



“An information exchange for the Department for Workforce Investment”
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EMPLOYKY UPDATE Training DeskAid

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Reminders

- The Confidential checkbox next to Internet Resume (Customer Module / Gen Info Tab) removes the participant's name, address, and phone number along with the employers name in any job history from the resume that is sent to AJB.
- Staff should not create individual Providers, Provider Services, and/or Provider Service Offerings for their areas if it already exists within EKOS. This will create duplicated records, which will slow system searches.
- The following symbols/special characters will not allow a record to be saved in EKOS. " ", { }, (), [], \ / , or < >
- All Lists currently in EKOS that is no longer being utilized must be deleted from the system by June 15, 2006.

Resolved Issues

- Staff can now attach a customer activity to a record that was previously soft exited without receiving an error message.
- Staff can now add Funding for a new service to a re-opened WIA enrollment without receiving the fed_program_cd error message.

Time Saving Tip

- To select more than one item at the same time staff should hold down the SHIFT key, and then click on the item to be selected. While continuing to hold down the SHIFT key, click on the last item to be selected. Both of these items, in addition to all items in between, will be highlighted.
- To randomly select multiple records staff should hold down the ALT key, and then click on the item(s) to be displayed. This will allow items to be selected that are not grouped together.

Did you know?

- KRS 344.080 prohibits the use of Gender Specific Job Titles in any advertisements, listings, etc. In an inquiry to the Kentucky Commission on Human Rights specifically asking about the job title Foreman, we were told that it is not allowed, not even with M/F after the title. It is important that special attention be given when listing the employer's job title on a job order. If you are unsure of the legality of a job title or have questions about the 'political correctness' of a job title contact the EKOS PROJECT mailbox for assistance.
- Did you know that you could only attach twenty (20) contacts to an employer record? If you have an employer that has more contacts you will need to create a new employer record, then post a note explaining the reason for the duplicated record along with the OSOS ID of the original employer record.

New Customer Activities

Two new customer activities, *which can be utilized by all staff*, have been added to the state specific category:

- "Job Fair Information Provided", will allow staff to identify that they have shared information regarding up-coming job fairs with the participant.
- "Case Management Closed", will allow staff to identify when participant case manage services have been closed.

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 606-433-7721 or email to: 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.