

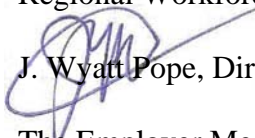


Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: July 27, 2007

TO: Regional Workforce Board Executive Directors

FROM:  J. Wyatt Pope, Director of Workforce Program Support

SUBJECT: The Employer Merge Function in Employ Florida Marketplace

The Agency for Workforce Innovation (AWI) is pleased to announce that Geographic Solutions, Inc. (GSI) has added a new feature to the Employ Florida Marketplace (EFM) which allows the merging of multiple employers into a single employer with one Federal Employer Identification Number (FEIN) and multiple locations as a staff function. Please share this memorandum with the appropriate staff.

The merge function requires privileges to be set for staff, allowing a region to control this privilege. The default is, as with most privileges, set to “no.” Regional Security Officers will:

1. Log into the EFM administration site.
2. From the navigation bar, select “Staff Administration,” then “Administer a Staff Account” and search for the employee account.
3. Scroll down to the “Manage Employers” section.
4. Set “Merge Employers” to “Yes” and then save changes.

Staff members with this privilege can merge employers as follows:

1. From the navigation bar, select “Manage Employer,” then “Assist an employer.”
2. Specify your search criteria and then select “Search.”
3. Select the correct employer in the listing by clicking on “General” link in the Action column. This employer will become the “Master Employer.”
4. From the “General Information” screen, in the “Staff Section,” select the “Merge Employer Account” link.
5. Another employer search screen will appear. From this screen, search for the employer record that is to be merged into the employer that was previously selected as the “Master Employer.”


Agency for Workforce Innovation

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For more information go to www.floridajobs.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

6. Select the employer by clicking on the “USERNAME” link. This employer will become the “Merged Employer.”
7. A new merge employer screen will appear –

 For help click the question mark.

Employer Merge Information

Master Employer: PUBLIX (3052962225)
Merge Employer: PUBLIX (5617922113)

Records to be Merged

Listed below are the detailed record items that will be merged. There will be other miscellaneous records merged as well.

Data Item	Records
Appointments	0
Case Notes	3
Contacts	1
Skill Sets	0
Work Sites	1
Job Orders	1
Job Orders (Open)	0
Messages	0
Services	3
Virtual Recruiters	0

Merged Employer Outcome

* Outcome: Merged employer will be archived
 Merged employer will be deleted

8. Under the “Employer Merge Information” and the “Records to be Merged” sections, verify that the Master Employer, the Merge Employer, and the records to be merged are correct.
9. If this information is correct, under the “Merged Employer Outcome” section, select either the archive (the default) function or the delete function for the merged employer’s account information. The AWI suggests that the merged employer be deleted from the system.
10. Click “Merge” and the two employers become merged into the master employer’s account.

Staff members who have this merge privilege also have the responsibility of providing good customer service by contacting the employer whose accounts are slated for merging to apprise the employer of this action. Alienation of employers who have not been contacted and who may try to use a merged account username and password may result in lower customer satisfaction. If you have any questions regarding this memorandum, please contact Joan Losiewicz at (850) 245-7422 or via e-mail at Joan.Losiewicz@awi.state.fl.us.

JWP/ojl

cc: Barbara Griffin
Richard Meik