



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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Reminder

Staff should not be entering any employer job order contact info in the description. This gives the customers the info without contacting us. We will not be able to track those that applied/hired this way.

EKOS Facts

The numbers below indicate what a busy time everyone has had lately and how hard they are working. These numbers are as of today.

- ❖ Active EKOS Job Seekers = 217,730
- ❖ Active EKOS Customers = 252,435
- ❖ Active EKOS Employers = 19,550
- ❖ Open EKOS Job Orders = 16,027
- ❖ Active EKOS Provider's = 732
- ❖ Active EKOS Provider Offerings = 6,107

Known Application Issues

- ❖ We have discovered a non-consistent problem with the job orders status not automatically updating into referred, filled and closed status. As you come across these please create a screen print and email it to ekos.project@ky.gov so that these can be tracked to determine the cause.
- ❖ The “Activities” Tab is supposed to interact with the other tabs in customer search but it is currently acting as an exclusive tab. This is scheduled to be fixed in the next version.
- ❖ The system should automatically generate an activity called "new job seeker - self service". In the last version of self-registration, it generated the activity as "new job seeker - staff assisted" in error. This will be fixed in the next version.
- ❖ Some job orders originating from Job Exchange (JE, formerly AJB) with in-person selected as the contact method are missing the contact information on the order. This will be fixed in the next patch.

Application Fixes

- ❖ The custom tabs are now appearing when staff use the [Start EKOSPRODV41P2 and perform daily update](#) link when signing into EKOS.

www.e3.ky.gov

* * * IMPORTANT NOTICE * * *

- ❖ All links on the OET website for the Employer Job Order Form are now directed to www.e3.ky.gov where employers can create job orders, search resumes, and access other labor market information.
- ❖ The Kentucky Online Job Order Form is no longer available. If you continue to receive orders in your County Mailbox with the subject line, “Kentucky’s Online Job Order Form”, please enter the order in EKOS and then forward the message to the ekos.project@ky.mailbox.
- ❖ Tip for Job Post Reviewers (JPR’s): Some employers do not understand our SWA (State Workforce Agency) definition of a “referral” when entering a job post in e3. Please be sure that you check their entry when reviewing job posts and adjust it to an appropriate number.
- ❖ Several people were assigned Job Post Review (JPR) status that did not complete the required Job Order Writing training. All staff with JPR status, either as primary or backup must complete this training session. Please send your training request to the ekos.project@ky.gov mailbox. An announcement will be sent once this class has been scheduled.

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. 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.