Adding IV-E Juvenile Court Employees

Ohio *SACWIS*

Knowledge Base Article

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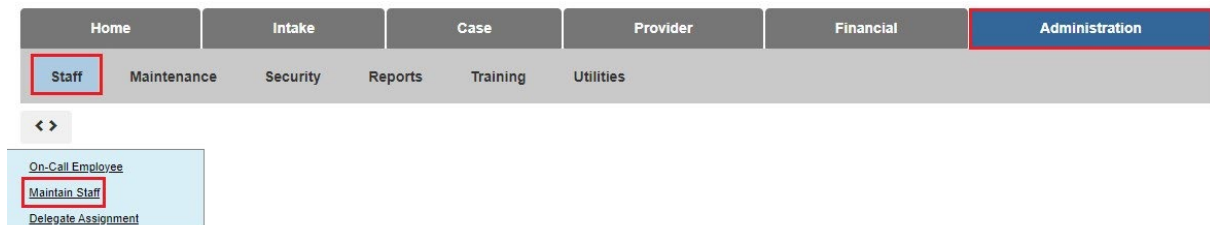Ohio | Department of Job and Family Services

Overview

This article describes how to add an employee to the IV-E Juvenile Court Employee list in the Ohio SACWIS system.

Once the Ohio SACWIS Project Help Desk receives the name of the employee who will be your agency's **IV-E Juvenile Court Agency System Administrator**, complete the following steps to set up your IV-E Juvenile Court Administrator:

Locating an Employee's Person ID Number

1. On the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Staff** tab.
3. Click the **Maintain Staff** link in the **Navigation** menu.

The **Employee Search Criteria** screen appears.

4. Enter criteria in the appropriate fields to search for the person who you are making the IV-E Juvenile Court's Administrator.
5. Click the **Search** button.

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The results appear in the **Employee Search Results** section.

6. As shown below, write down the **Person ID** number that appears next to the person's name.

Important: This is the ID that you will need to attach to the new **IV-E Juvenile Court Administrator** role. There must be one employee ID for each agency or court that the person works for, but all employee IDs must be associated with only one Person ID.

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Example:

Susie Sacwis	ODJFS Agency	Employee ID = 444555	Person ID = 123456
Susie Sacwis	ODJFS Court	Employee ID = 555777	Person ID = 123456

Adding the IV-E Juvenile Court Employee

1. Repeat the previous steps to navigate to the **Employee Search Criteria** screen.
2. Enter the **Employee ID** number to search for the person who will be your **IV-E Juvenile Court Administrator**.
3. Click the **Search** button.

Important: The results appear in the **Employee Search Results** section, but **do not** click the **Edit** link by the person's name.

4. Click the **Add Employee** button.

The **Person Search Criteria** screen appears.

5. In the **Person ID** field, enter the person's ID that you wrote down in the previous step.
6. Click the **Search** button.

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Search For Person

Person ID:
123456

~ OR ~

SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name:

First Name:

Middle Name:

Gender:

Name Match Precision
Returns results matching entered names including AKA names/nicknames

+ AKA/Nicknames

Fewer Results   More Results

Sort by:
Relevance (Highest-Lowest)

Search   Clear Form   Return

The person's information appears in the **Person Search Results** section.

7. Click the **Select** link in the appropriate row.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

☐ Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
select	Sacwis, Susie / 123456				
	Related Persons ∨				

The **Employee Information** screen appears.

8. In the **Hire Date** field, enter the appropriate date.
9. In the **Email Address** field, enter the appropriate email address.
10. Check mark the **Supervisor Override** checkbox.
11. Click the **Apply** button.

Basic	Job History	BCI	Demographics	Qualifications

Employee Name: Sacwis, Susie   Employee ID:

Employee Information

Employee ID (County):   Email Address: Email@test.com

Hire Date: *   09/01/2023   ☐ Termination   Termination Date:

☐ On Leave Indicator   ☑ Supervisor Over-Ride

Exemptions

☐ University Partnership Program   ☐ First Year Requirement Waived

Current Job

	Start Date	End Date	County	Agency	Unit	Supervisor	Job Title

Add Job

Apply   Save   Cancel

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The **Add Job** button becomes enabled and turns blue.

12. Click the **Add Job** button.
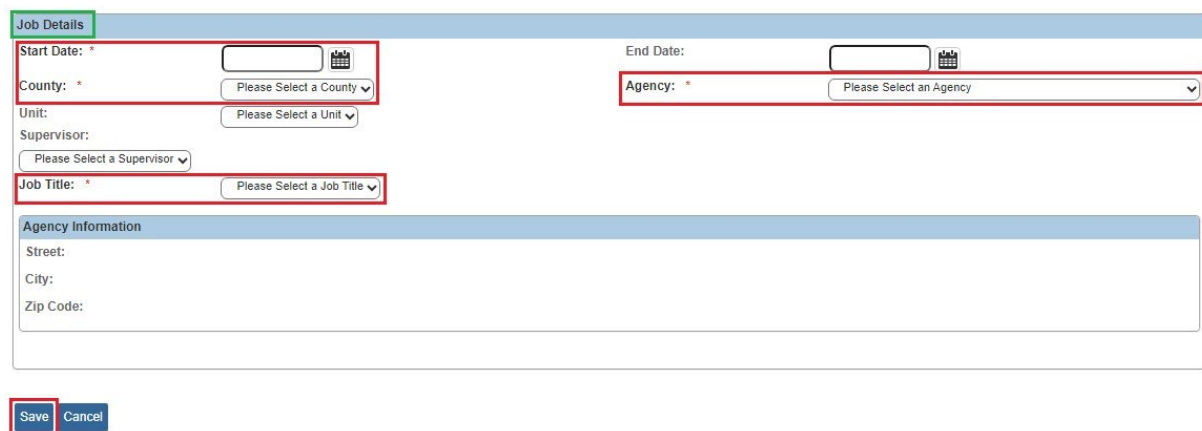

The **Job Details** screen appears.

13. Complete all mandatory fields.
14. In the **Agency** field, select the appropriate court from the drop-down list.

Important:

- If your court does not appear, send an email to SACWIS_ACCESS@jfs.ohio.gov .
- In the **Supervisor** field, there is no need to select a supervisor due to this person being the first employee for the court and because the **Supervisor Override** checkbox was checked.

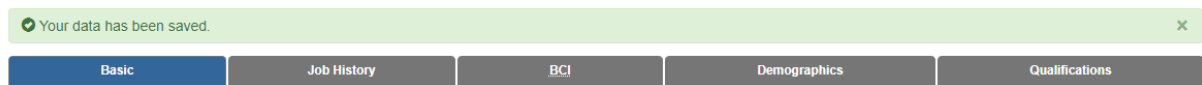15. When complete, click the **Save** button.

A message appears on the **Employee Information** screen showing that your data has been saved.

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✅ Your data has been saved.   ✕

Basic	Job History	BCI	Demographics	Qualifications

16. Click the **Save** button again. The **Employee Search Criteria** screen appears displaying a message that your data has been saved.

17. Once saved, send an email to SACWIS_ACCESS@jfs.ohio.gov stating the employee has been created.

- Be sure to include the user's **OH ID** and the Ohio **SACWIS IV-E Juvenile Court Employee's ID** that you need it attached to.

- After SACWIS_ACCESS attaches the OH ID to the IV-E Juvenile Court Employee ID, you will receive a reply stating this has been completed.

- When logging into Ohio SACWIS (**Select Agency** screen), the employee will now have a choice to select between the county and the court in the **Agency** field drop-down list.

Select Agency

◉ Login as another worker
Agency Type: ◉ Public ○ Private
Agency: [▾]

[Select] | Test County Children Services
           | Test County Juvenile Court

Adding Additional Employees

The same procedure can be used to add additional employees. However, if the Agency Court Administrator is the worker's supervisor, that person should be added as the supervisor, rather than having the **Supervisor Override** checkbox checked.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .

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