

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN13-54

Date: April 16, 2014

Expiration Date: 5/16/16

50:167:vn:16874

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINAL SUBMISSION OF CASH REQUESTS/EDD APPROVED
INVOICES DURING THE PHASE 1B CONVERSION

This Information Notice provides guidance to any Local Workforce Investment Area or subgrantee with a contract funded through the Workforce Investment Act during the conversion from the Job Training Automation (JTA) system to the New CalJOBSSM Phase1B Implementation. The implementation of Phase 1B of the New CalJOBSSM is scheduled for Monday, May 5, 2014 ([WSIN13-44](#)).

Prior to the Phase 1B implementation date, the following schedule must be met to ensure a clean conversion of data from JTA:

- April 18, 2014 –** COB Final date for submission of expenditure reports into JTA to the State
- April 22, 2014 –** COB Final date for submission of EDD Approved Invoices to the State
- April 25, 2014 –** 12:00 Noon Final submission of electronic or manual cash requests
- April 25, 2014 –** COB JTA will go into “Read Only” mode
- April 26 – May 4, 2014 –** Both JTA and New CalJOBSSM will be inaccessible.
- May 5, 2014 –** New CalJOBSSM is available for use by Jobseekers, Employers and EDD/local partner staff.

Expenditure Reports:

All expenditure reports for active line-items must be entered into the JTA system by April 18, 2014. The cutoff date coincides with the required reporting timeline (20th of every month and the Friday before when the 20th falls on a weekend) and allows time to review the data in JTA for a clean conversion to the new system. No extensions will be granted.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Cash Requests:

The final date for electronic or manual submission of cash requests and EDD approved invoices to the State is April 25, 2014. The workforce community is encouraged to carefully analyze expenses which need to be covered during the period of April 26 through May 4, 2014, such as payroll, when drawing cash on April 25, 2014. There will be no manual cash request process during the go-dark week.

If you have any questions regarding the conversion plan or the phased implementation, please contact EDDCalJOBSAdmin@edd.ca.gov.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division