



UPDATE

“An information exchange for the Department for Workforce Investment” *Produced by the Office of Employment and Training*

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EMPLOYKY UPDATE Training DeskAid

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Due to questions / emails coming from various staff we have placed the “Reminders” and “Clarification” sections in this issue.

Reminders

- ♦ If staff has a XP Microsoft Operating System then they will need to access EKOS by clicking on the

[Load EKOSTESTV35P0 from Web Server](#) link.

- ♦ If staff is accessing EKOS using a shortcut saved on their desktop they should delete this and only access EKOS by opening Internet Explorer. Type <https://www.ekos.ky.gov/> in the address bar. If staff wishes to save this they can do so by clicking on “Favorites” then on “Add to Favorites”.

Clarifications

- ♦ The “Activities” button that now has the “RR Event #” button is located in the Customer Module.
- ♦ “Self Service (OSOS)”, “Self Service (non-OSOS)”, “New Job Seeker – Self Service”, “New Job Seeker – Staff Assisted”, “New Job Seeker Partial – Self Service”, and “New Job Seeker Partial – Staff Assisted” are new system-generated customer activities.
- ♦ The “Customer Disability Status” and “Migrant / Seasonal Worker” fields are located within the Programs Section on the screen in the Customer Module / Add'l Info Tab although they are actually not programs.
- ♦ SS/IO (Self-Service/Information Only) was mandated by DOL TEGL 17-05. DOL’s reasoning was customers that use resource rooms in one stops, or state-maintained job banks using resources that were partly paid with WIA funds should be included as WIA customers, in a head count, and not count towards WIA performance.

Resolved Issues

- ♦ The “Print” and “Cancel” buttons are no longer appearing on the printed resume when staff clicks on the “Resume” button.

Mediated Enhancements

- ♦ A new system tab labeled “Rapid Response” is located in the Employer Detail Module. This is not to be confused with the existing “KY Rapid Response” custom tab that some staff have access to.

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- ♦ New Employer Activities have been added to the application in the Employer Module. They are located under the “Reportable Services & Activities” heading on the Activities Button. They are “Business Information and Support Services”, “Incumbent Worker Training Services”, “Planning Layoff Response”, “Rapid Response/Business Downsizing Assistance”, “Strategic Planning/Economic Development Activities”, “Training Services”, “Untapped Labor Pools Activities”, and “Workforce Recruitment Assistance”. We are currently in the process of adding the definitions to the Employer list of activities located at http://my.edcabinet.ky.gov/EKOS%20Newsletters/employky_update_newsletters.htm. We will let you know once this has been completed.

Current Issues

The below issues are scheduled to be fixed in a future version of EKOS.

- ♦ The “Training Waiver” field located in the Customer Services Module / Services Tab / Funding Section currently allows staff to attached inactivated waiver choices (currently displayed in the list in red font) to the record. Please do not select this choice.
- ♦ Motorcycle is currently being misspelled on the printed resume as “MotorCyle” if it is selected as Driver License choice on the Customer Detail Module / Ed/Lic Tab / Driver License Section.
- ♦ Currently the system will not allow staff to create a new Agency (Customer Services Module) when the existing Agency has an “Inactive” status. Until this is fixed staff with the proper security access should remove the existing Termination Date and Termination Reason so that the Agency will be placed in “Active” status. If staff need assistance with this please send an email to the EKOS Project Mailbox at ekos.project@ky.gov.

ABOUT THIS PUBLICATION

Produced by the Office for Employment and Training, EmployKY UpDate is intended to be an information exchange for continuous training on EKOS for all users. Submit topics and tips you think may assist other users to Michele Belcher at michele.belcher@ky.gov or ekos.project@ky.gov. Previous issues of this newsletter can be viewed/printed on the Cabinet website at: http://my.edcabinet.ky.gov/EKOS%20Newsletters/employky_update_newsletters.htm.