

Work Process: Hiring a Member in ESS-updated search fields

Purpose: For an Employer/MA to accurately hire a new member and avoid duplicates in the system.

- 1) The new search input fields:

The screenshot shows a web interface with a sidebar on the left containing 'Shortcuts' (Create Invoice, Process New Hire, Upload a File, Help and Support) and a 'Menu' (Home, Roster, Invoices). The main content area has a heading: 'Please search for Participant using both Participant SSN and DOB together or Person ID.' Below the heading are three input fields: 'Date of Birth' with a placeholder 'mm/dd/yyyy' and a calendar icon, 'SSN', and 'Person ID'. At the bottom are three buttons: 'Back', 'Reset', and 'Next'.

- 2) If you do not enter any information and click on 'Next', an error message will be produced:

This screenshot is identical to the previous one but includes a red error message box at the top right: 'Please populate either SSN & DOB or Person ID to search for a participant.'

- 3) SSN & DOB must be entered together. If you enter DOB or SSN by itself, and click on 'Next', an error message will be produced:

This screenshot is identical to the previous ones but includes a red error message box at the top right: 'Both SSN & DOB are required to search for a participant.' The 'Date of Birth' field now contains the value '01/01/1980'.

- 4) Person ID works by itself. If you enter either DOB or SSN or both of them populated together along with Person ID and click on 'Next' an error message will be produced:

Neither SSN nor DOB should be populated with Person ID.

Please search for Participant using both Participant SSN and DOB together or Person ID.

Date of Birth: 01/01/1980
 SSN: 999-99-9988
 Person ID: 123456

Back Reset Next

- 5) To process a new hire enter the members SSN and DOB together. Select 'Next':

Please search for Participant using both Participant SSN and DOB together or Person ID.

Date of Birth: 01/01/1980
 SSN: 999999988
 Person ID:

Back Reset Next

- 6) If the members SSN and DOB do not match any records in ESS, the system will ask you to click 'Next' to continue creating a new Participant record as you normally would:

Enter Member Information

This member does not exist in our records. Please refine your search or click 'Next' if you wish to create a new Participant.

Back Cancel Next

- 7) If the member produces a match in ESS the Person ID, Name, Date of Birth, City, State and Current Employment Status will display. If your search produces one record only then you simply select that record. Select 'Next' to move forward:

Select Participant

One or more records were found that matched your search. Please select a participant and click 'Next' button.

Person ID	Name	Date of Birth	City	State	Current Employment Status
3875047	SMITH, JOHN	01/01/1980	NEW YORK	NEW YORK	No Roster History

Back Cancel Next

- 8) If the members information does not match, click on the [here](#) link to follow the process of creating a new record:



- 9) If the member's information produces more than one record, always select the record that has some Employment history (Active, On Leave or Terminated). Select 'Next' to move forward:

