



UPDATE

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

Volume 9 , Issue 2

EMPLOYKY UPDATE Training DeskAid

July 2, 2007

Reminders

- When both KEWES and EKOS are open on staff desktops at the same time the ‘tabbing through fields’ functionality in EKOS intermittently quits working. To keep this problem from occurring staff should first open KEWES then open EKOS.
- Staff should show extreme caution when duplicating a job order or making IVR's – neither of these can be deleted if they are accidentally created in error.
- Employer names should not be abbreviated. If staff discovers a record that has the name abbreviated they should fix it, and then save the record.

Custom Tab

With the recent release EKOS and Common Measures the EKOS Team has now began processing the previous request for custom tabs.

This feature can be utilized to replace existing paper forms and/or to compile information not otherwise located within EKOS for reporting purposes.

The ‘Returning Users’ custom tab located in the Customer Module was recently released. Custom tabs to be released soon are the ‘e3 Info’ (Employer Job Order Module) and ‘Rapid Response’ (Employer Module) tabs.

To request a custom tab the Custom Tab form must be completed and submitted to the EKOSPROJECT mailbox at ekos.project@ky.gov for management consideration and prioritization.

e3.ky.gov Implementation

Kentucky’s new web portal, **e3.ky.gov**, provides no-cost on-line job posting for employers, eliminates time-consuming job order data-entry for staff, and is a gateway to a wide range of employment, education and economic development services and information. All active EKOS users have access to view **e3.ky.gov** employer briefcase and job post activities. EKOS (v4.1.06) includes an e3 Info Custom Tab in the Employer, Job Order Module that has new job order data fields populated from employer entries into e3 or staff entries in EKOS. The system was launched on July 2, 2007 and may be accessed at <https://e3.ky.gov>.

Known Issues

- There are several issues that cause error messages when entering employment and educational outcomes. This is scheduled to be resolved with the next version of EKOS.
- When the last version of Self-Registration was installed a new activity labeled “new job seeker – staff assisted” was generated instead of “new job seeker – self service”. This is not generating a Common Measures enrollment. The labeling of this activity is scheduled to be correctly renamed with the next version of Self Registration.
- Activity search is not working with other tabs. This is scheduled to be resolved with the next version of EKOS.
- When staff clicks on the print button for Interagency Referrals, the referring office and referring staff is not being displayed nor printed.
- Employment Objective entered in Customer Detail Objective tab does not automatically populate the Services Module Achievement Objective as it should.
- There is a time delay in customer data refreshing when moving from one record to the next.
- Confusing error message when entering salary on work history.

Clarification

The most recent job history is used to populate the fields in the Enrollment Detail screens in the Customer Services Module. If there are multiple jobs in the work history and all of them have an end date, or if one or more have an end date, the most recent job is used. If there is more than one entry for the same job, it will look at the work history create time.

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.