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

Create Activity/Enrollment/Service
1. Click on Create Activity/Enrollment/Service
2. General Information Tab
   a. Select the appropriate Transitional Jobs Activity Code
3. Service Provider Tab
   a. Select Provider – your organization
   b. Select the correct Transitional Jobs service 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 total cost of the Transitional Job 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 Transitional Jobs 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 for Payable To
      iii. Leave the expiration date of the voucher as the default.
      iv. Input the service dates
      v. Input the total amount of the Transitional Job in the Service Fee field.
      vi. Save the voucher
   b. Provider management or authorized fiscal staff will edit the voucher in CalJOBS and mark approved.
8. Closure Information Tab
   a. Finish the activity to save

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 total amount of the Transitional Job in the Service Fee field.

      ii. If this is the last payment for this voucher, check No further payments will be made against this obligation

    f. Save the payment

    g. Provider management or authorized fiscal staff must edit the payment and click Approved for Payment to move the payment forward.

    h. The final signed copy of the CalJOBS TJ Payment Voucher must be added as a document to the payment record in CalJOBS and sent with the supporting documentation to:

<div align="center">

wex-docs@wfc.co .

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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.