Workforce Solutions
Generating Recruiting Letters for Profiled Claimants

The Workforce Solutions Placement Team will generate recruiting letters at least once a week, preferably on Thursday mornings. The new list of UI recipients populates the Rapid Re-employment System each Thursday.

Office staff no longer generate rapid re-employment recruiting letters.

Logging on the System

1. Log onto the JSMS system.
    - Type: **tptx1**
    - Enter **User ID and Password**
2. From the main menu, tab down to the bottom of the menu screen and type "AD17". The Rapid Reemployment System (RRES) menu will show.

Setting up the Letter

3. From the RRES menu, select option 2 "Call In Letter" to get to the Call-In Letter screen. Use the tab key to move to each of the following fields.
    o LWDA: enter **28**
    o Ltr Id: enter a unique letter ID for each different letter to be mailed to a customer or batch of customers. The letter ID will be a ten digit number with the placement team office number followed by the Contact By Date (see below). For example **0493081909**.
    o Code: enter the last two digits of the local office number. For example **93** (for office number 0493)
    o Profile date: the system populates this date
    o LONO: enter the local office number for the placement team **0493**

4. Schedule an Orientation – **Leave this Section Blank**. We will not require customer to attend group orientations.
    o Orientation Date: **Leave this Line Blank**
    o Orientation Time: **Leave this Line Blank**
    o Location: **Leave this Line Blank**

5. Alternative Selection
    o Contact By Date: enter **mmddyy** for the date two weeks after the date the recruitment/outreach letter is mailed. For example a letter mailed on Wednesday August 12, 2009 will show a contact by date of Wednesday August 26, 2009
    o Time: enter **8AM-5PM M-F By mm/dd/yy**
    o Location: enter web address – www.wrksolutions.com

- o   Telephone: enter the telephone number of the placement team
- o   E-mail: enter reemploymentteam@wrksolutions.com
- o   Website: http://www.wrksolutions.com
6. Press "F2" to add the letter to the file.

Profile Listing

7. Press "F3" twice to exit the letter and return to the RRES menu.
8. Use the Profile List to select individuals to invite to the office. Go to the profile listing by selecting menu option 1 for "Profile Listing". The Profile List screen will show.
9. Tab to the LWDA field and type "28". Tab to the zip code field and type in your first desired zip code. Press "enter". (All zip codes are to one of Workforce Solutions offices. A list of zip codes by office is Workforce Solutions website under ***Staff Resources/Policies and Procedures/Office Zip Code Assignments***.) http://www.wrksolutions.com/staff/zipcode.html
10. A list of the UI recipients in this zip code will appear.
11. Press F3 twice to return to the RRES menu. Select option 2 for "Call-In Letter". Press "enter". You must bring up the letter again to make sure that the system uses the correct letter form. Tab to the LWDA field and type "28". Tab to the Letter ID field and type in your letter ID. Tab to the Code field and type the code. Press "enter". Your letter should appear.
12. Your letter information should fill in on the individual's line asking her to call or email the office
13. Press F5 to update the information and allow you to select a new zip code.
14. When a customer responds to the letter, record the response in the WorkInTexas
    a. Mark RRES orientation and one of the following services
        i. Job Search Assistance
        ii. Resume/Application/Interview Preparation
        iii. Counseling
        iv. Career Guidance Services
        v. Employability Development Plan

Rescheduling Appointments

15. It is unlikely that you will need to reschedule customers since they can comply with the orientation requirement by telephone or email. If for some reason you do reschedule select number "3 "again at the profiling menu, type the social security number. Press "enter".
16. Tab to the section labeled "re-assign original" and put an "X" in the space next to it. Then press "F2".
17. This will give you the letter format. Tab to the date and change it to the re-assigned date of the orientation. Press "F2" to add. This will send a new letter with the appointment date.
18. If you do not want to send another letter, put an "X" in both the "reassign original" and "send new letter" sections. Press "F2" to add. Tab to change the date of orientation, then press "F2" to add.