

SMART Tip Sheets Employment

Employment

This tip sheet explains how to enter employment information for each client.

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Documenting Employment

This module allows for the documentation of a client's employment status throughout his/her participation in the program. It is intended that the employment status is documented whether the client is employed or not employed.

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, ECourt, Employment.
2. Click **Add Employment** to document the client employment data.
3. Select the **Employment Status** from the drop-down box, then enter the **Name of the Employer** and the **Wage**.
4. Click **Save** or **Finish** when data entry is complete. The information will then be posted to the list above.
5. When the client has completed employment with the employer, click **Review** and enter the **Employment End Date** and **Employment Termination Reason**.
6. If the client is employed by another employer or not employed for any reason, begin with step 2 to document the client's new employment status.
7. Click **Save** or **Finish** when data entry is complete. The information will then be posted to the list above.

Start Date	Employment Status	Wage	End Date	Termination Reason	Actions
8/1/2005	Employed Full Time (35 hours or more per week)	\$10.00			Review Delete

Employment Start Date	8/1/2005	Employment End Date	<input type="text"/>
Employment Status	Employed Full Time (35 hours or more per week)	Employment Termination Reason	<input type="text"/>
Name of Employer	The Dragon Inn		
Occupation	<input type="text"/>		
Wage	\$10.00	Wage Type	Hourly
Hours per Week	<input type="text"/>		

[Cancel](#) [Save](#) [Finish](#)