Employment Wizard User Guide

The Employment Wizard is the updated process to add Employment records to your registry profile. The employment wizard was created with the user in mind, a straight-forward way to enter the important pieces of data to the employment record so that the ODJFS and ODE Employee Record Charts and reports and up to date.

Log in to your OPR Profile:

Click on Employment tab and then click on Add Employment:
Next you will find the step by step employment wizard. This wizard starts out with three choices and you will determine your path from this first screen.

Each one of these employment type choices will take you to the next screen with options for your specific employment. Please read the options carefully and select the best choice for your employment record.

Continue to step through the employment wizard, reading the information on the screen and selecting the best choices.

Once you have selected your employment type, you will need to enter your role at that employment. Roles are a critical component of the employment record. You may have more than one role at your employment. For example, you may be a lead teacher and a driver at your child care program. In these cases, you will need to enter each role separately into the record.
For this user guide, screenshots for an ODJFS licensed provider will be used to familiarize you with the functionality of the employment wizard. Screens for other employment types and roles are very similar and will function in the same manner.

After selection of employment at an ODJFS licensed program, this screen will open for completion:

The program information is entered on the screen and you will click on your role.
The next screen will ask for the start date and provides a calendar when you click on the date field:

The next question pertains to the completion of previous employment entries:
In the employment wizard, after you have created your role, you will be asked three questions. You may choose to not answer the questions, however, these questions provide valuable data on the early childhood workforce and provide an important look at the workforce demographics and wages.

The three questions are:
How many hours a week did/do you work at this program?
How many months a year did/do you work at this program?
What is/was your hourly wage in this role?

Please note: the information entered into these three questions is never identified to a person, and only you can see what is entered. The OPR never releases data on an individual, only aggregate data on the workforce is ever reported out.
Then you will be asked if you have any additional roles at this employment. If you click Yes, you will be taken through the wizard for the next role. Click No to complete your employment.

**Do you have any additional roles at this employer?**
- Yes, add another role
- No, complete employment

The final piece to completing your employment record is whether or not this is your Primary Employment. You may have two different employments, and the system needs to know which one is your primary employment. If you only have one employment, the system will default to Primary.

**Please review your employment details, click on My Primary Employment if this is your primary employment record and then click Save Employment to complete your entry.**

- My Primary Employment
- Save Employment

After you click save, you will see this pop-up and the employment is now in your employment tab in your profile.

![Employment Saved]

Reminders: Choose the best selection for your employment type to start the wizard. Every employment type will have different roles and different fields to complete. Follow the instructions of the wizard as you complete your employment type and role entry.