

MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-79

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors
DCS Area Directors

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: October 4, 2004

Subject: Additional Change in MOSES Version 17.0 (Supplement to Issuance No. 04-76)

Purpose: To provide information on an additional change in MOSES Version 17.0, which will be released to users when they sign onto MOSES on Monday, October 4, 2004. This Communication supplements WIA Information Communication #04-76, issued on September 24, 2004.

Action

Required: Please assure that all Career Center IT Coordinators, MOSES Local Experts and managers on the list to receive WIA Communications on MOSES changes have a copy of this issuance Description of Additional Change in MOSES Version 17.0.

Effective: October 4, 2004

Inquiries: Questions about the MOSES application should be directed to the MOSES Help Desk at (617) 626-5656.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-79.

Description of Additional Change in MOSES Version 17.0

The Job Seeker – Work Experience Details screen has been redesigned so that employer data for employers with a Massachusetts address must be pulled over from the MOSES data base by using the Employer Search button.

This change has been implemented for the following reasons:

- A MOSES user executing a Form 1666 for Trade needs to be able to select an employer from the Work Experience section of the Job Seeker record that contains the Employer Name, FEIN, Employer ID number, and Federal Petition Number.
- Data entry for the Work Experience tab will be easier once Massachusetts employers are entered in the data base. When you select the employer record from the search results the system will enter the employer's name, location, FEIN, Employer ID, and NAICS for you.
- Using the Employer Search button to select the correct Massachusetts employer will enhance the integrity of the Work History data in the MOSES data base.

1. Entering Data for a Massachusetts employer:

Use the Employer Search button to search for the employer record in the MOSES data base. (Massachusetts is the default state on this screen.)

Work Experience Details

Company

▶ Name: ▶ City: ▶ State:

Employer ID: Employer FEIN:

Job Description

Occupational Code: Search

▶ Job Title: ▶ Start Date: End Date:

Other Details

Main Duties:

Suppressed Salary(\$): Salary Unit: Benefits:

Reason For Leaving: Hours/Week:

Additional Info

▶ NAICS Code: SIC:

▶ NAICS Sector:

▶ NAICS Subsector:

▶ NAICS Ind Group:

▶ NAICS Industry:

NAICS US Industry:

Layoff and Petition IDs

Layoff ID	Federal Petition No	Petition Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

Industry Code Search Employer Search OK Cancel

Search by Company Name, Phone Number or FEIN.

Search By

Company Name

Employer ID

Phone Number

FEIN

Search for an existing employer by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

Company Name	Employer ID	Phone Number	Address	FEIN No.	
ABC	1039391	(617)888-8888	12 stab, Boston	-	RR
Abc - Check from Naics	1039485	(213)123-1232	1 a street, Boston	23-1312313	RR
ABC & XYZ	1039608	(617)843-9436	One Two Three, Framingham	04-8674939	
ABC Corp Unlimited	1002366	(617)626-5555	19 Staniford Street, Boston	04-3456789	TAA RR
abc employer	1039461	(439)058-4390	1 a Street, Phillipston	32-0475985	
ABC Employer	1039458	(430)959-0309	1 A Street, Malden	34-0975987	

Selecting ABC Corp Unlimited on the Employer Search screen brings the employer data into the Work Experience screen: Name, FEIN, City, and State, Employer ID, and NAICS code for the employer industry. Enter the job title, search for the occupational code, and enter the start and end dates, main duties, salary, salary unit, benefits, hours per week and reason for leaving. When you click OK to save this data the system will pull over the Federal Petition Number and Petition Status if the employer has filed a petition. Click on Edit to re-open the Work Experience Details screen to view this data. Currently, the Layoff ID number is not displayed. When a data base fix is completed later this month the Layoff ID number will display on this screen if the job seeker was served by Rapid Response.

Work Experience Details

Company

▶ Name: ▶ City: ▶ State:

Employer ID: Employer FEIN:

Job Description

Occupational Code:

▶ Job Title: ▶ Start Date: End Date:

Other Details

Main Duties:

Suppressed Salary(\$): Salary Unit: Benefits:

Reason For Leaving: Hours/Week:

Additional Info

▶ NAICS Code: SIC:

▶ NAICS Sector:

▶ NAICS Subsector:

▶ NAICS Ind Group:

▶ NAICS Industry:

NAICS US Industry:

Layoff and Petition IDs

Layoff ID	Federal Petition No	Petition Status
<input type="text"/>	<input type="text" value="123456"/>	<input type="text" value="Certified"/>
<input type="text"/>	<input type="text" value="76454a"/>	<input type="text" value="Certified"/>
<input type="text"/>	<input type="text" value="43432d"/>	<input type="text" value="Certified"/>

2. Entering an Out-of-state Employer:

If you think that this employer may be in the MOSES data base use the Employer Search button to pull over the data. If this employer is not in the MOSES data base, select the employer's state from the drop-down list and enter the required data. Use the Industry Code Search button to pull over the employer's NAICS code.

The screenshot shows a software window titled "Work Experience Details". It contains several input fields and buttons. The "Company" section includes fields for Name, City, State (set to New Hampshire), Employer ID, and Employer FEIN. The "Job Description" section has Occupational Code, Job Title, Start Date, and End Date. The "Other Details" section includes a Main Duties text area, a Suppressed checkbox, Salary(\$), Salary Unit, Benefits, Reason For Leaving, and Hours/Week. The "Additional Info" section has dropdown menus for NAICS Code, SIC, NAICS Sector, NAICS Subsector, NAICS Ind Group, NAICS Industry, and NAICS US Industry. The "Layoff and Petition IDs" section has input fields for Layoff ID, Federal Petition No, and Petition Status. At the bottom are buttons for "Industry Code Search", "Employer Search", "OK", and "Cancel".

3. If there is no Employer record in the MOSES Data Base, create a new record:

Use the MOSES Links (Help – Links page 2) to get the employer FEIN from the Massachusetts Secretary of State (FEIN look-up) web site or from the FreeERISA (FEIN look-up) web site.

Enter the required fields on the new employer record: Employer Name, FEIN, Employer Type, Federal Contractor, Primary Phone Number, Career Center, Address, and NAICS code. Save the new employer record.

4. From the Job Seeker Work Experience tab, select the new Employer Record

Use the Employer Search button to search for the new employer record and select it. Enter the job title, search for the occupational code, and enter the start and end dates, main duties, salary, salary unit, benefits, hours per week and reason for leaving.

Please contact the MOSES Help Desk (617-626-5656) if you have any MOSES questions on the above change.