OJT – Reference Employee

Background:

Fields with red asterisks are required fields and must have data.

Role:

CRO Admin, CRO User

Navigation:

Reference Data > Employees > Select an Employee

> Reference Employee Summary

Add OJT Program to Employee

1. Select the OJT Trainee tab
2. Click the **New** button
3. Select the appropriate contractor on the **Employer ID** drop down
4. Begin typing to search and select the **Reference OJT Program** for this employee
5. By default, the **Status** will be **Active**
6. Enter today's date in the **Date Program Added to Employee Record.**
7. If applicable, enter any **Comments**
8. Click **Save**

Add OJT Contract Assignment to Employee

The training program for the employee must be assigned to a contract and the system will track the trainee's progress as certified payroll are submitted with the classification that matches the Skill Sets for the OJT Program

1. Select the **OJT Trainee** tab
2. Select the **OJT Trainee Program Actions Menu** click **Contract Assignments ****
3. Search and select the appropriate **Contract**
4. Enter the **Date for Credit**
5. By default, the **Status** will be **Active**
6. Enter any applicable **Comments**
7. Click **Save**

To access documentation or attach new documentation

8. Select the OJT Trainee Program record **Actions Menu** click **Attachments**
9. Click the **Select File** button and navigate to the electronic copy of the OJT documentation
10. Enter a **Description**, if applicable
11. Click **Save**

** If you are adding multiple OJT Contract Assignments for the same Contractor for the same OJT Program, begin entering additional contracts at this step.

If you need further assistance please contact your Module Admin