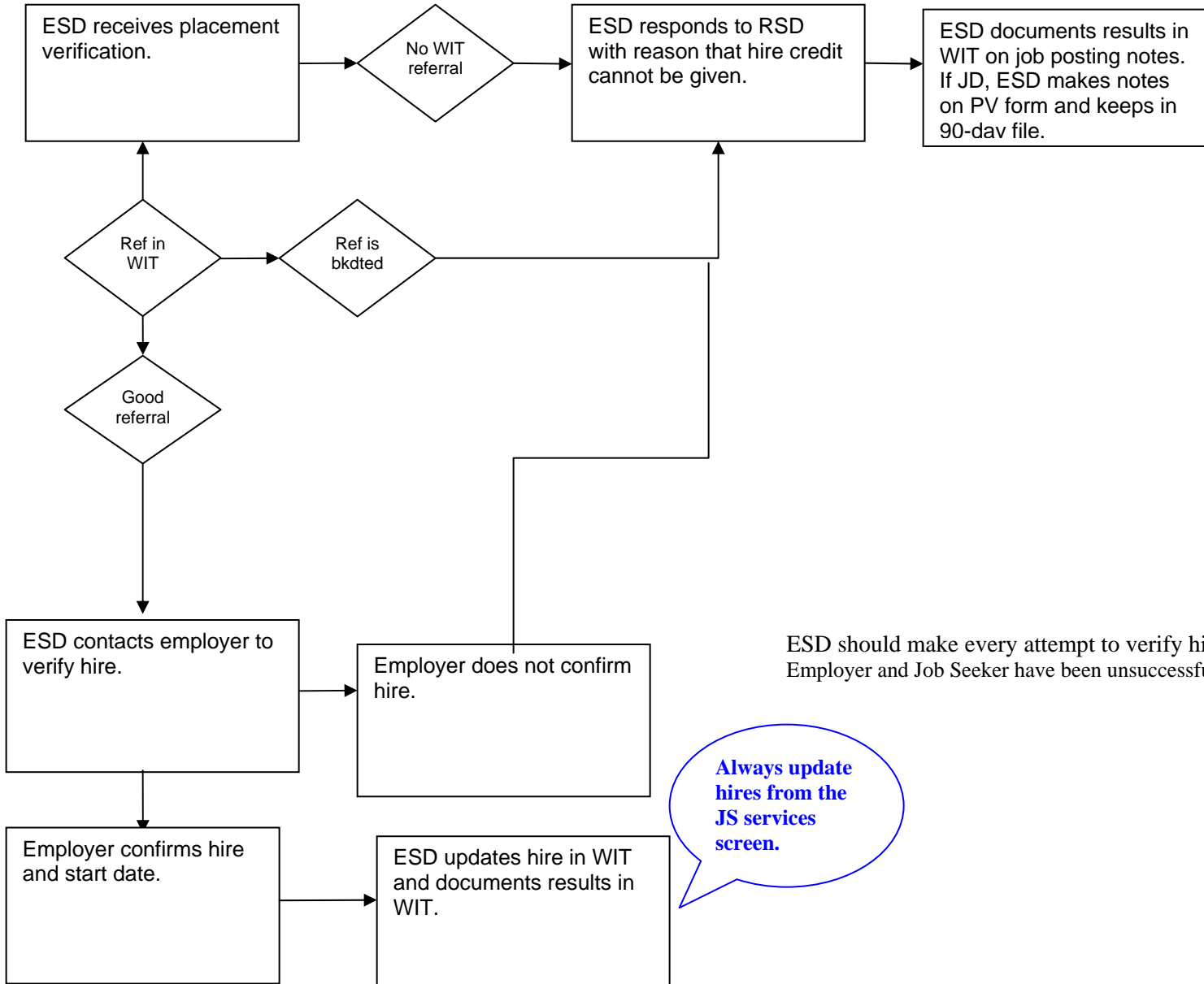


Assess the form to determine if information is accurate and completed. ESD is responsible for maintaining data integrity and should follow appropriate procedures when information has been compromised in WorkInTexas.com.



Start



ESD should make every attempt to verify hires. If after the third attempt to contact the Employer and Job Seeker have been unsuccessful should ESD respond to RSD of no hire credit.

Always update hires from the JS services screen.

Automatic Verification

- Requires no contact with the employer
 - Referral(s) in WIT must be prior to employment start date
 - Sources
 - UI Wage Record Information
 - Direct correspondence from Employer via email, fax or mail
 - Online verification such as theworknumber.com
 - Texas Department of Public Safety for security guard positions – www.dps.state.tx.us
-

UI Wage Record Information

- Referral in WIT must be in or prior to reported quarterly wages located on the TWC Mainframe
 - Log in to the TWC Mainframe (TPTX1)
 - Tab down to the fourth selection in the left column, [Wage Record Inquiry](#) and enter
 - Type in the SSN and enter
 - View wages from employer
 - 1-06: first number indicates first quarter (January, February, March)
 - 2: second quarter (April, May, June)
 - 3: third quarter (July, August, September)
 - 4: fourth quarter (October, November, December)
 - 1-06: second number indicates the year (2006)
 - Wages are shown for the current base period (the first four of the last five quarters)
 - Type in BN74 or WDIS in the command line to view the lag quarter
 - TWC Mainframe is DOS-based; hit the f8 key to page forward to the next page
-

Posting Hires More than 12 Months Old

- Verify hire from UI Wage Record Information
 - Staff can only update hire in WIT if referral is less than 15 months old; otherwise, it is too old to post
 - Select referral from Job Seeker Services
 - Click on job seeker status and change status to [Hired](#)
 - Make start date less than twelve months of the referral
 - Ex: Today is October 1, 2007. Referral shows July 15, 2006. UI Wage Record shows wages from employer in the third quarter, 2006. Update hire with start date of July 14, 2007.
 - Document results in Notes
-

Hire Verification Source

- First hand testimony from the Employer (primary source of contact)
 - First hand testimony from the Job Seeker
 - Second hand testimony from Job Seeker's household member (must be able to verify start date)
-

Posting Hires

- Only ESD staff can update hires in WIT
- ESD should post hires on all referrals, regardless if the referrals is from your career office.
- ESD cannot give hire credit on the same job seeker and employer if hire has already been updated
- ESD can post hire credit if job seeker has returned to work for the same employer **and** has had intervening employment elsewhere. (Must have proof of intervening employment)