Ohio | Department of Job and Family Services

STAFF MANAGEMENT SUPPLEMENTAL SHEET

Updated 8/20/09 with build 1.80.1

SM-1, Perform administrative tasks for a new employee

Task 3. Assign Samantha to on-call duty P. 7.

Step 4. After searching for existing On-Call Employee's the County field name will be highlighted, click off to the side of the screen to remove the highlighting. Proceed with the exercise as written. This is a defect in the training database and will work properly in production.

SM-2, Manage your staff and workload

Task 1. Assign a case to another supervisor – P. 10

Step 1. Click **Home** in the header links. Then click OK.

Task 3. View the ticklers for one of your workers. – Page 12

Step 1. Click **Home** in the header links. Then click OK.

Task 4. Reassign work from one worker to another P. 13

Skip this task.

SM-3, Waive training requirements and update training plans

Task 4. Record completion of competency requirements P. 21 - 22

Step 7. Start Date: Enter first working day of the month 6 months from today's date.
End Date: Enter four working days after the above date.
You need to enter the date in XX/XX/XXXX format (enter the slashes)

Step 11. Start Date: Enter first working day of the month 7 months from today's date.
End Date: Enter four working days after the above date.
You need to enter the date in XX/XX/XXXX format (enter the slashes)

SM-4, Make a screening decision & route an intake

Task 2. Create a case – P. 25

Step 3. In the **Case Reference Person** field, select Baccus##, Loretta (if not already selected).

Task 3. Route the case to the Assessment/Investigation supervisor P. 26

Task 1. Click **Home** in the header links. Then click OK.