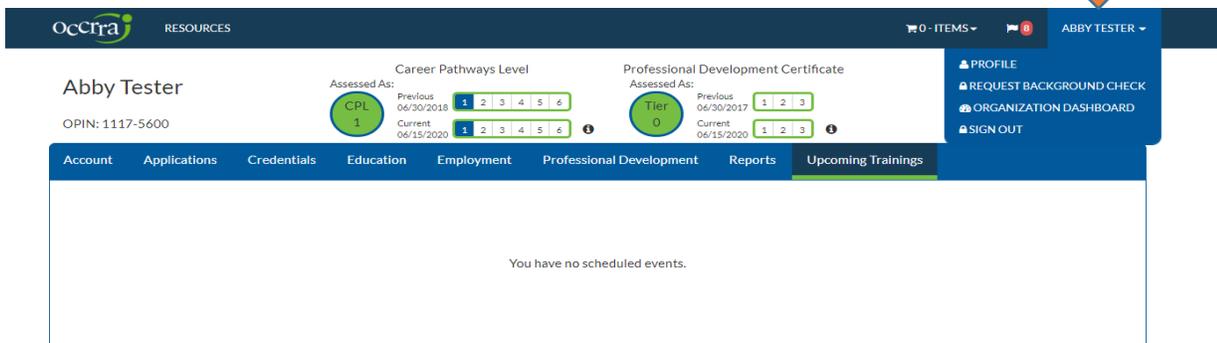


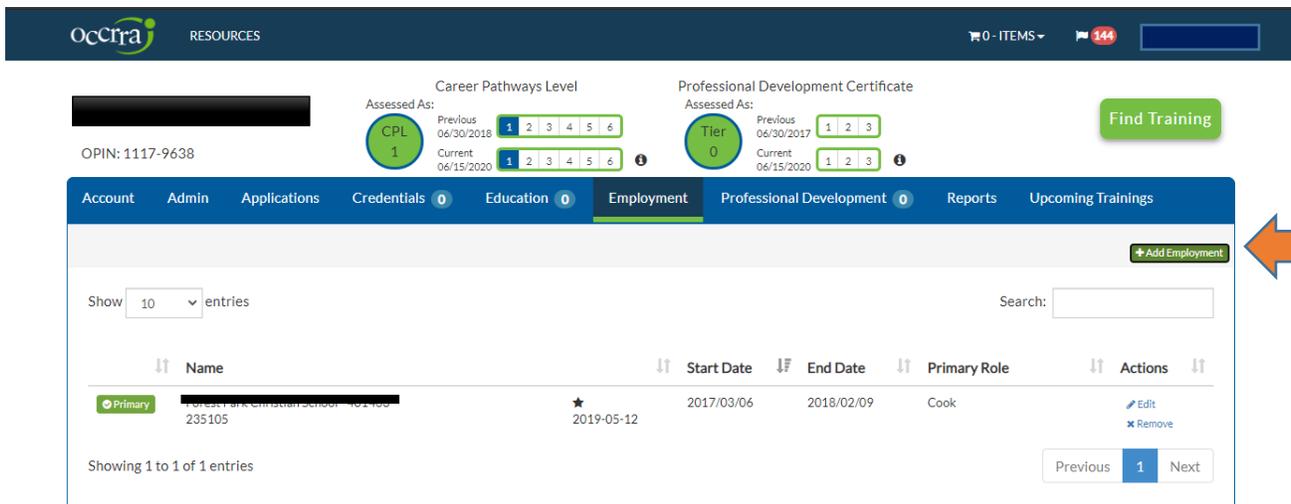
# Employment Wizard User Guide

The Employment Wizard is the updated process to add Employment records to your registry profile. The employment wizard was created with the user in mind, a straight-forward way to enter the important pieces of data to the employment record so that the ODJFS and ODE Employee Record Charts and reports are up to date.

Log in to your OPR Profile:

Click on Employment tab and then click on Add Employment:



Name	Start Date	End Date	Primary Role	Actions
FOUR MARIENBURG SCHOOL 235105	2017/03/06	2018/02/09	Cook	Edit Remove

Next you will find the step by step employment wizard. This wizard starts out with three choices and you will determine your path from this first screen.

**Add/Edit Employment**

**Are you...**

**A Child Care Provider**  
This employment section is for professionals that work/previously worked at one of the following types of programs:

- Ohio Department of Job and Family Services (ODJFS) licensed center, type a or type b home
- Ohio Department of Education (ODE) licensed program
- Youth Development
- Closed child care program
- Out of state early childhood employment
- After school program

**Employed at or funded by a State Agency**  
This employment section is for professionals that work at, are credentialed by or funded by one the following Ohio State Agencies:

- Ohio Department of Developmental Disabilities
- Ohio Department of Education
- Ohio Department of Health
- Ohio Department of Job & Family Services (including County Department of Job & Family Services)
- Ohio Department of Mental Health & Addiction Services
- Child Care Resource & Referral Staff

**Other Early Childhood Employment**  
This employment section is for professionals that are employed at or in the following role:

- Current Student
- Higher Education
- Instructor and Program Technical Assistance

Also included in this section is the opportunity to record other employment that is not Early Childhood or School Age related or if you are not currently employed.

Each one of these employment type choices will take you to the next screen with options for your specific employment. Please read the options carefully and select the best choice for your employment record.

Continue to step through the employment wizard, reading the information on the screen and selecting the best choices.

Once you have selected your employment type, you will need to enter your role at that employment. Roles are a critical component of the employment record. You may have more than one role at your employment. For example, you may be a lead teacher and a driver at your child care program. In these cases, you will need to enter each role separately into the record.

For this user guide, screenshots for an ODJFS licensed provider will be used to familiarize you with the functionality of the employment wizard. Screens for other employment types and roles are very similar and will function in the same manner.

After selection of employment at an ODJFS licensed program, this screen will open for completion:

**Add/Edit Employment**

<b>Employment Type</b>	ODJFS Licensed Child Care Program - Center
<b>Program Number</b>	2170014187
<b>Program Name</b>	Xjfs Test Center - 2170014187
<b>County</b>	Franklin

**Roles**

**What role did/do you hold when you started here?**  
Only one role can be selected. If you have multiple roles with this employer there will be a chance to enter an additional role later.

- Administrator on JFS License
- Assistant Teacher
- Cook
- Driver
- Extracurricular Not Used in Ratio
- Extracurricular Used in Ratio
- Floater
- Individual Service Provider Not Used in Ratio
- Individual Service Provider Used in Ratio
- Lead Teacher
- Owner
- Program Management Not Used in Ratio
- Program Management Used in Ratio
- Substitute

The program information is entered on the screen and you will click on your role.

Additional Roles added and example/explanation of each:

*Extracurricular Used in Ratio*

Tap and Tumble, Soccer Shots, Tumble Bus, other outside vendors who come to the program to provide “educational” services to children and are used in ratio.

*Extracurricular Not Used in Ratio*

Tap and Tumble, Soccer Shots, Tumble Bus, other outside vendors who come to the program to provide “educational” services to children and are not used in ratio.

Program Management Used in Ratio

District managers, Regional Vice Presidents, CACFP administrators, Family Social Workers and other program managerial/leadership type staff who may have an office onsite or come to visit and are used in ratio.

Program Management Not Used in Ratio

District managers, Regional Vice Presidents, CACFP administrators, Family Social Workers and others who may have an office onsite or come to visit and are not used in ratio.

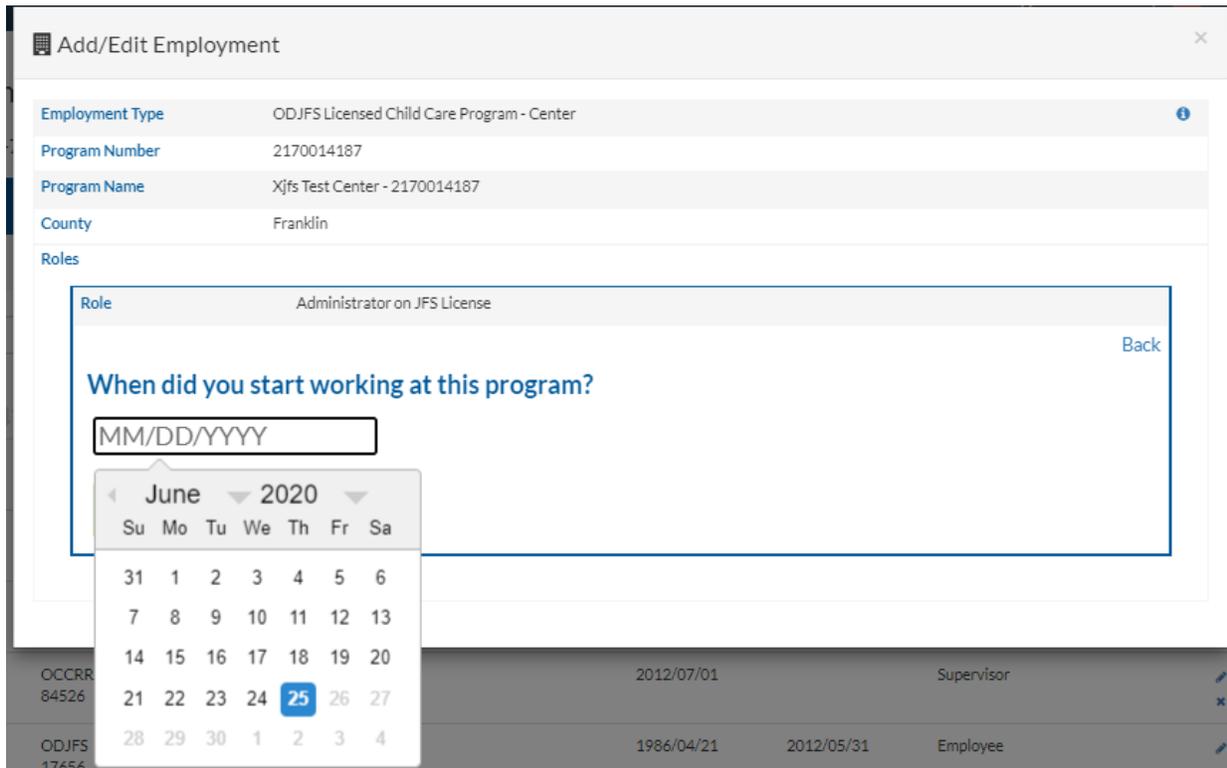
Individual Service Provider Used in Ratio

Occupational therapist, speech therapist, individual student health aide and other service providers who pull a child out of the group space to work alone with the child and are therefore counted in ratio.

Individual Service Provider Not Used in Ratio

Occupational therapist, speech therapist, individual student health aide and other service providers who never work alone with the child and therefore are not counted in ratio.

The next screen will ask for the start date and provides a calendar when you click on the date field:



The next question pertains to the completion of previous employment entries:

The screenshot shows a web form titled "Add/Edit Employment". It contains the following fields:

Employment Type	ODJFS Licensed Child Care Program - Center
Program Number	2170014187
Program Name	Xjfs Test Center - 2170014187
County	Franklin

Below these fields is a section titled "Roles". It contains a table with the following information:

Role	Administrator on JFS License
Start Date	06/25/2020

At the bottom right of the role entry is a "Back" link. Below the role entry is a question: "Do you still work at a role at this program?". There are two radio button options: "Yes" and "No". A green "Next" button is located at the bottom left of the question area.

In the employment wizard, after you have created your role, you will be asked three questions. You may choose to not answer the questions, however, these questions provide valuable data on the early childhood workforce and provide an important look at the workforce demographics and wages.

The three questions are:

How many hours a week did/do you work at this program?

How many months a year did/do you work at this program?

What is/was your hourly wage in this role?

Please note: the information entered into these three questions is never identified to a person, and only you can see what is entered. The OPR never releases data on an individual, only aggregate data on the workforce is ever reported out.

Role	Administrator on JFS License
Start Date	06/25/2020
End Date	Currently Employed
<a href="#">Edit</a>	
<h3>How many hours a week did/do you work at this program?</h3> <p>Please enter how many hours a week you work at this employment. This information is only used for reporting purposes. A professional's individual data will never be identified or reported.</p> <input type="text" value="40"/>	
<input type="button" value="Save"/> <a href="#">I prefer not to answer</a>	
<h3>How many months a year did/do you work at this program?</h3> <p>Please enter how many months per year you work at this employment. This information is only used for reporting purposes. A professional's individual data will never be identified or reported.</p> <p>1 2 3 4 5 6 7 8 9 10 11 <input checked="" type="button" value="12"/></p> <p><a href="#">I prefer not to answer</a></p>	
<h3>What is/was your hourly wage in this role?</h3> <p>Please enter your hourly wage for work at this employment. This information is only used for reporting purposes. A professional's individual wage data will never be identified or reported.</p> <input type="text" value="\$12.00"/>	
<input type="button" value="Save"/> <a href="#">I prefer not to answer</a>	
Age Group(s)	Administrator

Then you will be asked if you have any additional roles at this employment. If you click Yes, you will be taken through the wizard for the next role. Click No to complete your employment.

### Do you have any additional roles at this employer?

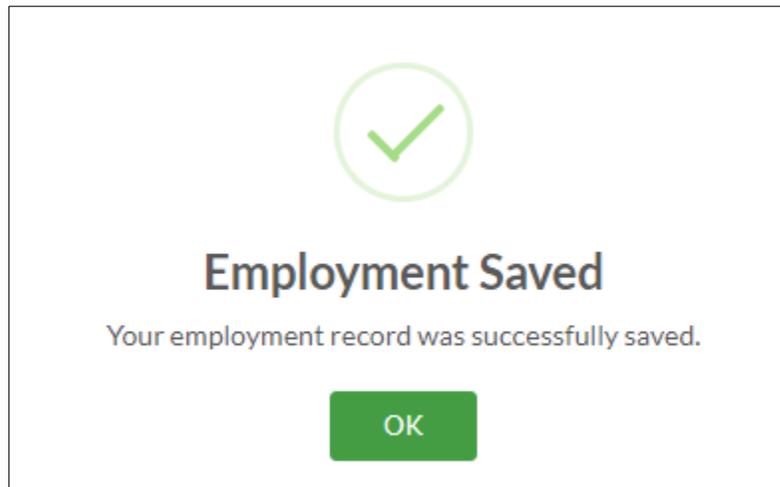
The final piece to completing your employment record is whether or not this is your Primary Employment. You may have two different employments, and the system needs to know which one is your primary employment. If you only have one employment, the system will default to Primary.

Please review your employment details, click on My Primary Employment if this is your primary employment record and then click Save Employment to complete your entry.

My Primary Employment

Save Employment

After you click save, you will see this pop-up and the employment is now in your employment tab in your profile.



Reminders: Choose the best selection for your employment type to start the wizard. Every employment type will have different roles and different fields to complete. Follow the instructions of the wizard as you complete your employment type and role entry.