

# Adding a Wendy's Wonderful Kids Recruiter Profile



## Knowledge Base Article

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## Overview

This document provides instruction for Public Agencies to create user profiles within Ohio SACWIS for their Wendy's Wonderful Kids (WWK) recruiters.

WWK recruiters will have existing login information from their primary agency. Therefore, you should **not** create a new OH|ID and/or submit a digital 7078 for these individuals. However, the WWK recruiter must have a separate employee profile for each agency they work with. Following the steps below, a WWK will gain the ability to log in as multiple agencies using a single OH|ID.

## 7078

The county requesting access for a WWK recruiter to Ohio SACWIS must have a signed JFS7078 for their agency. A new Code of Responsibility must be signed by the recruiter and signed by a supervisor within your county. The form can be found [here](#).

## Locating an Employee's Person ID Number

To create a login for the WWK recruiter for your agency, you will need to identify the Person ID linked to the Private Agency Employee ID. It is critical that the same Person ID that was used to create their initial employee ID be used for any subsequent employee profiles. You may want to request this number from the WWK recruiter's agency. Otherwise, follow these steps to locate the needed ID:

From the Ohio SACWIS Home Page:

1. Click, **Search**.
2. Click, **Person Search**.



The **Search for Person** screen appears.

3. Enter search parameters.
4. Click, **Search**.

Ohio SACWIS

Home Recent Search Help

Person Search Intake Search Case Search Provider Search Provider Match Employee Search Agency Search

Search For Person

Person ID: [ ] - 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: [ ]

DOB: [ ] - OR - Age Range: [ ] - [ ]

From Age To Age

Reference, TCN, and Address Criteria

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

Sort by: Relevance (Highest-Lowest)

+ AKA/Nicknames

Search Clear Form

The **Person Search Results** appear.

5. Click, **View**.

**Note:** If there is more than one returned result, search the SACWIS History for each person to find the primary employing agency.

Result(s) 1 to 2 of 2 / Page 1 of 1

Person Search Results

Include only active case members

Person Name / ID	Address	Gender	(Age) DOB	Active Case
<a href="#">View</a>				

Related Persons

The **Person Overview** page appears.

6. Click, **SACWIS History** in the navigation pane.

Person Overview

Profile  
Education  
Medical  
Employment  
Military  
Background  
Delinquency  
**SACWIS History**

Person Overview

Name: [ ] Person ID: [ ] Gender: [ ]

DOB: [ ] Age: [ ]

Race: [ ] Hispanic/Latino: [ ]

Primary Contact

Contact: [ ]

Address: [ ]

Environmental Hazards:

The **SACWIS History** screen appears.

7. Click, **Employee History**.

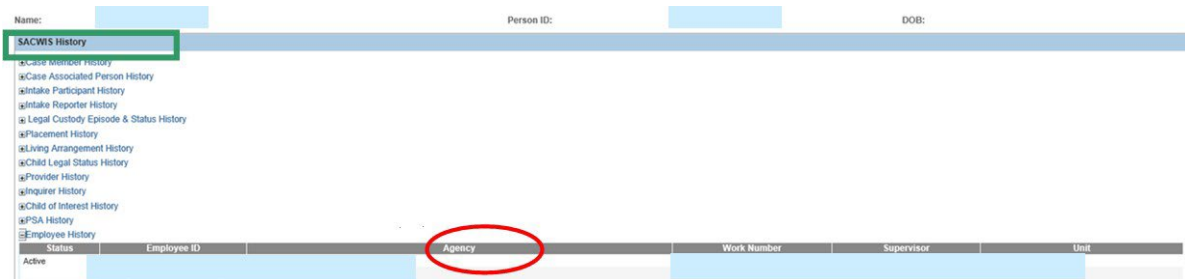


The **SACWIS History** screen expands to display employment history.

8. Write down the **Person ID** of the individual once identified.

**Note:** You will need the Person ID to add an employment record for the WWK worker.

**Important:** Check the **Employee History** associated to the Person ID. The agency should match the primary agency where the WWK recruiter is employed.



## Creating the Employee Record

Navigate to the Ohio SACWIS Home Page:

1. Click, **Administration**.
2. Click, **Staff**.
3. Click, **Maintain Staff**.



The **Employee Search Criteria** screen appears.

4. Enter search parameters.
5. Click, **Search**.

Home Intake Case Provider Financial Administration

Staff Maintenance Security Reports Training Utilities

Employee Search Criteria

Employee ID:  ~ OR ~ Last Name:  First Name:  Middle Name:

County:  Language Proficiency:

Education Level:

Include Inactive

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

Sort by: Relevance (Highest-Lowest)

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

6. Click, **Add Employee**.

Search Results

Result(s) 1 to 7 of 7 / Page 1 of 1

Employee Name / ID	Email	Work Number	State / County	Supervisor	Unit
Managed Units:					
Managed Units:					
Managed Units:					



The **Search for Person** screen appears.

7. Enter the **Person ID** you previously copied.

8. Click, **Search**.

**Search For Person**

Person ID:  ~ 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:

DOB:

~ OR ~ Age Range:  -

From Age To Age

Reference, TCN, and Address Criteria

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

Sort by: Relevance (Highest-Lowest)

+ AKA/Nicknames

Fewer Results More Results

**Search** Clear Form Return

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

9. Click, **select**.

**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
<b>select</b>				

Related Persons

The **Employee Information** screen appears.

10. Enter the **Hire Date** (mandatory), and any other relevant information.

11. Click, **Apply**.

**Employee Information**

Employee Name: Cheema, Cathy Employee ID: 11

Employee ID (County):

Hire Date: \*

On Leave Indicator:

Exemptions:  University Partnership Program  First Year Requirement Waived

Current Job

Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Apply** Save Cancel

The **Current Job** section is enabled.

12. Click, **Add Job**.

The screenshot shows the 'Employee Information' form with several sections: 'Employee Information', 'Exemptions', and 'Current Job'. The 'Current Job' section is highlighted with a green box. Below it is a table with columns: Start Date, End Date, County, Agency, Unit, Supervisor, and Job Title. The 'Add Job' button is circled in red. At the bottom are 'Apply', 'Save', and 'Cancel' buttons.

### Adding Job Details

1. Enter the **Hire Date** and complete all other mandatory fields (designated by a red asterisk).

**Note: County, Agency, and Unit** must be completed in that order.

2. Click, **Save**.

The screenshot shows the 'Job Details' form with fields for Start Date, End Date, County, Unit, Job Title, Agency, and Supervisor. The 'Save' button is circled in red. Below the form are 'Apply', 'Save', and 'Cancel' buttons.

The **Employee Information** screen appears, displaying the message: **Your data has been saved**. The job information is listed in the **Current Job** section.

3. Click, **Save**.

The screenshot shows the 'Employee Information' form with a green message box at the top that says 'Your data has been saved'. The 'Current Job' section now contains a new job entry with a blue background. A green arrow points to the 'Add Job' button. At the bottom are 'Apply', 'Save', and 'Cancel' buttons.



The **Employee Search Criteria** screen appears with the following message: **Your data has been changed.**

The screenshot shows a web browser window with a green notification bar at the top that says "Your data has been changed." Below this is the "Employee Search Criteria" form. The form includes several input fields: "Employee ID:" (text box), "Last Name:" (text box), "First Name:" (text box), "Middle Name:" (text box), "County:" (dropdown menu), "Language Proficiency:" (dropdown menu), and "Education Level:" (dropdown menu). There is also a checkbox labeled "Include Inactive" which is checked. A "~ OR ~" separator is located between the Employee ID and the name fields.

As with any other employee, you will then need to add User Groups to their security profile to grant them access to the areas of Ohio SACWIS where their job responsibilities lie.

## Final Steps

Once the information above is completed, send an email to [SACWIS\\_ACCESS@childrenandyouth.ohio.gov](mailto:SACWIS_ACCESS@childrenandyouth.ohio.gov) or through the Customer Care Portal with the following information included:

1. WWK recruiter's OH|ID
2. The Employee ID that was created for your agency
3. A scanned copy of the signed 7078 form with wet signatures

After the information is linked, you will receive a reply stating this has been completed.

As shown in the screen shot, when logging into SACWIS (**Select Agency** screen), the employee will have a choice to select between the private agency and the county agency.

The screenshot shows the "Select Agency" screen in the SACWIS system. The browser address bar shows "https://sacwisuat.odjfs.state.oh.us/sacwis/login.do". The page has a "Log off" button and "UATJ / 3.11.2" text. Below the "Switch Agency Profile" heading is a "Select Agency" section. It features an "Agency:" label and a dropdown menu with three options: "Franklin County Children Services Board", "Franklin County Children Services Board", and "UMCH Family Services". A "Select" button is located below the dropdown menu.

If you need additional information or assistance, please contact the Bureau of Children Services Operational Support's [Customer Care Center](#).