

# INFORMATION NOTICE

## WORKFORCE SERVICES

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: THE EVENT SCHEDULER IN THE NEW CalJOBS<sup>SM</sup>

This Information Notice provides the most current process on the Event Scheduler in the New CalJOBS<sup>SM</sup>. The New CalJOBS<sup>SM</sup>, a part of the California Workforce Services Network (CWSN), will replace the current Job Training Automation (JTA), the current CalJOBS<sup>SM</sup> and its subsidiary programs, which are the Employer Contact Management System (ECMS), Participant Activity Support System (PASS), and Activity Calendaring and Event Scheduler (ACES). Upon full implementation of the New CalJOBS<sup>SM</sup>, the current JTA and CalJOBS<sup>SM</sup> systems will be retired. Phase 1A implementation includes Wagner-Peyser functionality; Phase 1B implementation includes all JTA functionality for the Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), and Cash Module.

Office locations are the foundation for the New CalJOBS<sup>SM</sup> Event Scheduler. The Event Scheduler associates a new event to an office's name and location, which are prepopulated from the system administration record. In the Event Scheduler, based on which Local Workforce Investment Area (LWIA) is selected, a submenu of Employment Development Department (EDD) Field Division and partner offices appears. Therefore, in order to use the Event Scheduler, EDD Field Division and partner offices must know which LWIA their office is most closely associated to. The System Access Single Point of Contact (SPOC) or Management Information System (MIS) Administrator will need to contact the CWSN Help Desk at [CalJOBSAdmin@edd.ca.gov](mailto:CalJOBSAdmin@edd.ca.gov) if there is a change to be made for an office name or location.

As in ACES, the Event Scheduler's permissions are not office based; if a staff member has the permission level for the Event Scheduler, the staff member can view and access the entire Events Calendar for the New CalJOBS<sup>SM</sup>. Thus, all EDD staff and partners can view, create, modify, and refer clients to events that are not created by their associated office. Therefore, prior to scheduling, modifying, or making event referrals, staff must select their appropriate office from the Event Scheduler's calendar display list; this will ensure that staff are only modifying the Event Scheduler for their associated office. *Since all EDD and partner staff have the capability to refer clients to another office's events, staff must contact the event's moderator requesting permission to do an event referral.*

The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

EDD staff will retain their current access level from ACES. Partner staff will be able to create events and manage attendees; supervisory partner staff will also have the capability to manage hidden events. See [attachments](#) on how to create an event, add or refer clients to events, and record attendance for events in the New CalJOBS<sup>SM</sup>.

### **The New CalJOBS<sup>SM</sup> Event Scheduler and Job Service for Unemployment Insurance (JS4UI)**

EDD staff must continue to follow the EDD's current business practice for JS4UI workshops. The New CalJOBS<sup>SM</sup> prevents the scheduling and or modifying of Personalized Job Search Assistance (PJSAs) and Reemployment Eligibility Act – Emergency Unemployment Compensation (REA-EUCs); EDD staff is permitted to only reschedule attendees for REA-EUC events. Partner staff is not permitted to modify or reschedule EDD's JS4UI events. REA-EUCs and PJSA workshop schedules must still be entered into the New CalJOBS<sup>SM</sup> at least three weeks in advance; this availability schedule is based on facility resources and claimant referral size. See [Attachment 4](#) for instructions on how to create an event schedule for PJSAs and REA-EUCs. See [Attachment 5](#) for instructions on how to reschedule an REA-EUC event.

If you have any questions regarding the phased implementation, please contact the CWSN Help Desk at [CalJOBSAdmin@edd.ca.gov](mailto:CalJOBSAdmin@edd.ca.gov).

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division

Attachments

## How to Create a New Event Using the Event Scheduler

1. Left navigation
2. 'Events Calendar'
3. 'Add Event'
4. From 'Event Information':
  - a. Select the appropriate event 'Category'
  - b. Enter a 'Title' for the event
  - c. 'Description' allows you to enter in the instructions for the attendees  
*Ex: Bring a Social Security Card*
  - d. Enter the maximum 'Class Size' for the event
5. Select the event's 'Schedule'
  - a. Select whether the event is recurring one-time, daily, weekly, biweekly, monthly, or once a month
  - b. Select the 'Start' and 'End' date and time
6. Complete all required fields, including the 'Associated Offices' option
  - a. 'Populate Event Location' will take the office location from the system administration tables and will populate accordingly.
7. Enter in the event's contact under 'Moderator'
8. Determine whether to 'Display' the event to all job seekers and/or employers.
  - a. Displaying the event to job seekers and employers is not mandatory.
9. Determine the 'Registration Method' for the event
  - a. 'No Registration Required' means that clients will not be registered for the event.
10. Determine whether the event should 'Track Services'
  - a. If this option is not checked, the client will be enrolled in the event but the service(s) will not be tracked with a service/activity code in the client's program application.
  - b. By selecting 'Yes, Track Services for this Event', the New CalJOBS<sup>SM</sup> will track the service(s) for the event in the client's Wagner-Peyser or WIA application.
    - i. Select the appropriate 'Tracked Services' for the event
    - ii. When recording the actual attendance of clients, you must select the box 'On clicking Save update the Completion Code for services related to this event for above attendees using the following criteria' in order for the 'Completion Codes' for the services to be 'Closed' in the program application. See [Attachment 3](#) for guidance on how to record attendance for events.
11. Click 'Save'

## **How to Add or Refer a Client to an Event**

1. Left navigation
2. 'Events Calendar'
3. Filter to appropriate 'Office Location'
  - a. If you are viewing the 'Events Calendar' for another office, receive permission from that office prior to scheduling or referring attendees to their event.
4. Select the appropriate event from the 'Event's Calendar'
5. Select 'Manage Attendees'
6. Select 'Register Users'
  - a. In order to register an attendee, the client must already be registered in the New CalJOBS<sup>SM</sup>
7. Search for the client by using any of the 'General Search Criteria'
8. Check the box on the right, next to the appropriate client(s)
9. Click 'Register Selected User(s)'
10. Click 'Save'

## How to Record Attendance for Events

1. Left navigation
2. 'Events Calendar'
3. Filter to appropriate 'Office Location'
4. Select the appropriate event from the 'Event's Calendar'
5. Select 'Manage Attendees'
6. Next to each attendee, in the 'Status' dropdown, record the attendees attendance status for the event:
  - a. Registered
  - b. Attended
  - c. Cancelled
  - d. No Show
7. If you have previously selected the box, "Yes, Track Services for this Event" on the 'Event Information' page, check mark the box 'On clicking Save update the Completion Code for services related to this event for above attendees using the following criteria' in order for the 'Completion Codes' for the services to be 'Closed' in the client's program application.
8. Click 'Save'

## How to Create an Event for PJSAs and REA-EUCs

Staff is not permitted to 'Add Attendees' to PJSA and REA-EUC events. EDD staff is permitted to **reschedule REA-EUC attendees**. See [Attachment 5](#) for instructions on how to reschedule an REA-EUC event.

1. Left navigation
2. 'Events Calendar'
3. 'Add Event'
4. From 'Event Information':
  - a. Select the appropriate event 'Category'
  - b. Enter a 'Title' for the event
  - c. 'Description' allows you to enter in the instructions for the attendees  
*Ex: Bring a Social Security Card*
  - d. Enter the maximum 'Class Size' for the event
5. Select the event's 'Schedule'
  - a. Select whether the event is recurring one-time, daily, weekly, biweekly, monthly, or once a month
  - b. Select the 'Start' and 'End' date and time
6. Complete all required fields, including the 'Associated Offices' option
  - a. 'Populate Event Location' will take the office location from the system administration tables and will populate accordingly.
7. Enter in the event's contact under 'Moderator'
8. Under 'Registration Method' choose 'No Registration Required', as the schedules will populate through an interface with the Single Client Database (SCDB).
9. Under 'Attendance Tracking' click 'Yes'
  - a. Select the appropriate 'Tracked Services' for the event
10. Click 'Save'

## How to Create a Rescheduled REA-EUC Event

*If a claimant contacts the One-Stop Career Center and requests to be rescheduled for an REA-EUC workshop, follow the instructions below to create a rescheduled REA-EUC event. If a claimant asks to be rescheduled for an Initial Assistance Workshop (IAW) or PJSA workshop, refer the claimant to the UIB.*

1. Left navigation
2. 'Events Calendar'
3. 'Add Event'
4. From 'Event Information'
  - a. Select 'Manual Reschedule for EUC REA' under 'Category'
  - b. Enter 'EUC ReSch' for 'Title'
  - c. 'Description' allows you to enter in the instructions for the attendees  
*Ex: Bring a Social Security Card*
  - d. Enter the maximum 'Class Size' for the event
5. Select the event's 'Schedule'
  - a. Select whether the event is reoccurring one-time, weekly, biweekly, monthly, or once a month
  - b. Select the 'Start' and 'End' date and time
6. Complete all required fields, including the 'Associated Offices' option
  - a. 'Populate Event Location' will take the office location from the system administration tables and will populate accordingly
7. Enter in the event's contact under 'Moderator'
8. Under 'Registration Method' choose 'Contact Event Moderator to Register'
9. Under 'Attendance Tracking' click 'Yes'
  - a. Select the appropriate 'Tracked Services' for the event
10. Click 'Save'

## How to Record Attendance for JS4UI Events

*EDD staff must record the attendance for all JS4UI Events by 6pm each day; a 'Stop Pay Flag' will appear on the claimant's UI Claim if EDD fails to post daily attendance on JS4UI Events.*

1. Left navigation
2. 'Events Calendar'
3. Filter to appropriate 'Office Location'
4. Select the appropriate event to record event attendees
5. Select 'Manage Attendees'
6. Next to each attendee, in the 'Status' dropdown, record the attendees attendance status for the event:
  - a. 'Status' options differ based upon event category
7. Select the box 'On clicking Save update the Completion Code for services related to this event for above attendees using the following criteria' in order for the 'Completion Codes' for the services to be 'Closed' in the program application.
8. Click 'Save'