

## EMPL – Employment History

This screen is used to add or display employment history information for a specific person.

```
CAFSEMP      EMPLOYMENT HISTORY      07/11/2016    10:01
USER ID : C74142SW MODIFY                PAGE NO: 1
CAPS ID : 00001655 25      NAME: DOE, JANE

TO SELECT, A=ADD, M=MODIFY OR D=DELETE
SEL
- PROVIDER NUMBER :
  NAME : WALMART                                PHONE:
  ADDR1: 123 PROSPECT                          START DATE: 01/05/2016
  ADDR2:                                       END DATE: 99/99/9999
  CITY : HELENA                                STATE: MT   ZIP CODE: 56901 -
  OCC: CUSTOMER ASSOCIATE
  INCOME: 11.25/HR                            STATUS: FT  FULL-TIME
  HOURS PER MONTH: 40
- PROVIDER NUMBER :
  NAME :                                       PHONE:
  ADDR1:                                       START DATE:
  ADDR2:                                       END DATE:
  CITY :                                       STATE:     ZIP CODE: -
  OCC:
  INCOME:                                       STATUS:
  HOURS PER MONTH:
```

PATH: \_

**Field Descriptions** (F12) indicates code lookup is available.

### *CAPS ID* (F12)

Enter the CAPS ID of the person you wish to add or view employment details for.

### *NAME*

This field will display the name of the person whose ID is entered in the CAPS ID field.

### *SEL*

Enter "A" if you want to add employment details, "M" if you want to modify employment details or "D" if you want to delete employment details.

### *PROVIDER NUMBER*

This field will display the provider/facility number if the person is associated with a licensed facility. This information is defaulted from the PRPL (Provider Person List) screen. *The rest of the provider information will also be listed and this information is not modifiable.*

### *NAME*

Enter the name of the employer.

*PHONE*

Enter the phone number for the employer. You must enter the area code.

*ADDR1*

Enter the address for the employer.

*START DATE*

Enter the date the person began employment.

*ADDR2*

Enter additional address details, such as "in care of" information.

*END DATE*

Enter the date the person left employment.

*CITY*

Enter the city where the employer is located.

*STATE (F12)*

Enter the state where the employer is located.

*ZIP CODE*

Enter the zip code for the employer's address.

*OCC*

Enter the person's occupation with the employer.

*INCOME*

Enter income information such as rate and period of time (for example \$25/hr or \$1500/mo.) Use salary (before deductions) per month if possible.

*STATUS (F12)*

Enter the person's employment status.

**Additional Information**

Provider employment information cannot be modified or deleted on the EMPL screen. These details must be modified or deleted on the PRPL (Provider Person List) screen.