

Adding Employment

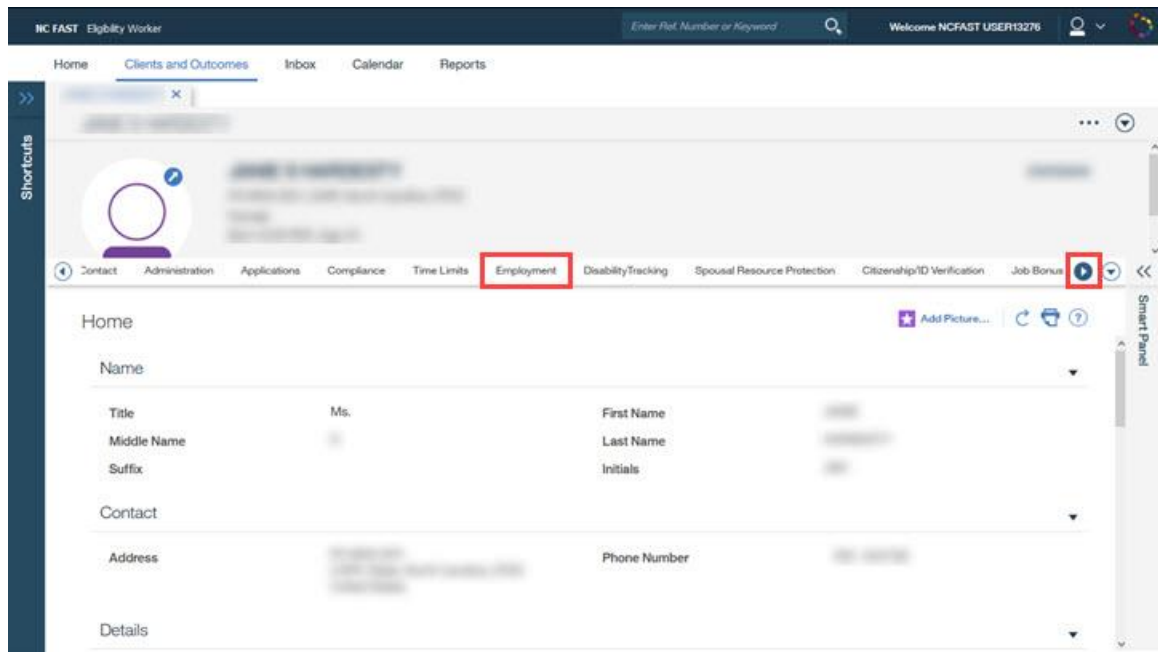
Last Updated: 10/26/2018

Overview

This job aid lists the steps to add employment and working hours to a Person page.

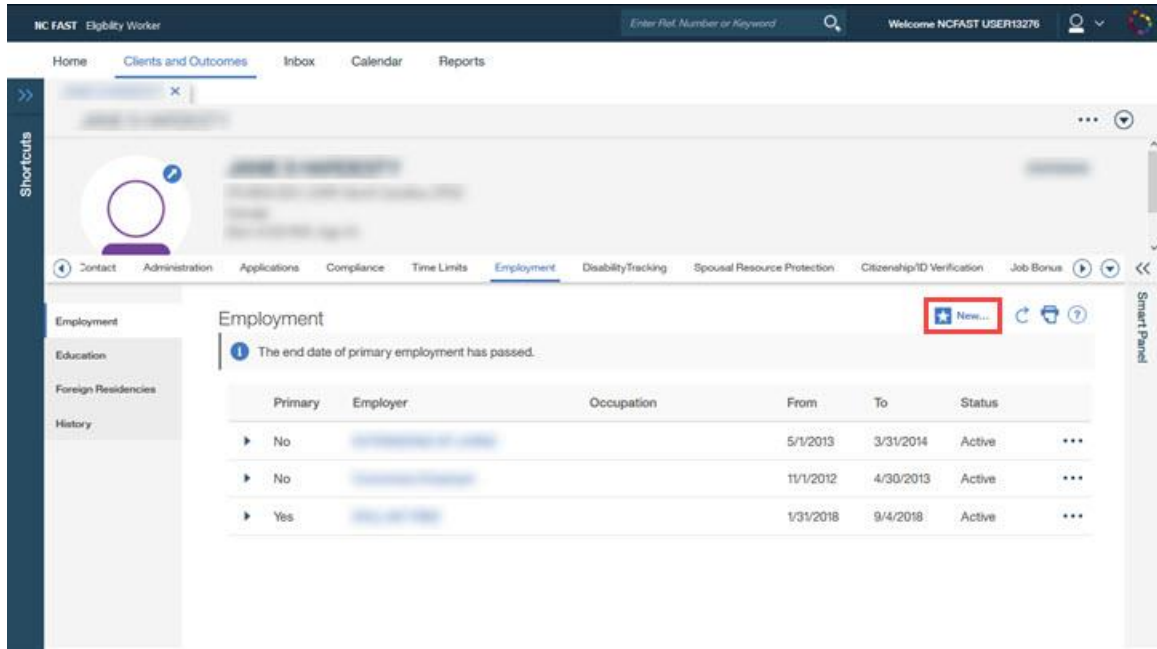
Step-by-Step Instructions

1. On the Person page, **scroll** to the right on the page tabs then click the **Employment** tab.



Note: Consult the *Searching for Persons* job aid at FAST Help to find the steps to navigate to a Person page.

2. The Employment page displays. Click the **New** hyperlink.



NC FAST Eligibility Worker

Enter Ref. Number or Keyword

Welcome NCFast USER13276

Home Clients and Outcomes Inbox Calendar Reports

Shortcuts

Employment

Education

Foreign Residencies

History

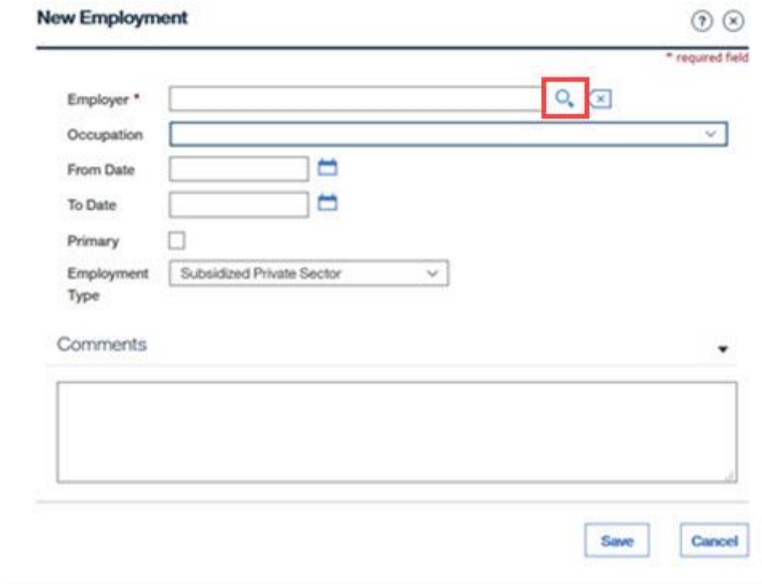
Employment

The end date of primary employment has passed.

Primary	Employer	Occupation	From	To	Status	
No			5/1/2013	3/31/2014	Active	...
No			11/1/2012	4/30/2013	Active	...
Yes			1/31/2018	9/4/2018	Active	...

Smart Panel

- The New Employment pop-up appears. Click the **magnifying glass** icon to search for the employer.



New Employment

* required field

Employer *

Occupation

From Date

To Date

Primary

Employment Type

Comments

Save Cancel

- The Employer Search pop-up appears. Enter applicable search criteria then click **Search**.

Employer Search ? ×

* required field

Search Criteria

Reference

Additional Search Criteria

Trading Name Registered Name

Address Line 1 Address Line 2

City

Search

5. Search Results display. **Scroll**, if necessary, to find the employer, then click the **Select** hyperlink associated with this employer.

Employer Search ? ×

* required field

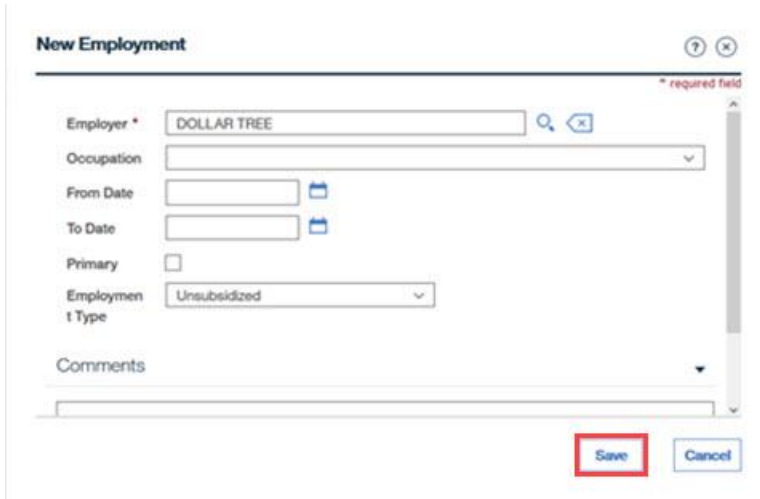
City

Search Results

Action	Trading Name	Registered Name	Business Address
Select	DOLLAR TREE	DOLLAR TREE	1361 E BROAD ST, FUQUAY VARINA, North Carolina, 27526

Note: If searches fail to locate the correct employer, click **Cancel** then register the employer. Refer to the *Registering Employers* job aid for guidance.

6. The New Employment pop-up reappears. Enter and select applicable data then click **Save**.



New Employment

Employer * DOLLAR TREE

Occupation

From Date

To Date

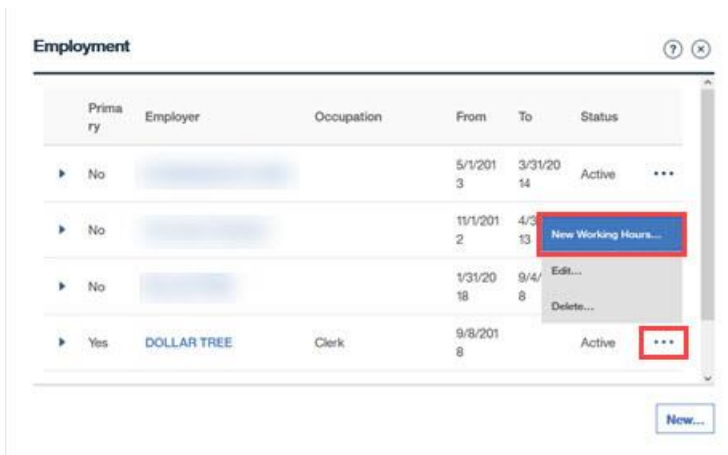
Primary ☐

Employment Type Unsubsidized

Comments

Save Cancel

7. The Employment pop-up appears. Add the person's working hours to the employer record. Click the **List Actions Menu** associated with the newest employer then select **New Working Hours**.



Employment


Primary	Employer	Occupation	From	To	Status	
No			5/1/2013	3/31/2014	Active	...
No			11/1/2012	4/3/13		New Working Hours...
No			1/31/2018	9/4/18		Edit...
No						Delete...
Yes	DOLLAR TREE	Clerk	9/8/2018		Active	...

New...

8. The New Employment Working Hours pop-up appears. Enter accurate information.

Note: Employment Working Hours must start on a Monday. To find the closest Monday to the date on which the person actually began working for this employer:


- a. Enter the employment start date in the **From Date** text field then click the **Calendar** icon.



New Employment Working Hours ? x

* required field

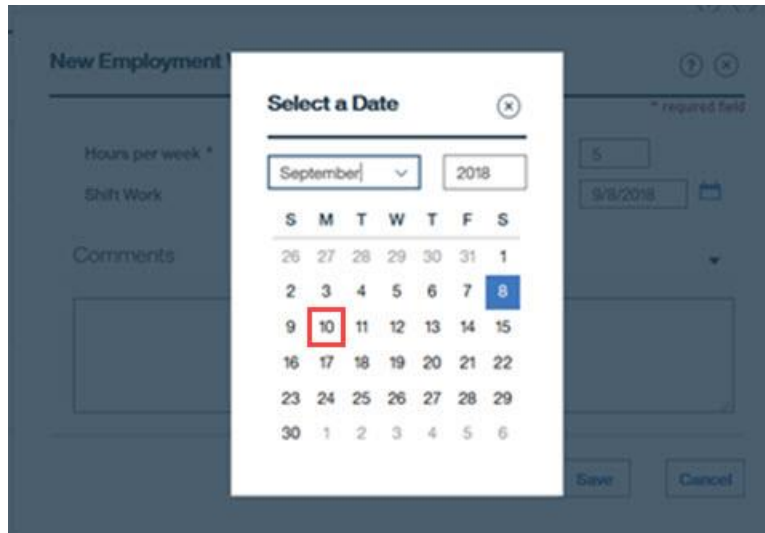
Hours per week * 40 Days Per Week * 5

Shift Work ☐ From Date * 9/8/2018 

Comments

Save Cancel

- b. The calendar for that month and year displays. Double-click the date of the Monday immediately following the date on which the employee started working.



Select a Date x

September 2018

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6


Save Cancel


- c. The calendar closes and the New Employment Working Hours pop-up reappears. The Monday date selected on the calendar appears in the *From Date* text field. Click **Save**.

New Employment Working Hours

* required field

Hours per week * Days Per Week *

Shift Work ☐ From Date * 

Comments 

- The Employment page displays with the newly added employer on the list. Click the **toggle** to view details for this employer.

NC FAST Eligibility Worker Enter Ref. Number or Keyword Welcome NCFAST USER13276

Home Clients and Outcomes Inbox Calendar Reports



Shortcuts





Home All Documents Evidence Care and Protection Issues and Proceedings Financial Transactions Referrals Client Contact Administration Applications Compliance Tr

Employment

Education Foreign Residencies History

Employment

New...  

Primary	Employer	Occupation	From	To	Status	
 No			5/1/2013	3/31/2014	Active	...
 No			11/1/2012	4/30/2013	Active	...
 No			1/31/2018	9/4/2018	Active	...
 Yes	DOLLAR TREE	Clerk	9/8/2018		Active	...

Smart Panel

- The Employment record expands. Click the **Working Hours** tab to display recently added working hours.

NC FAST Eligibility Worker Enter Ref. Number or Keyword Welcome NCFast USER13276

Home Clients and Outcomes Inbox Calendar Reports

Shortcuts

Home All Documents Evidence Care and Protection Issues and Proceedings Financial Transactions Referrals Client Contact Administration Applications Compliance Tr

Employment

Education

Foreign Residencies

History

Employment

Primary Employer Occupation From To Status

No			5/1/2013	3/31/2014	Active	...
No			11/1/2012	4/30/2013	Active	...
No			1/31/2018	9/4/2018	Active	...
Yes	DOLLAR TREE	Clerk	9/8/2018		Active	...

Details Change History **Working Hours**

Comments

11. Working Hours details display.

NC FAST Eligibility Worker Enter Ref. Number or Keyword Welcome NCFast USER13276

Home Clients and Outcomes Inbox Calendar Reports

Shortcuts

Home All Documents Evidence Care and Protection Issues and Proceedings Financial Transactions Referrals Client Contact Administration Applications Compliance Tr

Employment

Education

Foreign Residencies

History

Employment

Primary Employer Occupation From To Status

No			5/1/2013	3/31/2014	Active	...
No			11/1/2012	4/30/2013	Active	...
No			1/31/2018	9/4/2018	Active	...
Yes	DOLLAR TREE	Clerk	9/8/2018		Active	...

Details Change History **Working Hours**

Hours Per Week	Days Per Week	Shift Worker	From	Status
40	5	No	9/10/2018	Active