

Overview of Process:

- Create activity/enrollment/service
- Assign provider and program
- Input costs
- Assign budget
- Add a voucher
- Start activity
- Make payment
- Make final payment
- Deallocate any remaining obligated funds

Create Activity/Enrollment/Service

1. Click on Create Activity/Enrollment/Service
2. General Information Tab
 - a. Select the appropriate OJT Activity Code
3. Service Provider Tab
 - a. Select Provider (employer)
 - b. Select the correct OJT code
 - c. Search for the ONET code
 - d. When you click next you will be required to input the worksite location information
 - e. Input all required fields
4. Enrollment Cost Tab
 - a. Input the total cost to be reimbursed in the service fee field.
5. Financial Aid Tab
 - a. Not Applicable
6. Enrollment Budget Tab
 - a. Click link to select a budget
 - b. Click on the appropriate budget
 - c. Edit the assigned budget record
 - d. Input the total amount of the OJT in Funded Amount field and Save
7. Budget Planning Tab
 - a. Add a voucher
 - i. Leave Status as Active and Approval Status as Pending Approval
 - ii. Choose Service Provider (employer) for Payable To
 - iii. Leave the expiration date of the voucher as the default.
 - iv. Input the service dates
 - v. Input the duration of the OJT in hours, confirm the total amount is correct.
 - vi. Save the voucher
 - b. The voucher is to be printed and given to appropriate management
 - i. Expand the voucher to click on print link.
 - c. Provider management will edit the voucher in CalJOBS and mark approved.
 - d. The voucher is then printed and appropriate signatures are obtained.
 - e. The voucher is then scanned and added as an electronic document in the voucher record in CalJOBS.
8. Closure Information Tab
 - a. Click Finish to save the activity

Make Payments

1. Edit the activity
 - a. Click on the Budget Planning Tab
 - b. Open the voucher for which a payment is to be made

- c. Click Add a Payment
- d. Click Open under Manage Payments
- e. Input the dates of service for which the payments apply
 - i. Input the hours being paid in duration
 - ii. If this is the last payment for this voucher, check No further payments will be made against this obligation
 - iii. "Comments" field must be completed indicating the pay period staff is requesting reimbursement for and/or any clarifying information needed to process the request not included in the voucher.
- f. Save the payment
- g. Provider management must edit the payment and click Approved for Payment to move the payment forward.
- h. Scan the supporting documentation and send it to trng-docs@wfc.co and add as a document to the payment in CalJOBS
- i. If there are unexpended funds to be deallocated, click Deallocate Remaining Funds to release the funds back to the reserve (pool).

2. FRWDB Fiscal will make the payment

- a. Fiscal will edit the payment and change the Status to Payment Processed, input the Paid Date, and Check No.
 - i. If, for whatever reason, Fiscal is not satisfied with source documents and will not pay without additional documentation, Fiscal will change the Status to Hold to signify there is a problem.

3. **To Add An OJT Provider (Employer) to CalJOBS**

Email the Deputy Director of Information Systems the following information:

- Name of employer
- Employer address
- Employer phone number
- Employer Contact Name and Title