




# A Guide to Anywhere Employment

The Anywhere Employment module gives users the ability to track employment information needed for OTS reporting. The system can maintain a history of employment as well as specifics around each position. The system can also track when the consumer is seeking employment and the time in-between positions.

## Overview of the Module

Users should note that not all consumers will be available in the Employment Module. To add new consumers to the Employment Module, please go to Gatekeeper/Employment and refer to the manual, ‘A Guide to Employment.’

- To view or update employment information, open the Employment Module on the Dashboard. Users must have security to view this information.
  - A listing of individuals available is shown as cards. Users may be able to see all consumers in Employment or his/her caseload depending on the security.
  - Choose the consumer and click ‘Done.’
  - To return to the Roster for Employment, click the  in the bottom right corner.
- A display of the consumer’s work history will appear.
  - The view is currently listed in alphabetic order based on the Employer. There is no sort function available.
  - Click on the appropriate position information to view.
  - To return to the Employment History page, click the ‘Back’ button in the upper right corner.

+ NEW POSITION		FILTER		
Filtered By:				
Employer: ALL Position: ALL Position Start Date: 01/01/1900 Position End Date: none Job Standing: ALL				
Maury Arnold				
Employer	Position	Position Start Date	Position End Date	Job Standing
-Job Search-	Janitorial	12/11/2013	12/31/2013	Full Time
Bluffton Pizza	Cook	1/1/2014	1/15/2024	Full Time
McDonalds Restaurants	Cook	12/15/2023		Full Time
Smith Services	Packaging	1/31/2024		Full Time



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- Click on a line and the position information will display.
  - Path to Employment is listed on the top of the page and may be updated in Anywhere.
    - Updating this will also update in Demographics page.
    - To update, click the button. A small pop up will open with required information, Current Path to Emp end date, New Path to Employment and start date. The system will not allow overlaps.

The form is titled "Update Path to Employment" and contains four date input fields, each with a calendar icon to its right. The fields are: "Current Path End Date" (placeholder: mm/dd/yyyy), "New Path to Employment" (a dropdown menu), "New Path Start Date" (placeholder: mm/dd/yyyy), and "New Path End Date" (placeholder: mm/dd/yyyy). At the bottom of the form are two buttons: "APPLY" (disabled) and "CANCEL".

- There are a series of 4 tabs along the top of the page

The page header shows "Maury Arnold" and "Smith Services - Packaging" on the left, and a "BACK" button on the right with a red arrow pointing to it. Below the header is a tabbed interface with four tabs: "Employment Information" (highlighted with a red box), "Wages & Benefits", "Position Tasks", and "Work Schedule". The main content area is titled "Path to Employment: 1 - I have a job but would like a better one or to move up." with an "UPDATE" button. The "Employment Information" section contains several fields: "Employer" (dropdown: Smith Services), "Position" (dropdown: Packaging), "Job Standing" (dropdown: Full Time), "Transportation" (dropdown: Drives self), "Start Date" (calendar: 01/31/2024), "End Date" (calendar: mm/dd/yyyy), "Type Of Work" (dropdown: Food Preparation and Servicing Related), and a checked "Self-Employed?" checkbox. Below this is the "Supervisor Information" section with "Name", "Phone", and "Email" input fields. At the bottom are "SAVE" and "CANCEL" buttons.

- Employment Information – gives overview of the position. The fields include:
  - Employer
  - Position
  - Job Standing
  - Transportation



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- Start/End Date of the Position,
- Type of Work
- Supervisor Information
- Updates may be made by clicking on the appropriate box and entering new information.
- Click Save.
- Wages & Benefits – tracks wage history and current benefit package for that position.

Maury Arnold  
Smith Services - Packaging

BACK

Employment Information **Wages & Benefits** Position Tasks Work Schedule

Wages & Benefits

+ NEW WAGES

Hours/Week	Hourly Wages	Start Date	End Date
37	\$12.00	01/15/2024	

Benefits

Vacation/Sick  
 Medical/Dental/Vision  
 Retirement  
 Employee Discount

Other

- To add new wages, click ‘+ New Wages’ button

Add Wage/Hours

Hours Per Week

Wages Per Hour

Start Date

End Date

SAVE CANCEL

- Users are required to enter Hours Per Week, Wages per Hour and the start date.
- Check benefits as appropriate.
  - If the user chooses, ‘Other’ then the text box will highlight to describe what ‘Other’ means.
- Position Tasks – this page tracks required performance levels for the employee in that position. It is typically used for OOD only.



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Smith Services - Packaging BACK

Employment Information   Wages & Benefits   **Position Tasks**   Work Schedule

Position Task

[+ NEW POSITION TASK](#)

Task #	Description	Start Date	End Date	Initial Performance	Initial Performance Notes	Employer Standard
1	Clean stovetop	02/15/24		Does Not Meet Employer Expectations	Maury hurried through the tasks and left food particles on the stove that could result in damage or	All food particles must be removed from the cooking appliances prior to end of shift.

- Users may add new tasks by clicking on the ‘+New Position Task’ button and fill in the information. There are no required fields in this pop-up.

### New Position Task

Task Number

Description

Start Date

End Date

Initial Performance

Initial Performance Notes

Employer Standard

- There is a trash can on the right side to delete any items not needed.
- Work Schedule – users may add a typical weekly schedule for the individual in this page. This information does not flow to any reports.



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Employment Information   Wages & Benefits   Position Tasks   **Work Schedule**

**Work Schedule**

[+ ADD NEW SHIFT](#)

Day Of Week	Start Time	End Time	
Sunday	10:00 AM	6:00 PM	
Tuesday	10:00 AM	6:00 PM	
Wednesday	10:00 AM	6:00 PM	
Thursday	10:00 AM	6:00 PM	
Saturday	2:00 PM	7:00 PM	

- Users may add additional hours or change the schedule by clicking on the '+ Add New Shift' button.

**New Shift**

Day Of Week

Start Time  End Time

- Click the day of the week in the dropdown and enter the start/end times.
- The trash can on the page will allow users to remove those times that are not appropriate.

## Adding a New Position

- To add a new position for the employee, go to the Employee History tab and click on '+ New Position.'
  - The page will open with required fields on the Employment Information page. Users must choose Employer, Position, Job Standing all from dropdowns and enter a start date.



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Mona Allen BACK

**Employment Information**   Wages & Benefits   Position Tasks   Work Schedule

Path to Employment: 3 - I'm not sure about work. I need help to learn more. UPDATE

**Employment Information**

Employer

Position

Job Standing    Transportation    Start Date  mm/dd/yyyy    End Date  mm/dd/yyyy

Type Of Work     Self-Employed?

**Supervisor Information**

Name    Phone    Email

SAVE   CANCEL

- Continue through each tab as appropriate.

## List of Reports

- There are many reports found in Gatekeeper. The Anywhere Employment Reporting will list all information needed to report to OTS.

This document was written with the assumption that the security for this module/function is already in place. For additional information, please see the related set-up guide or contact your systems administrator.