

Kensington Expressway Project OSOS Guide



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PURPOSE

The New York State Department of Transportation, in cooperation with the Federal Highway Administration, has prepared an Environmental Document for the NYS Route 33, Kensington Expressway Project, located in the City of Buffalo, Erie County, NY. The purpose of the Project is to reconnect the community surrounding the defined transportation corridor and improve the compatibility of the corridor with the adjacent land uses, while addressing the geometric, infrastructure, and multi-modal needs within the corridor in its current location.

State Level Governor's Discretionary Workforce Innovation and Opportunity Act (WIOA) funds have been approved to support the Local Workforce Development Area's (LWDA) Kensington Construction-Jobs Grant (the Kensington Project). This State Level WIOA funding is made possible by a grant from the United States Department of Labor (USDOL) to the New York State Department of Labor (NYSDOL), and is being provided for a period of September 1, 2024 through December 30, 2025.

The One-Stop Operating System (OSOS) is the primary case management system used for tracking all services provided to customers throughout the Workforce Development System. OSOS collects substantial information from customers, businesses, and training providers. This information is also used to prepare required State and Federal reports.

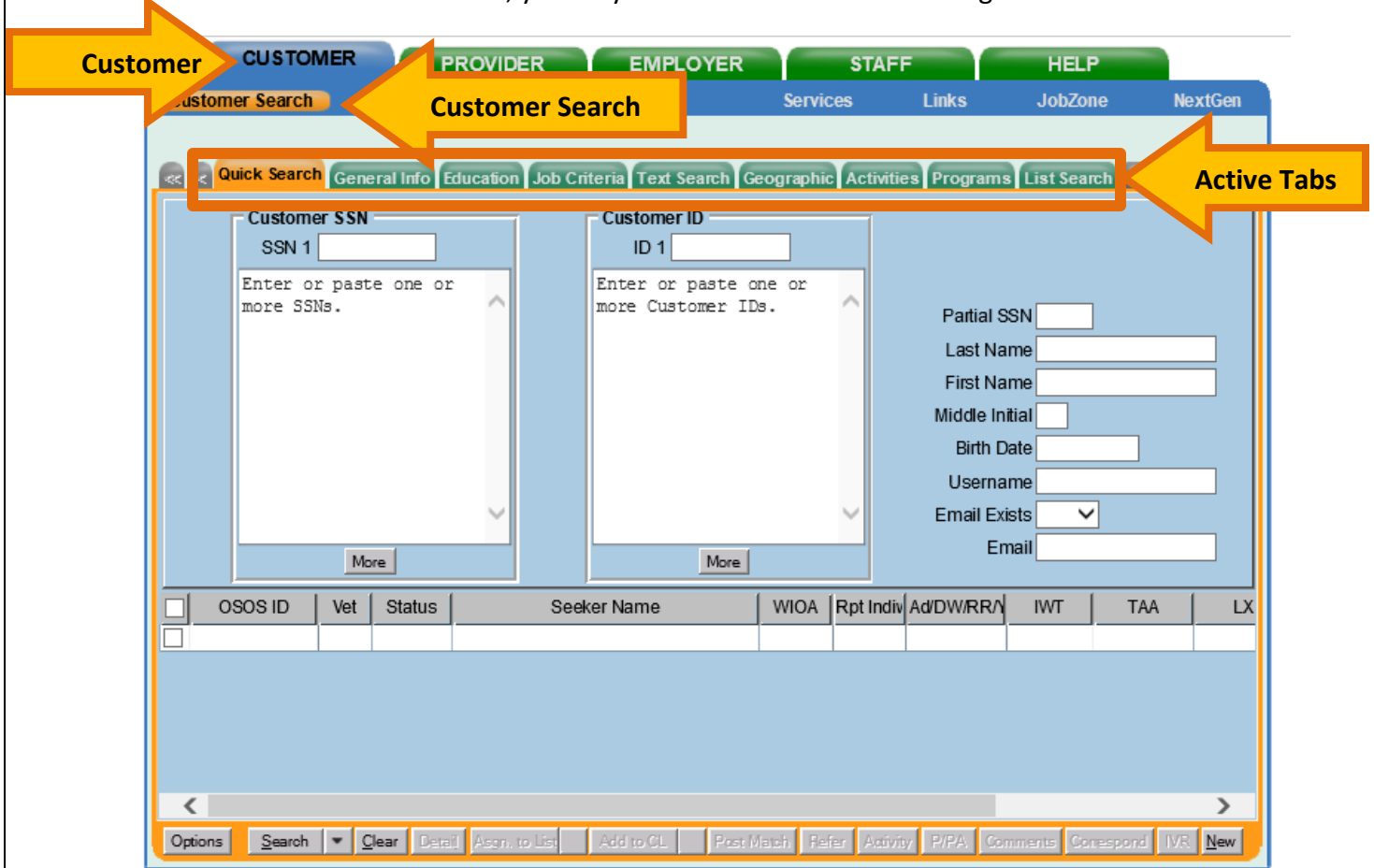
Required project reporting information for the Kensington Expressway Project will be captured in OSOS. This guide provides instructions on how to conduct the OSOS data entry for the Kensington Expressway Project.

SEARCHING FOR THE CUSTOMER

When staff enter customer data into OSOS, it is important to determine if a record already exists for the customer. In addition, there may be instances where there are two existing records, or duplicate records, for the customer. When this occurs, we often see that one account has a Social Security Number and one does not. Following the instructions below ensures that any duplicate records can be found and addressed accordingly.

Searches are performed within the **Customer Search** window, in the **Customer** module.

While searches are most commonly performed from the **Quick Search** tab, any of the active tabs can be used in the search process. In addition, once you are case managing a customer, and their Customer ID is known, you may search for the customer using the Customer ID field.



The screenshot shows the OSOS Customer Search window. At the top, there are navigation tabs: **CUSTOMER**, **PROVIDER**, **EMPLOYER**, **STAFF**, and **HELP**. Below these are sub-tabs: **Customer Search**, **Services**, **Links**, **JobZone**, and **NextGen**. The **Customer Search** sub-tab is highlighted with a yellow arrow labeled "Customer Search".

Inside the **Customer Search** window, there are several tabs: **Quick Search**, **General Info**, **Education**, **Job Criteria**, **Text Search**, **Geographic**, **Activities**, **Programs**, and **List Search**. The **Quick Search** tab is highlighted with a yellow arrow labeled "Active Tabs".

The main search area contains two large text input fields: **Customer SSN** (with a sub-field for "SSN 1") and **Customer ID** (with a sub-field for "ID 1"). Below these are smaller input fields for **Partial SSN**, **Last Name**, **First Name**, **Middle Initial**, **Birth Date**, **Username**, **Email Exists** (a dropdown menu), and **Email**. Each of the large SSN and ID fields has a "More" button at the bottom.

Below the search fields is a table with the following columns: **OSOS ID**, **Vet**, **Status**, **Seeker Name**, **WIOA**, **Rpt Indiv**, **Ad/DW/RR/N**, **IWT**, **TAA**, and **LX**. The table is currently empty.

At the bottom of the window is a toolbar with buttons: **Options**, **Search** (with a dropdown arrow), **Clear**, **Detail**, **Ascn. to List**, **Add to CL**, **Post Match**, **Refer**, **Activity**, **P/PA**, **Comments**, **Correspond**, **IVS**, and **New**.



QUICK SEARCH

A customer search is most commonly performed from the **Customer Search** window, **Quick Search** tab. There are numerous ways a customer search can be conducted depending on the information the staff has obtained. Staff will mainly search by **Customer Full** or **Partial Name**.

SEARCHING BY CUSTOMER FULL OR PARTIAL NAME

Staff may search for a customer record by full or partial name. Enter as much information as is known in the **Last Name** and **First Name** data fields.

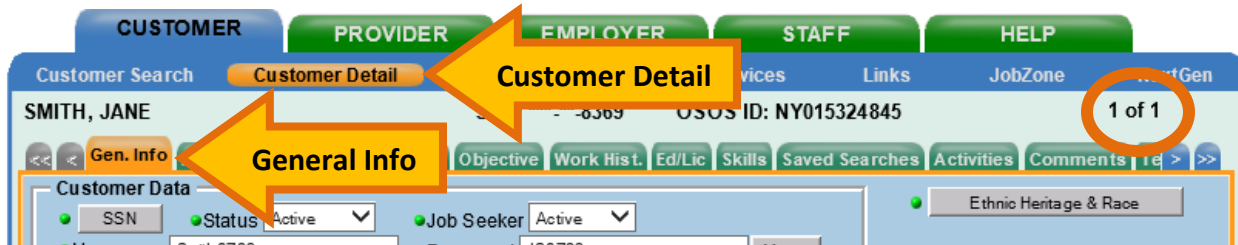


As a best practice, staff should perform a name search for any customer they are working with to determine if duplicate OSOS records exist for the same customer. If a duplicate record is found, please contact help.osos@labor.ny.gov.

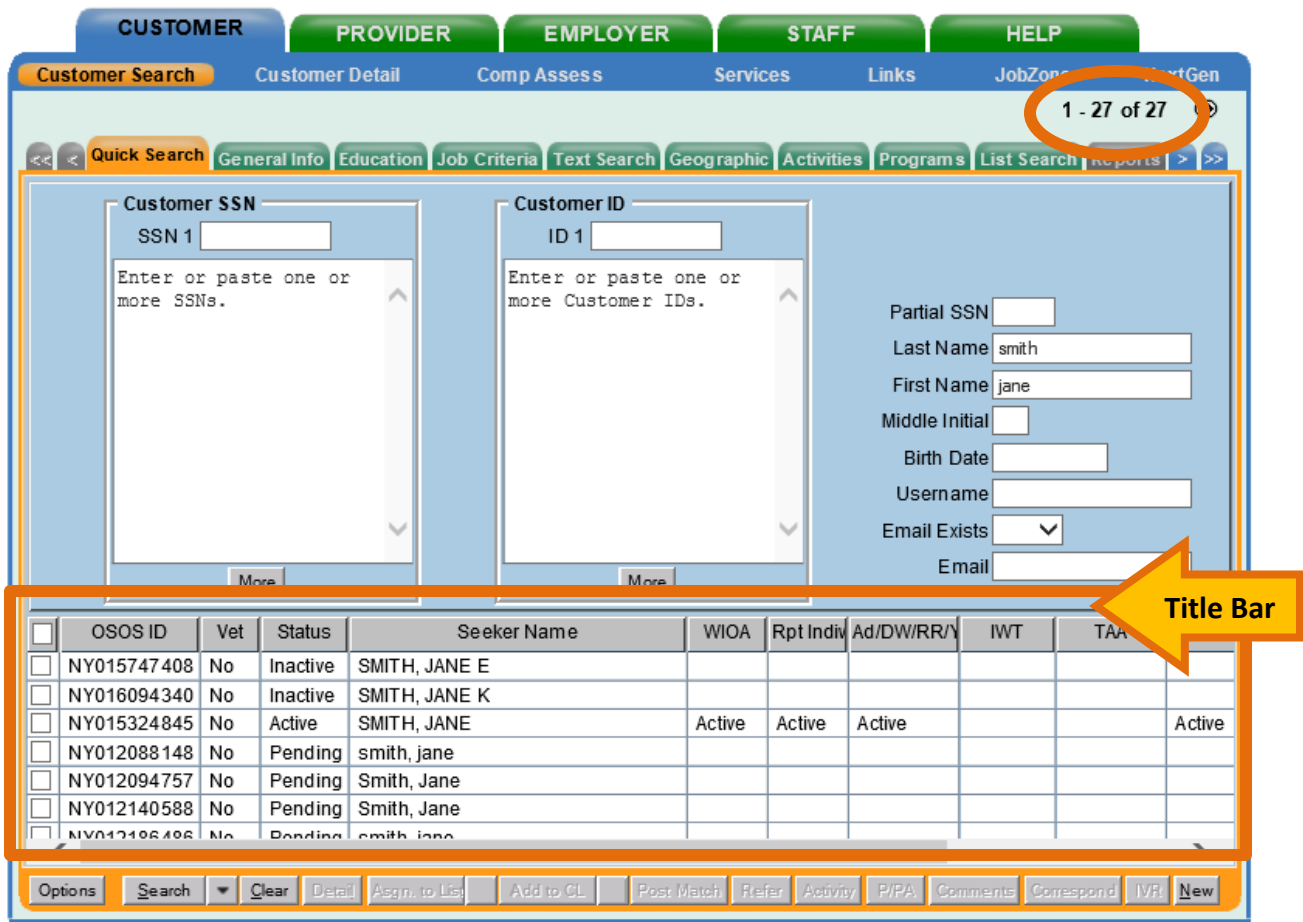
Click the **Search** button.

| <input type="checkbox"/> | OSOS ID | Vet | Status | Seeker Name | WIOA | Rpt Indiv | Ad/DW/RR/A | IWT | TAA | LX |
|--------------------------|---------|-----|--------|-------------|------|-----------|------------|-----|-----|----|
| <input type="checkbox"/> | | | | | | | | | | |

If there is only one result returned, OSOS will display the customer's record. It will default to the **General Information** tab of the **Customer Detail** window.



If there is more than one customer record matching the search criteria, the customers' information will be displayed in the window below the data entry fields.





If the search yields more than one result, staff can view all the records by first clicking on the check box in the top left-hand corner of the gray title bar. This will select all the results. Staff can then click on **Detail** at the bottom of the screen to review all selected customer records.

| <input checked="" type="checkbox"/> | Status | Seeker Name | WIOA | Rpt Indiv | Ad/DW/RR/V | IWT | TAA | LX |
|-------------------------------------|----------|---------------|--------|-----------|------------|-----|-----|--------|
| <input checked="" type="checkbox"/> | Inactive | SMITH, JANE E | - | - | - | - | - | - |
| <input checked="" type="checkbox"/> | Inactive | SMITH, JANE K | - | - | - | - | - | - |
| <input checked="" type="checkbox"/> | Active | SMITH, JANE | Active | Active | Active | - | - | Active |
| <input checked="" type="checkbox"/> | Pending | smith, jane | - | - | - | - | - | - |
| <input checked="" type="checkbox"/> | Pending | Smith, Jane | - | - | - | - | - | - |
| <input checked="" type="checkbox"/> | Pending | Smith, Jane | - | - | - | - | - | - |
| <input checked="" type="checkbox"/> | Pending | smith, jane | - | - | - | - | - | - |

Options Search Clear Detail CL Post Match Refer Activity P/PA Comments Correspond IVR New

OSOS will display the customer record of the first customer selected. Use the arrows at the top right corner of the screen to toggle through the customer records. Staff can review the records to identify the customer they were searching for, as well as to identify potential duplicate records.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services NextGen

SMITH, JANE E. SSN: ***-**-8998 OSOS ID: NY 1 of 4

Gen. Info Eligibility Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activiti Comments Te >>

Customer Data

SSN 015747408 Status Inactive Job Seeker Inactive Password JS8998 Merge

Last Name SMITH First Name JANE MI E

Date of Birth 03/17/1987 Gender Female Portfolio Lvl. JobZone Adult

City AMENIA State New York Zip 12501

County Dutchess Country United States Metro

Phone 914-475-2445 Ext. Alt. Ext. Fax

Email URL Alt URL

U.S. Citizen

Enrollments JZ/CZ Manager Add to Case Load

Customer Assignment

Staff Assigned TCC, Add Change

WIB Assigned NYSODL - CO

Agency Department of Labor Change Office

Office NY9999

UI Claimant Seek (Subject to Work Search) Work Search Record

Registered 05/20/2020 Origin Legacy

Profiled Profiled Date

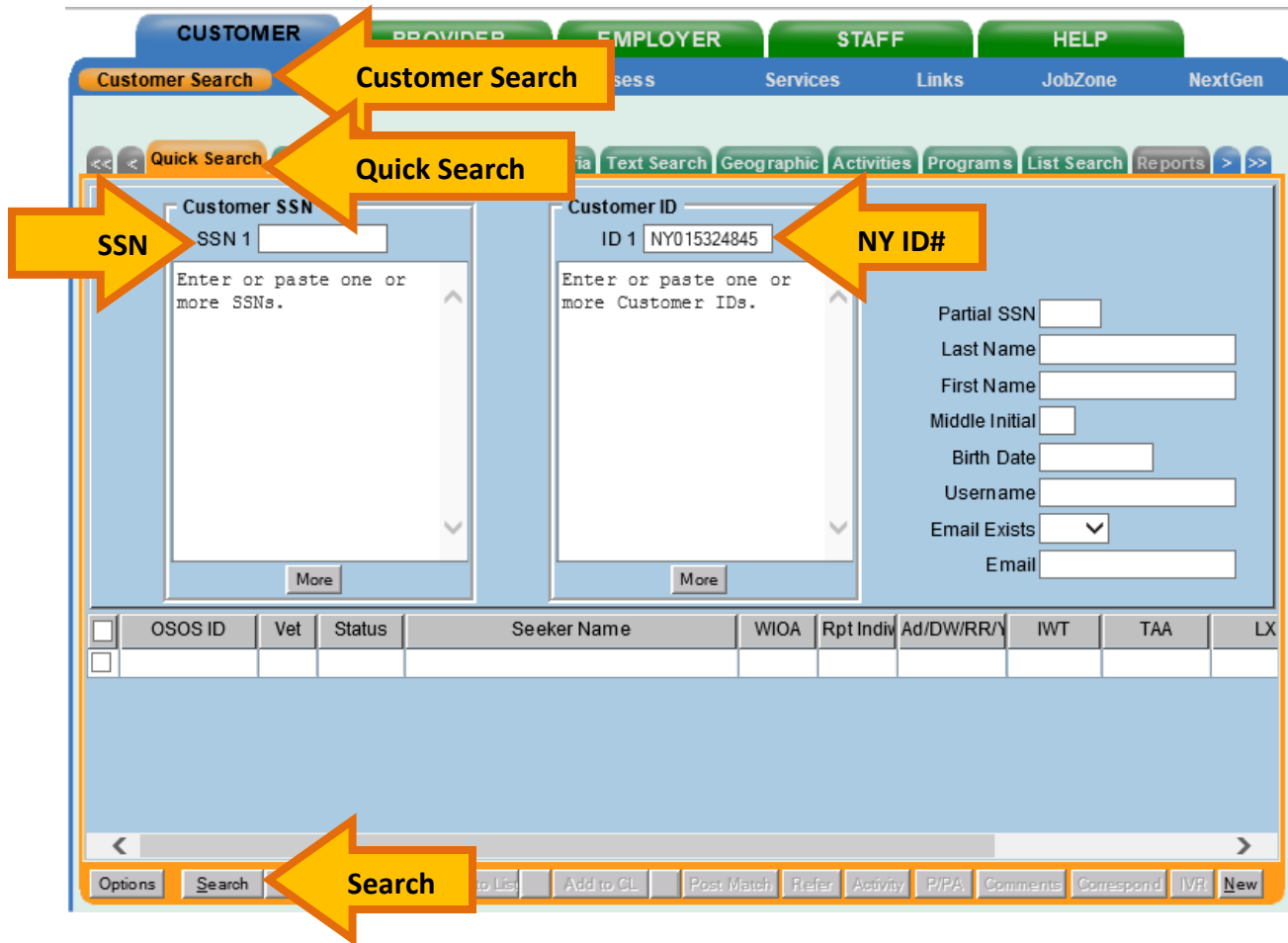
Internet Resume Confidential

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Sroh Comments Tag Resume Sched Message

SEARCHING BY FULL SOCIAL SECURITY NUMBER OR NY ID

Once staff are case managing a particular customer, they can search by **Customer SSN** or **Customer ID** in the **Quick Search** tab to find the customer record.

Then click the **Search** button at the bottom of the screen.



The screenshot shows the OSOS Customer Search interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Cases, Services, Links, JobZone, and NextGen. The main search area is titled 'Quick Search' and contains two input fields: 'Customer SSN' with a sub-field 'SSN 1' and 'Customer ID' with a sub-field 'ID 1' containing the value 'NY015324845'. Below these fields are instructions: 'Enter or paste one or more SSNs.' and 'Enter or paste one or more Customer IDs.'. To the right of these fields are additional search criteria: Partial SSN, Last Name, First Name, Middle Initial, Birth Date, Username, Email Exists (a dropdown menu), and Email. Below the search fields is a table with columns: OSOS ID, Vet, Status, Seeker Name, WIOA, Rpt Indiv, Ad/DW/RR/V, IWT, TAA, and LX. At the bottom of the interface is a 'Search' button, along with other buttons: Options, Add to CL, Post Match, Refer, Activity, P/PA, Comments, Correspond, IVR, and New. Orange callout boxes with arrows point to the 'Customer Search' and 'Quick Search' tabs, the 'SSN' and 'NY ID#' labels, and the 'Search' button.

If there is a matching record, OSOS will display the customer's record. If there is no matching record, the system will display **No Matches Found** in the upper right-hand corner.



*The search can be based on either SSN or ID number, but it cannot be based on both. Including data in both the **Customer SSN** field and the **Customer ID** field will result in an error message.*



If an existing customer record cannot be found, click the **New** button at the bottom of the screen to create a new customer record.

| <input type="checkbox"/> | OSOS ID | Vet | Status | Seeker Name | WIOA | Rpt Indiv | Ad/DW/RR/V | IWT | TAA | LX |
|--------------------------|---------|-----|--------|-------------|------|-----------|------------|-----|-----|----|
| <input type="checkbox"/> | | | | | | | | | | |

For detailed information on searching for a customer record, please see the [Performing a Customer Search OSOS Guide](#).

For detailed information on creating a customer record, please see the [Creating a Basic Customer Record OSOS Guide](#).

BASIC CUSTOMER RECORD

Creating or updating a basic customer record requires data entry in seven tabs. These tabs are located in the **Customer** module, **Customer Detail** window. They are:

- **Gen. Info** tab (General Information)
- **Eligibility** tab
- **Add'l Info** tab (Additional Information)
- **Objective** tab
- **Work Hist.** tab (Work History)
- **Ed/Lic** tab (Education/Licenses)
- **Skills** tab



All required fields in OSOS are indicated by a green dot ● in front of the field name.

To save the basic customer record, all required fields must be completed. However, to best serve the customer, staff should always enter as much information as possible.



Do not click Save until all the required information, in all tabs, is recorded for the complete basic customer record. If Save is selected before the data is completely entered, it will generate an error message. If this error message does appear, you will still be able to continue with the record by clicking OK and continuing to enter the information. Instead, when creating the customer record, simply select the next appropriate tab. Click Save when all the required information has been entered.

Staff must review all of the information in the customer record each time they work with the customer. This ensures that the record reflects the most up to date and accurate information.

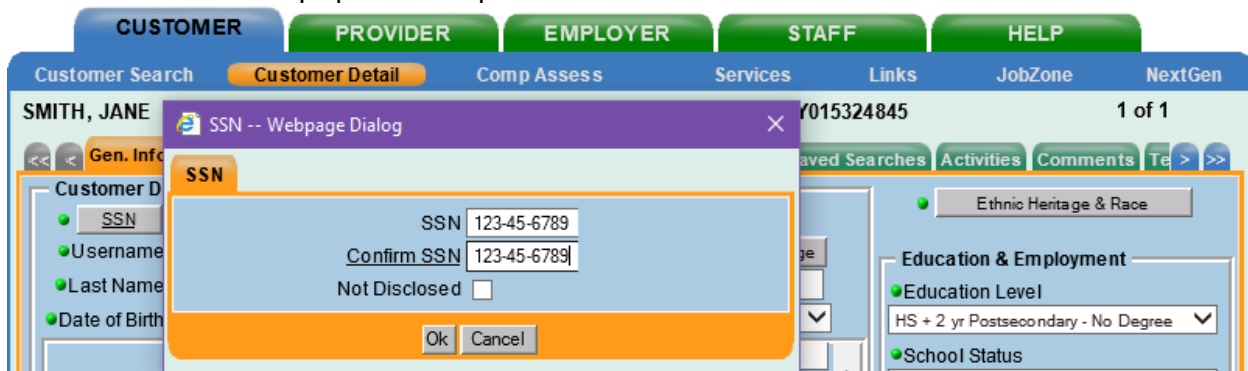
BASIC CUSTOMER RECORD DETAILS

For detailed instructions on creating a basic customer record, please see the [Creating a Basic Customer Record OSOS Guide](#).

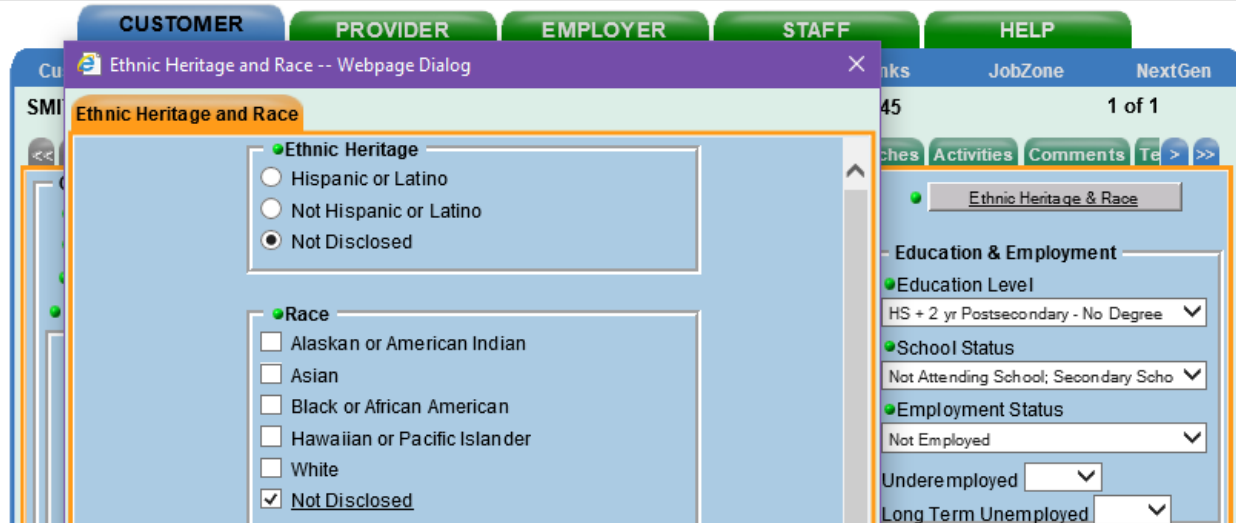
Below are some noteworthy points for filling out the tabs located within the **Customer Detail** window.

General Info Tab

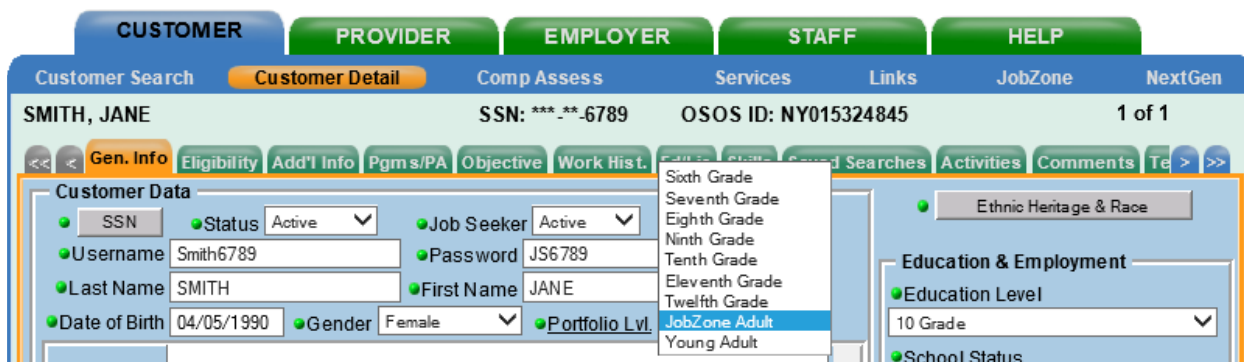
- **SSN:** The SSN field is located "behind" a button in order to keep it as confidential as possible. When the customer provides their SSN it must be entered. Having an SSN in OSOS is very important because customer SSNs are used to match against wages and determine if the customer is employed. Entering a customer's SSN also helps prevent duplicate records.



- **Ethnic Heritage & Race:** Select the **Ethnic Heritage & Race** button. If the customer provides Ethnic Heritage and/or Race information, select the most appropriate choice. If no information is provided, select **Not Disclosed**. This information is also located "behind" the button in order to keep it as confidential as possible.



- **Portfolio Level** - A new record will default to **JobZone Adult**. You may keep this designation and therefore create the JobZone account along with the new OSOS record. Or, if the youth is younger than 18, you can choose the highest level of education completed (ex: **Tenth Grade**) in order to create a CareerZone account along with the new OSOS record.
- **Username and Password** - While this is a required field, any record with **Portfolio Lvl** set to **JobZone** will not use these fields for JobZone access. All **Portfolio Lvl**s other than **JobZone Adult** will use these fields as login credentials for CareerZone. Any unique username and any password may be entered in these fields, as long as they are at least 6 characters in length.




*Note: If you are creating a new customer record, the Portfolio Level selected should reflect the highest grade level that the youth has completed. If an OSOS record already exists for the youth, **do not change the Portfolio Level** in OSOS.*

Additional Info Tab

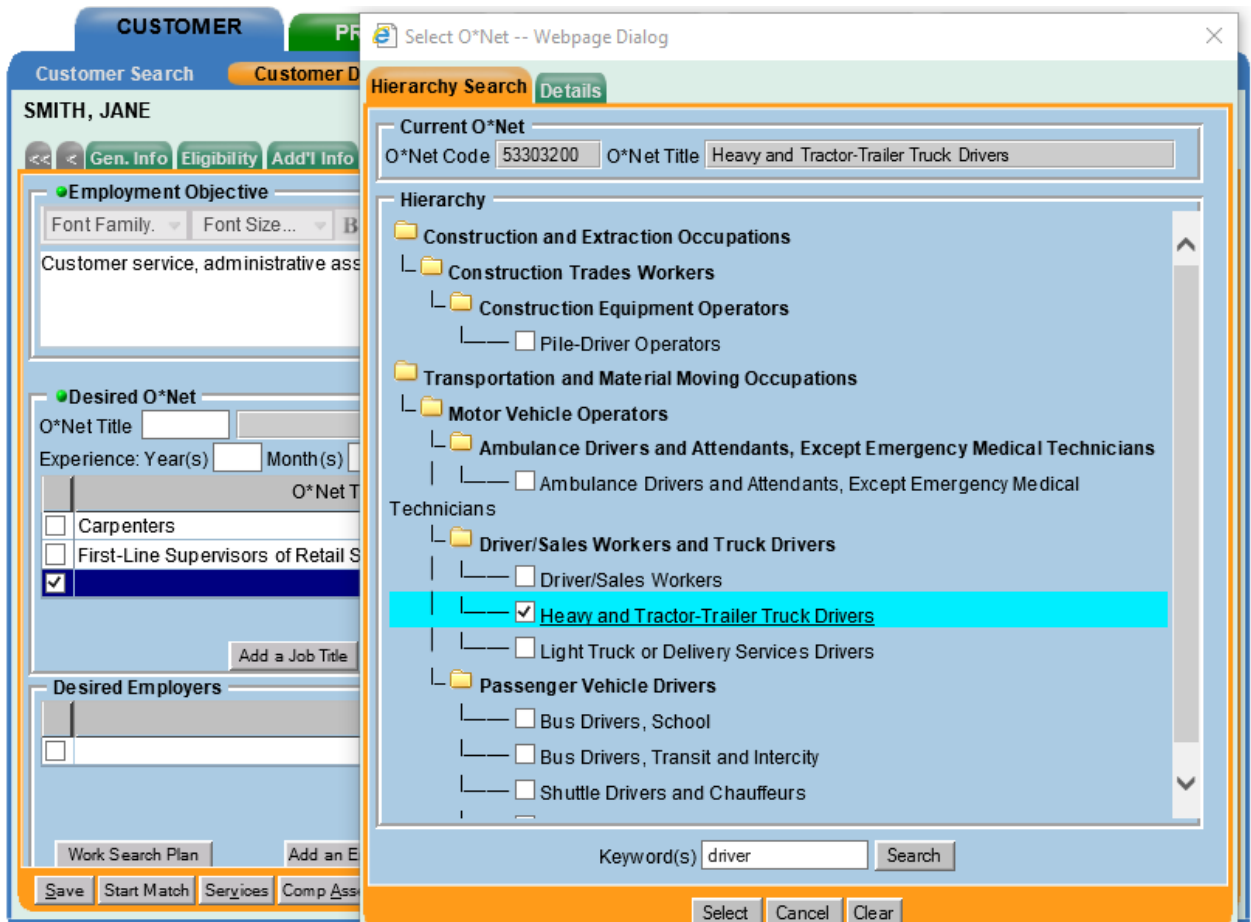
Veteran Status is the only required field on this tab. Additional information entered on this tab can be used to match customers to relevant job postings.

Programs / PA Tab

This tab does not contain any required information. If the participant is receiving public assistance use the check box next to the title, and then fill in the **Reg Date**. If the customer is unsure of when they began receiving public assistance, ask them for their best approximation.

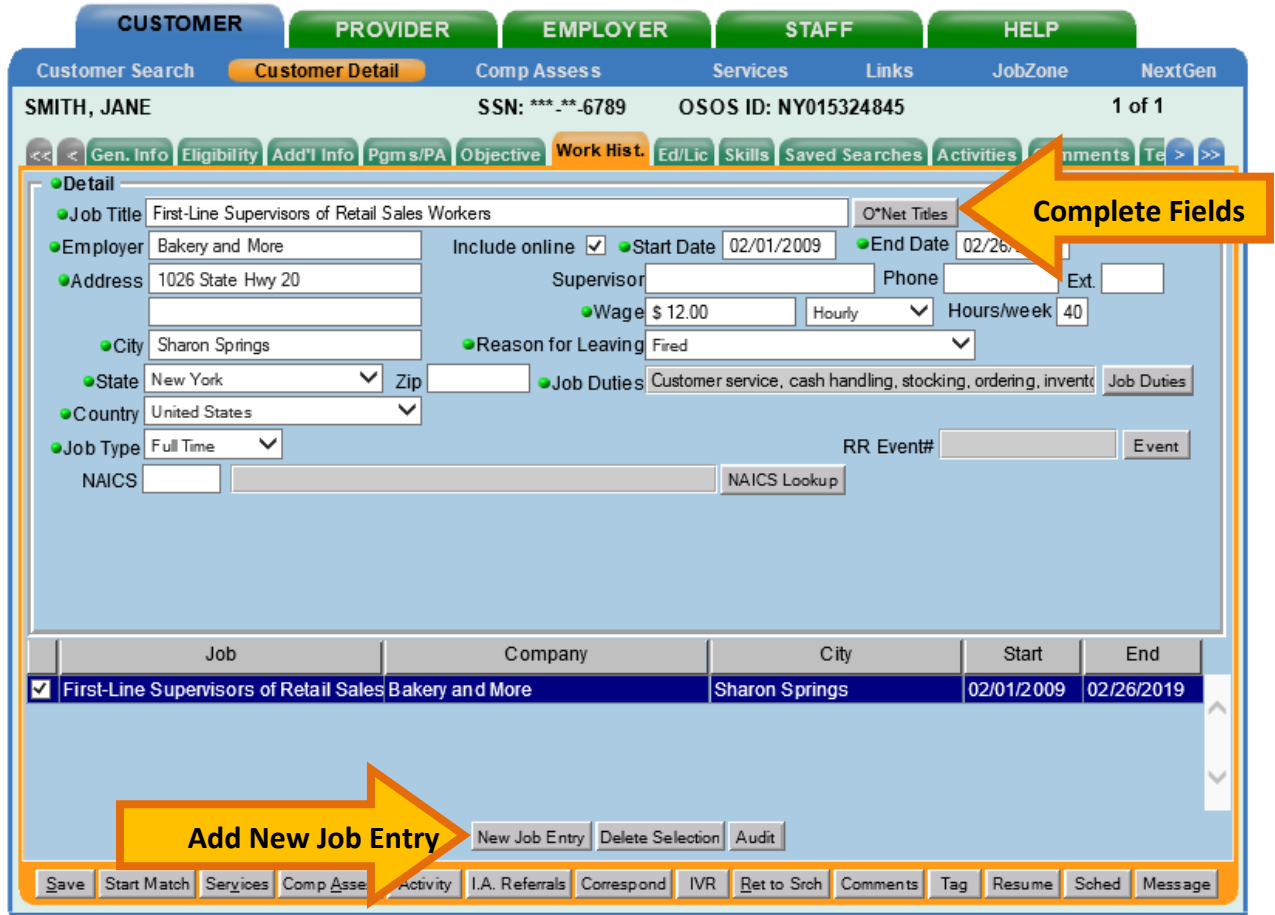
Objective Tab

Desired O*Net: At least one **O*Net title** is required. Click the **Add a Job Title** button. Then, click the **O*Net Titles** button. This opens the Select O*Net Webpage Dialogue box. Use the Keyword search at the bottom or the O*Net folder hierarchy to find the job title most closely related to the employment the participant is seeking. Check the box next to the job title. Then click **Select**.



Work History Tab

Select **New Job Entry** to enter a work history for the customer. Enter all required fields and any additional information provided by the customer. If the customer does not have any Work History, select **No Information Provided**.



CUSTOMER | **PROVIDER** | **EMPLOYER** | **STAFF** | **HELP**

Customer Search | **Customer Detail** | Comp Asses | Services | Links | JobZone | NextGen

SMITH, JANE | SSN: ***-**-6789 | OSOS ID: NY015324845 | 1 of 1

Gen. Info | Eligibility | Add'l Info | Pgms/PA | Objective | **Work Hist.** | Ed/Lic | Skills | Saved Searches | Activities | Comments | Te | >>

Detail

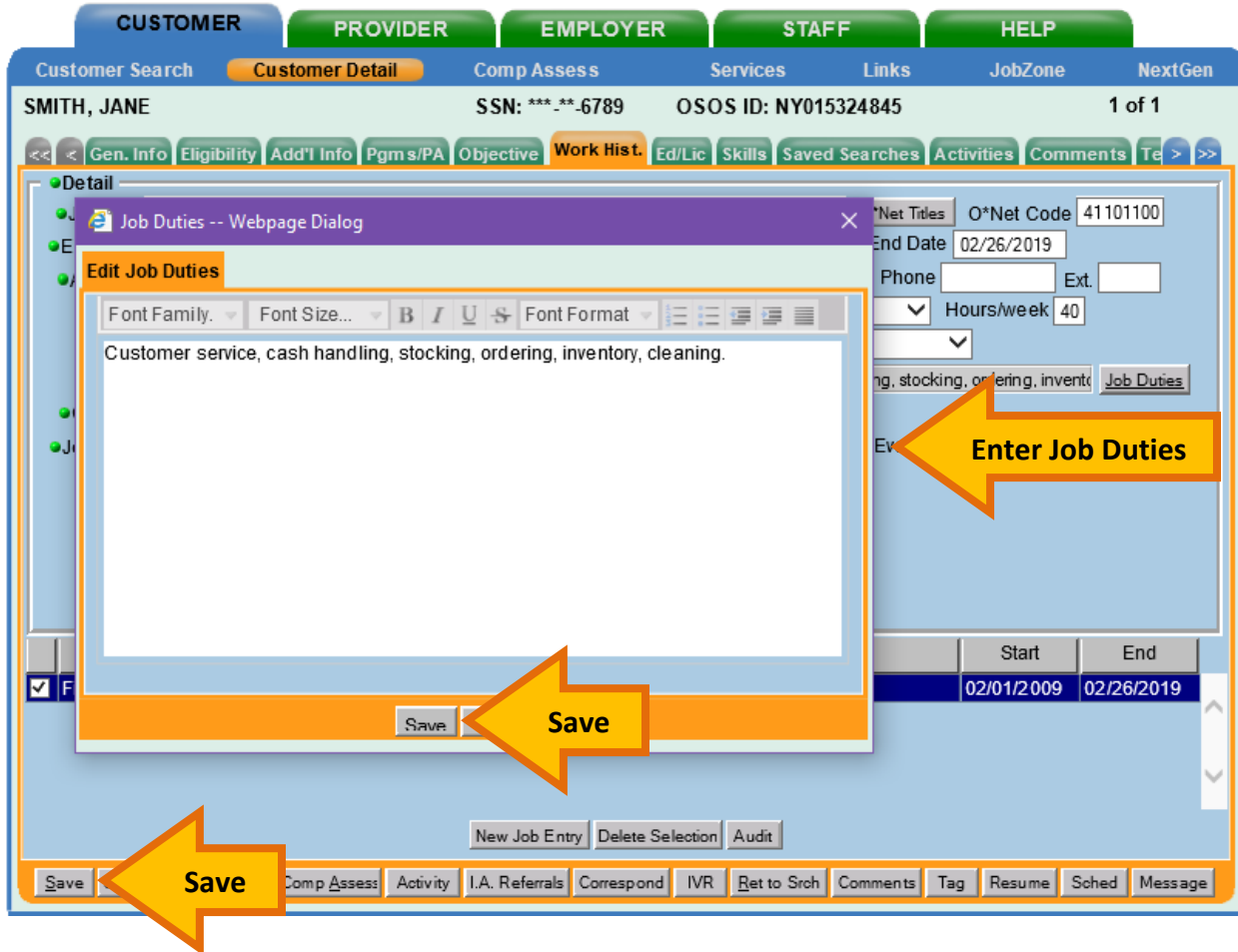
- Job Title: First-Line Supervisors of Retail Sales Workers
- Employer: Bakery and More
- Address: 1026 State Hwy 20
- City: Sharon Springs
- State: New York
- Country: United States
- Job Type: Full Time
- Start Date: 02/01/2009
- End Date: 02/26/2019
- Wage: \$ 12.00
- Hours/week: 40
- Reason for Leaving: Fired
- Job Duties: Customer service, cash handling, stocking, ordering, invent

| Job | Company | City | Start | End |
|-------------------------------------|--|-----------------|----------------|-----------------------|
| <input checked="" type="checkbox"/> | First-Line Supervisors of Retail Sales | Bakery and More | Sharon Springs | 02/01/2009 02/26/2019 |

Add New Job Entry | New Job Entry | Delete Selection | Audit

Save | Start Match | Services | Comp Asses | Activity | I.A. Referrals | Correspond | IVR | Ret to Sroh | Comments | Tag | Resume | Sched | Message

Click the **Job Duties** button to open up a new webpage dialog box. Enter the job duties in the freeform text box and click **Save**.



The screenshot displays the OSOS system interface for customer SMITH, JANE. The 'Work Hist.' tab is active, and a 'Job Duties -- Webpage Dialog' window is open. The dialog box has a title bar, a close button, and a 'Save' button. The text area contains the following text: 'Customer service, cash handling, stocking, ordering, inventory, cleaning.' A yellow arrow points to the 'Job Duties' button in the background, and another yellow arrow points to the 'Save' button in the dialog box. A third yellow arrow points to the 'Save' button at the bottom of the main interface.



Ed/Lic Tab

There are three required sections within this tab; **Certificates/Licenses**, **Schools**, and **Professional Associations**. If the customer does not have information to enter in these sections, select **No Information Provided** under each section.

Skills Tab

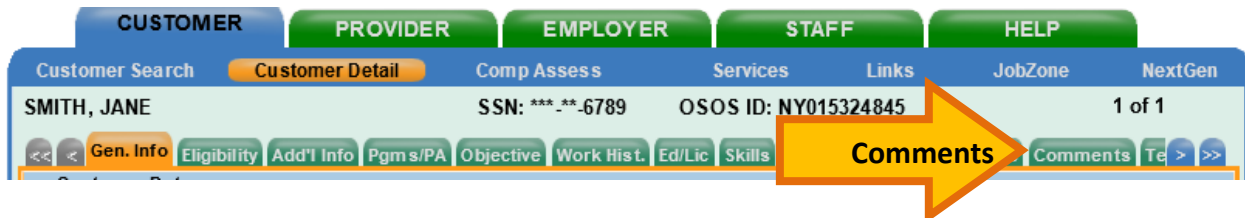
Additional Skills Text: Enter any additional skills and abilities that are important to the customer's job performance.



*Once the **Skills** tab is completed, and the entire basic customer record has been entered, click the **Save** button at the bottom of the screen. **Record Saved** will briefly be displayed in the upper right-hand corner when the record is successfully saved. If there are fields missing information, an Error Message pop up box will indicate the error.*

CASE NOTES

It is important to document case notes in the customer record. It is best practice to record case notes every time staff work with the customer. Case notes are documented in the **Customer** module, **Customer Detail** window, **Comments** tab.



Case notes should include details of the appointment that are not recorded anywhere else in OSOS. They should be clear, factual, relevant to employment, and show a logical progression. Case notes allow staff to gain a more complete understanding of the customer's situation.



COMPREHENSIVE ASSESSMENT

Information documented in the Comprehensive Assessment window is important for recording the customer's barriers and challenges. For detailed instructions on completing the Comprehensive Assessment, please see the [Comprehensive Assessment & Supplemental Data Guide](#).

The **Comp Assess** window is located in the **Customer** module

Many of the fields in Comp Assess are used to determine eligibility under WIOA programs. Since the Kensington Expressway Grant is a state funded program, participants do not need to be co-enrolled in the WIOA programs. Participants served solely under this grant will not be included in WIOA performance. For the purposes of this initiative, providers should only enter information that is known. If the information is unknown, please select **No** or **Not Disclosed**.

In order to provide additional services to participants, Local Areas may choose to co-enroll in WIOA. If a customer is being enrolled in both the Kensington Expressway Grant and the WIOA programs, then information required under WIOA must be entered in OSOS. Once a customer is co-enrolled, all WIOA eligibility, data entry, and reporting requirements must be followed. Co-enrolled customers will be included in Local Area Performance measures.

The screenshot displays the 'Comp Assess' window for customer SMITH, JANE. The interface includes a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with tabs for Customer Search, Customer, Comp Assess (highlighted with a yellow arrow), Services, Links, JobZone, and NextGen. The main content area is divided into several sections:

- Math & Reading:** Includes dropdowns for 'Basic Skills Deficient / Low Levels of Literacy' (set to 'No') and 'English Language Learner' (set to 'No').
- Education Completed:** Includes a text field for 'Education' (set to '10 grade') and a dropdown for 'Current School Status' (set to 'Not Attending School or Secondary School').
- Customer below appropriate grade level?** A checkbox that is currently unchecked.
- Pell Grant Recipient?** A dropdown menu.
- Award Amount:** A text input field.
- Any indication of learning disabilities?** A checkbox that is currently unchecked.
- Learning Disabilities:** A large text area for notes.
- Training Information:** A section with five expandable fields: 'Training Completed', 'Training in Progress', 'Job-Related Interests', 'Job-Related Aptitudes', and 'Training Needs'.

At the bottom of the window, there is a row of buttons: Save, Customer Detail, Services, Activity, Correspond, WIOA Eligibility, Summary, and Comments.



When information is entered into the Comprehensive Assessment section, all required data fields (as indicated by a green dot) must be completed in order to save the record.

Below are some noteworthy points for filling out the tabs located within the **Comprehensive Assessment** window for participants only enrolled under the Kensington Expressway Grant. However, as a best practice, staff should always enter as much information as known about the customer to better serve and meet their needs.

Employment Tab

Youth Needing Additional Assistance: Local area determines what youth will fall into this category. For the purposes of this initiative, staff may select **No**.

Cultural Barriers to Employment: This information is collected as a requirement under WIOA and is not related to this initiative. Staff may select **Not Disclosed**.

Education Tab

Basic Skills Deficient/Low Levels of Literacy: Providers do not need to determine basic skills deficiency. Only enter this information if it is known. If unknown, select **No**.

English Language Learner: An English Language Learner will have limited ability in speaking, reading, writing or understanding English. They may also meet one of the following two conditions:

- Their native language is a language other than English; or
- They live in a family or community where a language other than English is the main language.

Financial Tab - Do not enter any information into this tab.

Family Tab

- **Marital Status** - Select the option that most closely reflects the customer's marital status. Or, select **Not Disclosed**.
- **Family Status** - Select the option that most closely reflects the customer's family status. In most cases, such as a non-parenting youth, the customer is considered an **Other Family Member**. Or, select **Not Disclosed**.
- **Is Customer parenting youth?** - Female customers are considered parenting once pregnant. Alternatively, male customers are only considered parenting once their child is born.



*Youth customers will have the additional required field **Is customer pregnant?** If **Yes** is selected, staff must enter a **Delivery Date**.*

Health tab and **Treatment** tabs are both greyed out and not accessible. They require no action.

Legal Tab - There is no required information located in this tab. However, if the customer discloses that they are an ex-offender, staff should select **Yes**. If the customer identifies as an ex-offender, record relevant comments in the **Customer Detail** window, **Comments** tab. Information recorded would include when the conviction occurred, and whether the customer has work restrictions. Comments must be specific to job search restrictions and work search restrictions only.

Housing Tab

- **Current Housing** - Select the option that most closely reflects the customer's current housing status. Many youth will not own or rent their own home, so this information should be based on their care taker. For instance, if the youth lives in a home owned by their parent(s), select **Own**. Or, select **Not Disclosed**.

Comments Tab

Do not use the **Comments** tab located within the **Comp Assess** window. Any **Comments** must be recorded in the **Customer Detail** window, **Comments** tab.

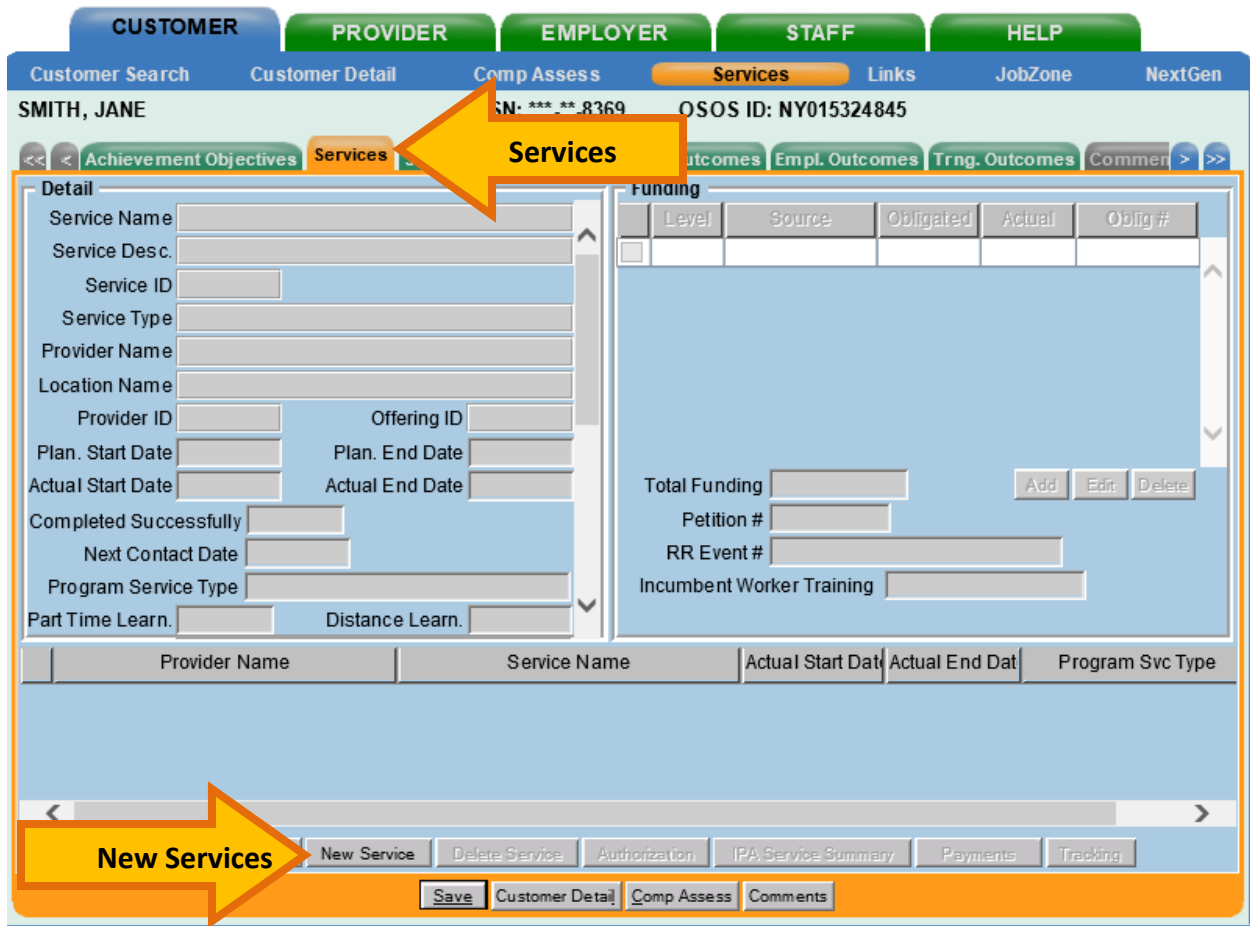
SERVICES

Staff use the **Services** window in OSOS to record the services provided to the customer.

ENTERING THE SERVICE

To record a service, first select the **Services** tab.

Select the **New Service** button.

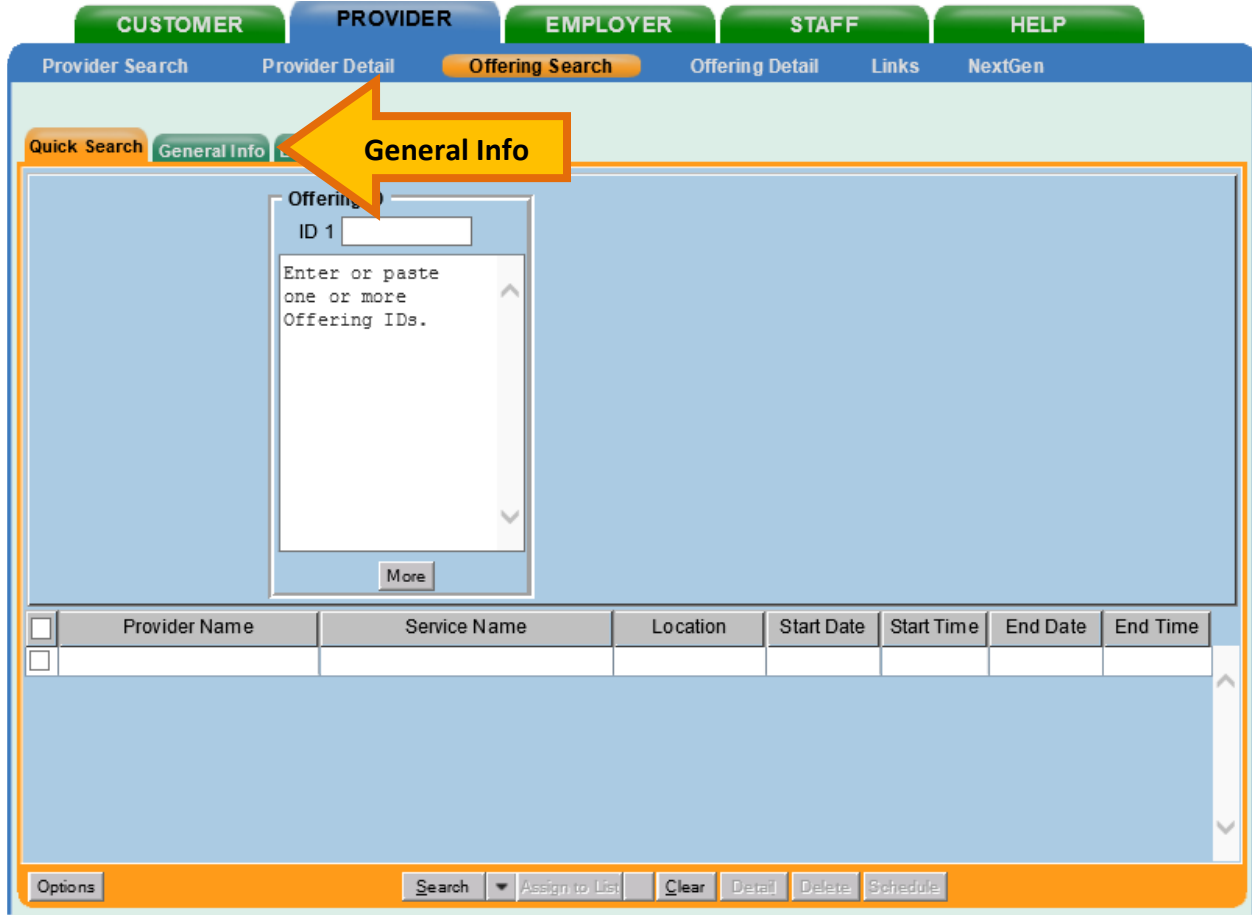


The screenshot shows the OSOS interface for customer SMITH, JANE. The 'Services' tab is selected, and the 'New Service' button is highlighted with a yellow arrow. The 'Detail' section contains various input fields for service information, and the 'Funding' section contains a table with columns for Level, Source, Obligated, Actual, and Oblig #.

| Level | Source | Obligated | Actual | Oblig # |
|-------|--------|-----------|--------|---------|
| | | | | |

Buttons at the bottom include: **New Services**, New Service, Delete Service, Authorization, IPA Service Summary, Payments, Tracking, Save, Customer Detail, Comp Assess, Comments.

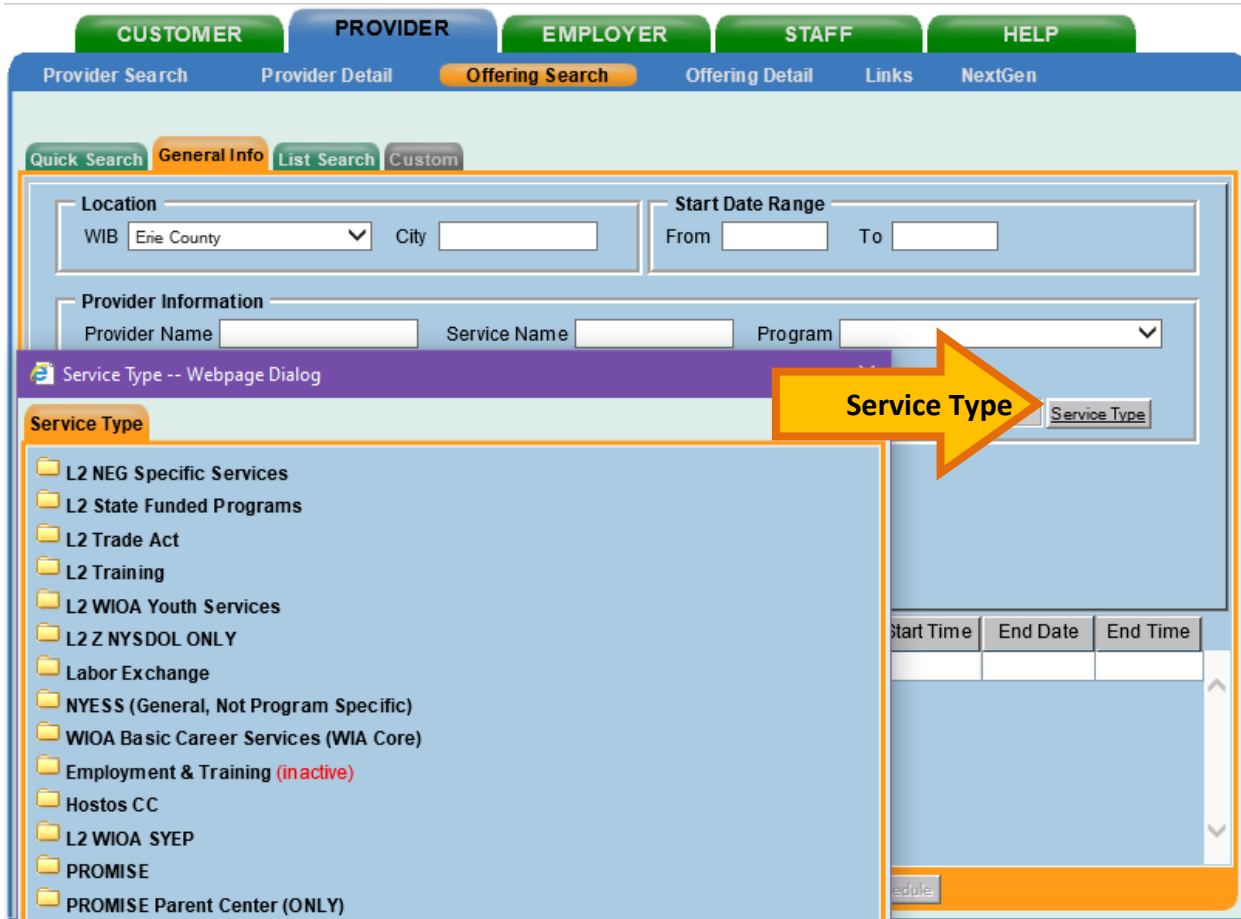
This navigates to the **Provider** module, **Offering Search** window, **Quick Search** tab. Select the **General Info** tab.



The screenshot shows the OSOS web interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER (selected), EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), Offering Detail, Links, and NextGen. The main content area has two sub-tabs: Quick Search and General Info (selected). A yellow arrow points to the General Info tab. The main content area contains a search form with a text input field labeled "Offering ID 1" and a "More" button. Below the search form is a table with columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, and End Time. The table is currently empty. At the bottom of the interface, there is a toolbar with buttons: Options, Search, Assign to List, Clear, Detail, Delete, and Schedule.

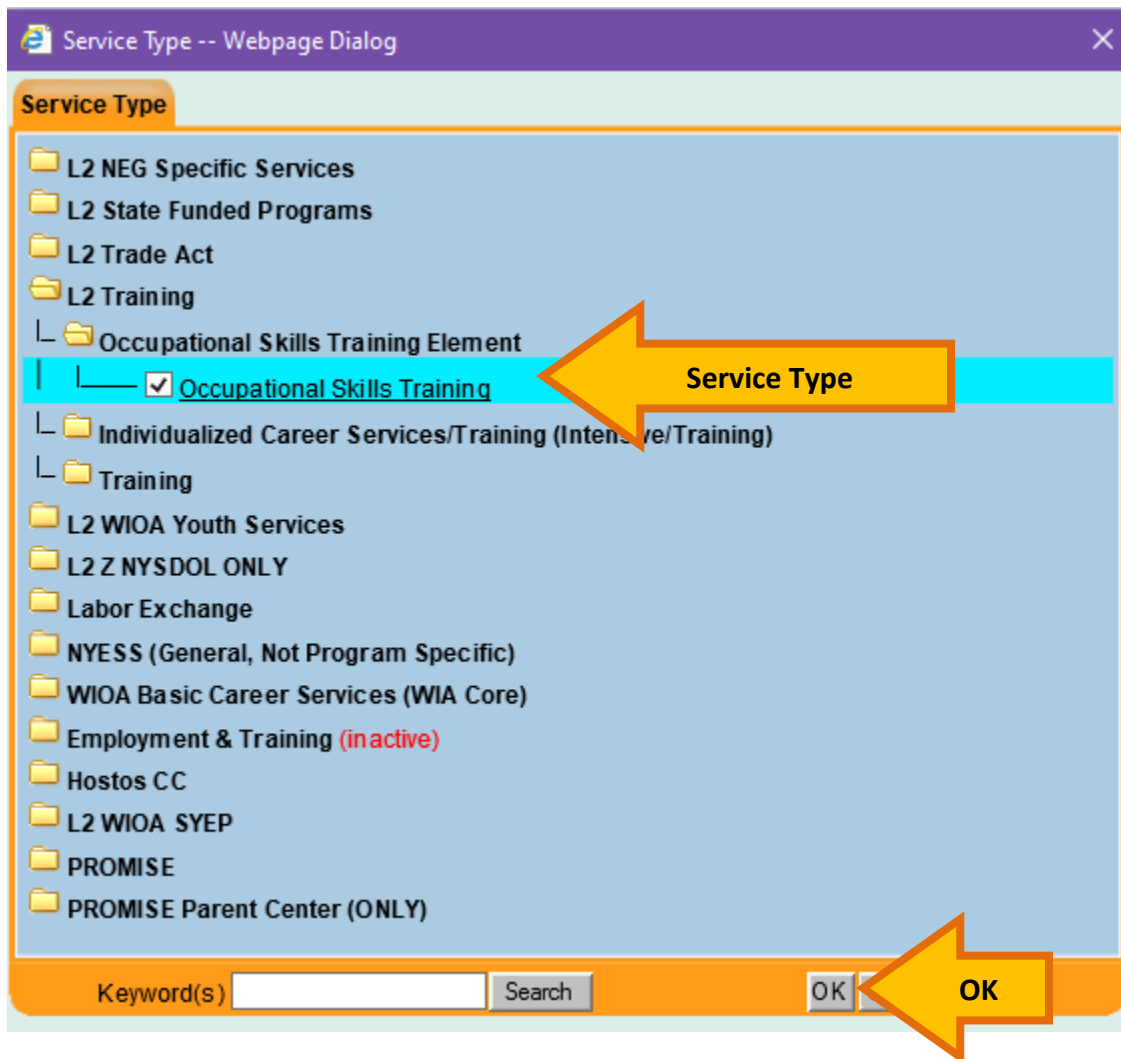
Verify the correct **WIB** is selected.

Click the **Service Type** button to bring up a new webpage dialog box.



The screenshot displays the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (highlighted), Offering Detail, Links, and NextGen. The main content area includes search filters for Location (WIB: Erie County, City: [input]), Start Date Range (From: [input], To: [input]), and Provider Information (Provider Name: [input], Service Name: [input], Program: [dropdown]). A 'Service Type -- Webpage Dialog' is open, showing a list of service categories such as L2 NEG Specific Services, L2 State Funded Programs, L2 Trade Act, L2 Training, L2 WIOA Youth Services, L2 Z NYSDOL ONLY, Labor Exchange, NYESS (General, Not Program Specific), WIOA Basic Career Services (WIA Core), Employment & Training (inactive), Hostos CC, L2 WIOA SYEP, PROMISE, and PROMISE Parent Center (ONLY). A yellow arrow points to the 'Service Type' button in the dialog box. Below the list is a table with columns for Start Time, End Date, and End Time.

Select the corresponding **Service Type** being provided to the participant and click **OK**.



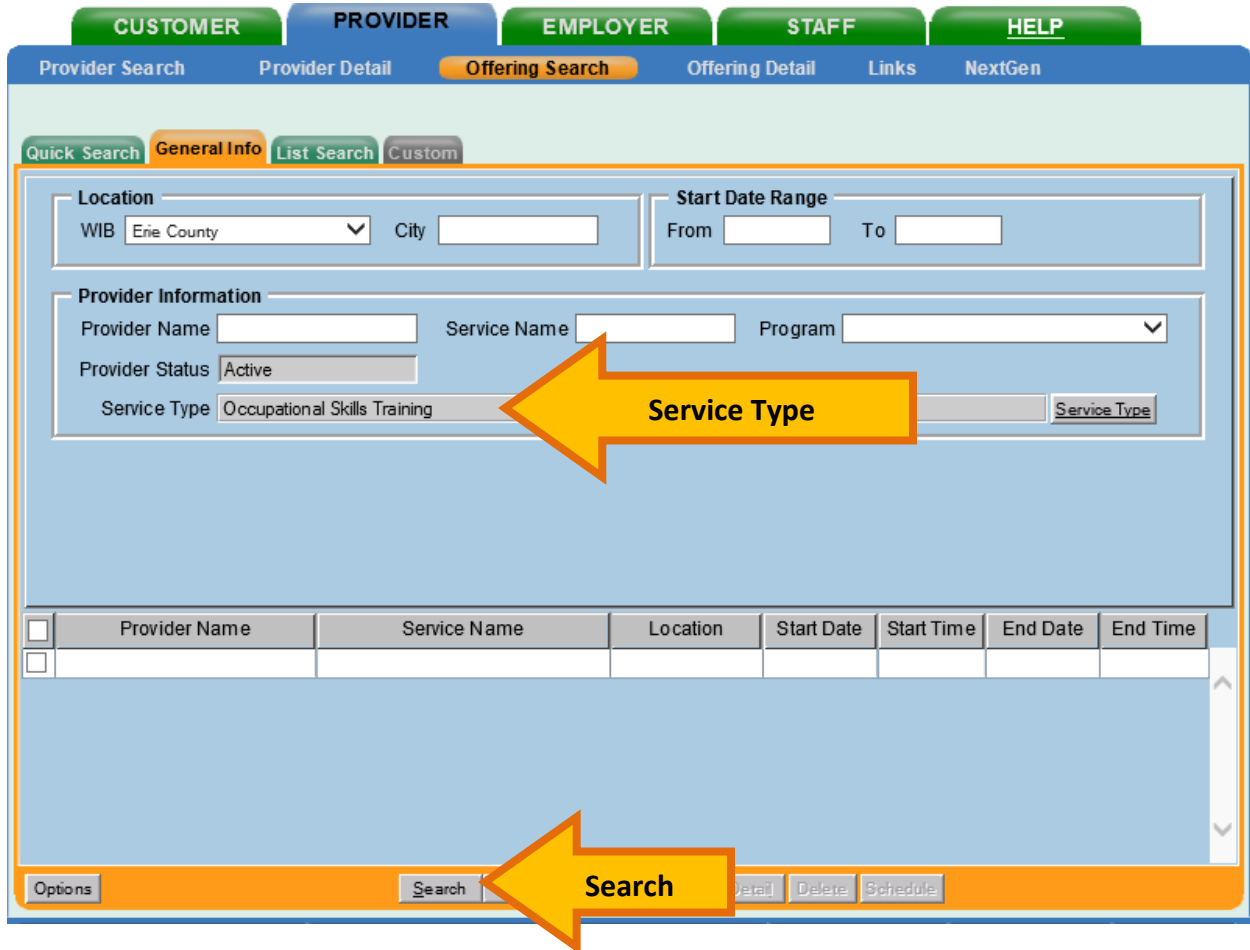
Service Type -- Webpage Dialog

Service Type

- L2 NEG Specific Services
- L2 State Funded Programs
- L2 Trade Act
- L2 Training
 - Occupational Skills Training Element
 - Occupational Skills Training
 - Individualized Career Services/Training (Intensive/Training)
 - Training
- L2 WIOA Youth Services
- L2 Z NYSDOL ONLY
- Labor Exchange
- NYESS (General, Not Program Specific)
- WIOA Basic Career Services (WIA Core)
- Employment & Training (inactive)
- Hostos CC
- L2 WIOA SYEP
- PROMISE
- PROMISE Parent Center (ONLY)

Keyword(s) Search

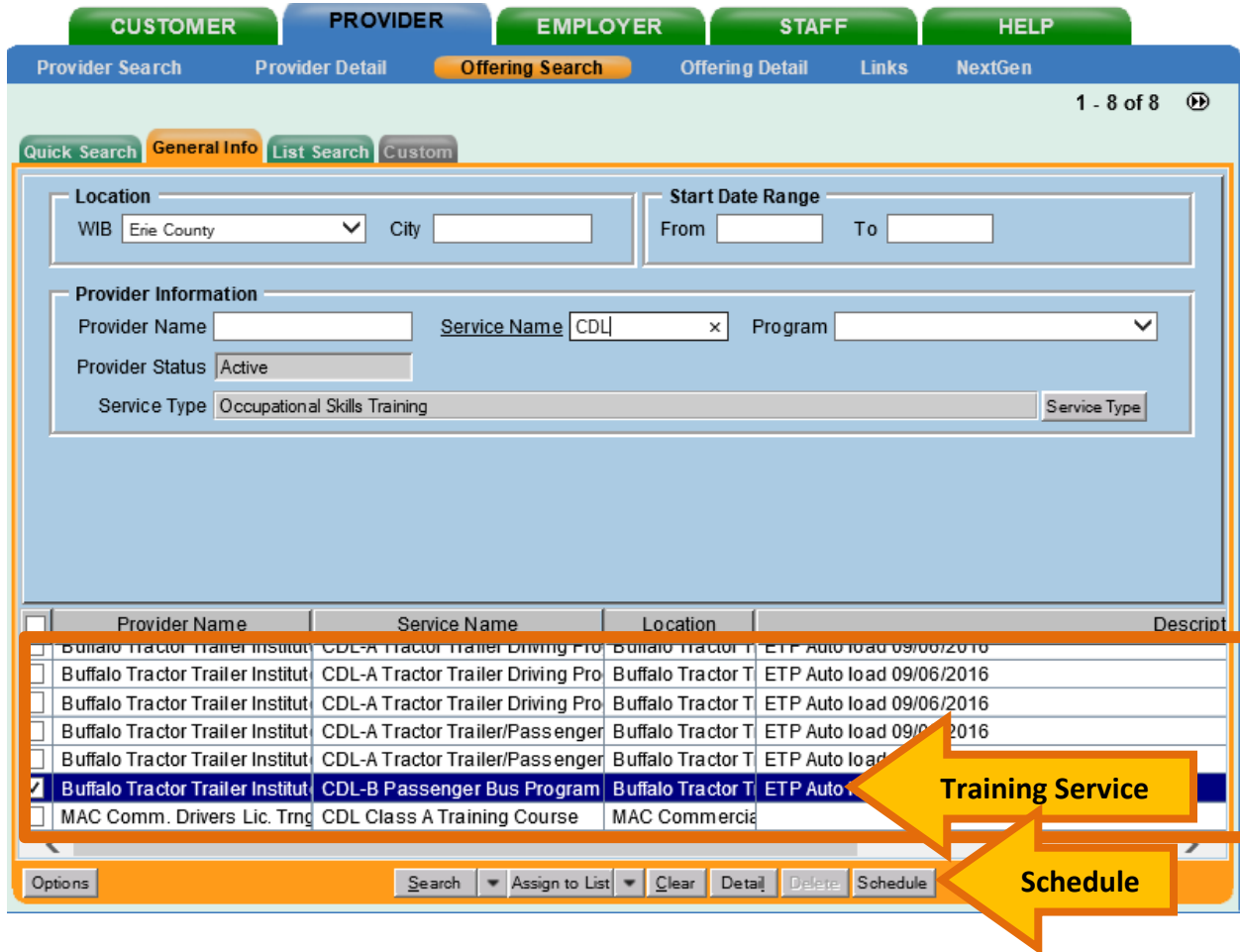
Once the **Service Type** is chosen, click **Search**.



The screenshot shows the OSOS web application interface for the 'Offering Search' function. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, a secondary navigation bar contains links for Provider Search, Provider Detail, Offering Search (highlighted), Offering Detail, Links, and NextGen. The main content area has sub-tabs for Quick Search, General Info (selected), List Search, and Custom. The search form includes fields for Location (WIB Erie County, City), Start Date Range (From, To), Provider Information (Provider Name, Service Name, Program), Provider Status (Active), and Service Type (Occupational Skills Training). A yellow arrow points to the Service Type dropdown. Below the form is a table with columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, and End Time. At the bottom, there are buttons for Options, Search (highlighted with a yellow arrow), Detail, Delete, and Schedule.

The search results will be presented at the bottom of the screen.

Select the appropriate service that is being provided and click **Schedule**.



Provider Search Provider Detail **Offering Search** Offering Detail Links NextGen

1 - 8 of 8

Quick Search **General Info** List Search Custom

Location
 WIB Erie County City **Start Date Range**
 From To

Provider Information
 Provider Name Service Name CDL Program
 Provider Status Active
 Service Type Occupational Skills Training Service Type

| <input type="checkbox"/> | Provider Name | Service Name | Location | Descript |
|-------------------------------------|----------------------------------|-----------------------------------|-------------------|--------------------------|
| <input type="checkbox"/> | Buffalo Tractor Trailer Institut | CDL-A Tractor Trailer Driving Pro | Buffalo Tractor T | ETP Auto load 09/06/2016 |
| <input type="checkbox"/> | Buffalo Tractor Trailer Institut | CDL-A Tractor Trailer Driving Pro | Buffalo Tractor T | ETP Auto load 09/06/2016 |
| <input type="checkbox"/> | Buffalo Tractor Trailer Institut | CDL-A Tractor Trailer Driving Pro | Buffalo Tractor T | ETP Auto load 09/06/2016 |
| <input type="checkbox"/> | Buffalo Tractor Trailer Institut | CDL-A Tractor Trailer/Passenger | Buffalo Tractor T | ETP Auto load 09/06/2016 |
| <input type="checkbox"/> | Buffalo Tractor Trailer Institut | CDL-A Tractor Trailer/Passenger | Buffalo Tractor T | ETP Auto load 09/06/2016 |
| <input checked="" type="checkbox"/> | Buffalo Tractor Trailer Institut | CDL-B Passenger Bus Program | Buffalo Tractor T | ETP Auto load 09/06/2016 |
| <input type="checkbox"/> | MAC Comm. Drivers Lic. Trng | CDL Class A Training Course | MAC Commercia | |

Options Search Assign to List Clear Detail Delete **Schedule**



This brings you to the **Customer** module, **Services** window, **Services** tab. Select the Service using the check box in the far-left column.

Enter the following fields in the Detail section: **Plan Start Date**, **Plan End Date**, and **Actual Start Date**. If the service provided is ongoing, do not enter an Actual End Date until the service is complete. Instructions for closing a service are provided later in this guide. As a best practice, enter a **Next Contact Date** to follow-up. A reminder will show up in your Staff Inbox when it's time to review the Service.

Many services may be provided in one day. If this is the case, enter the same date in all four date fields and select the appropriate option on the **Completed Successfully** drop-down menu. If a training spans over a course of time beyond one day, then you will select **Completed Successfully** (yes/no) once the training has ended.

The screenshot displays the OSOS interface for the 'Services' window. The 'Detail' section is highlighted with an orange box, showing the following information:

- Service Name: CDL-B Passenger Bus Program
- Service Desc: ETP Auto load 09/06/2016
- Service ID: 105772
- Service Type: Occupational Skills Training
- Provider Name: Buffalo Tractor Trailer Institute, Inc. (Blasdel)
- Location Name: Buffalo Tractor Trailer Institute, Inc.
- Provider ID: 73935, Offering ID: 113567
- Plan. Start Date: 05/20/2024, Plan. End Date: 12/30/2024
- Actual Start Date: 05/20/2024, Actual End Date: (empty)
- Completed Successfully: Yes (dropdown menu)
- Next Contact Date: 09/01/2024
- Program Service Type: (dropdown menu)
- Part Time Learn.: (dropdown menu), Distance Learn.: (dropdown menu)

The 'Funding' section includes a table with columns: Level, Source, Obligated, Actual, and Oblig #. Below the table are fields for Total Funding, Petition #, RR Event #, and Incumbent Worker Training.

| Level | Source | Obligated | Actual | Oblig # |
|--------------------------|--------|-----------|--------|---------|
| <input type="checkbox"/> | | | | |

| Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|---|-----------------------------|-------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> Buffalo Tractor Trailer Institute, Inc. (Blasdel) | CDL-B Passenger Bus Program | 05/20/2024 | | |

At the bottom of the window, there are buttons for 'Options', 'Print List', 'New Service', 'Delete Service', 'Authorization', 'IPA Service Summary', 'Payments', and 'Tracking'. A footer bar contains 'Save', 'Customer Detail', 'Comp Assess', and 'Comments' buttons.



Choose an appropriate **Program Service Type**. This will vary based on the service provided. If you are recording an occupational skills training, select **ITA-Training**. If you are recording an On-the-Job training, select **Non-ITA Training**. Other services will be recorded as either **Basic Career Services** (for example, assessment or career guidance) or **Individualized Career Services** (for example, supportive services.)

For **Program**, select the **Kensington Expressway Project** from the drop-down menu. **Kensington Expressway Project** needs to be selected when recording any service under this grant.

If you are recording a training service, select the **O*Net Title** which corresponds to the training. You will also need to indicate if the training is part-time (yes/no) and if the training is offered via distance learning (yes/no.)

Click the **Save** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

SMITH, JANE SSN: ***-**-8369 OSOS ID: NY015324845

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment >>

Detail

Actual Start Date 05/20/2024 Actual End Date

Completed Successfully

Next Contact Date 09/01/2024

Program Service Type ITA-Training

Part Time Learn. No Distance Learn. No

Program Kensington Expressway Project

Minimum Hours Number of Weeks

O*Net 53303200 Heavy and Tractor-Trailer Truck Drivers O*Net

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned Change

WIB Assigned NYS DOL - CO

Funding

| Level | Source | Obligated | Actual | Oblig # |
|-------|--------|-----------|--------|---------|
| | | | | |

Total Funding Add Edit Delete

Petition #

RR Event #

Incumbent Worker Training

| Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|--|-----------------------------|-------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> Buffalo Tractor Trailer Institute, Inc. (BL) | CDL-B Passenger Bus Program | 05/20/2024 | | ITA-Training |

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save **Save** Assess Comments



Next, you will attach the funding. Enter 1 into the **Total Funding** field.

Then click the **Add** button.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

SMITH, JANE SSN: ***-**-8369 OSOS ID: NY015324845

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Commer > >>

Detail

Actual Start Date 05/20/2024 Actual End Date

Completed Successfully

Next Contact Date 09/01/2024

Program Service Type ITA-Training

Part Time Learn. No Distance Learn. No

Program Kensington Expressway Project

Minimum Hours Number of Weeks

O*Net 53303200 Heavy and Tractor-Trailer Truck Drivers O*Net

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned Change

WIB Assigned NYSDOL - CO

Funding

| Level | Source | Obligated | Actual | Oblig # |
|--------------------------|--------|-----------|--------|---------|
| <input type="checkbox"/> | | | | |

Total Funding \$ 1.00 x Add

Petition #

RR Event #

Incumbent Worker Training

| Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|--|-----------------------------|-------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> Buffalo Tractor Trailer Institute, Inc. (Bl... | CDL-B Passenger Bus Program | 05/20/2024 | | ITA-Training |

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments



The **Funding Webpage Dialog** box will open.

Select the **Adult Statewide 15%** funding.

Enter 1 in the Obligated Amount field. This will automatically populate the **Obligated Percentage** field as 100.

Click **OK**.

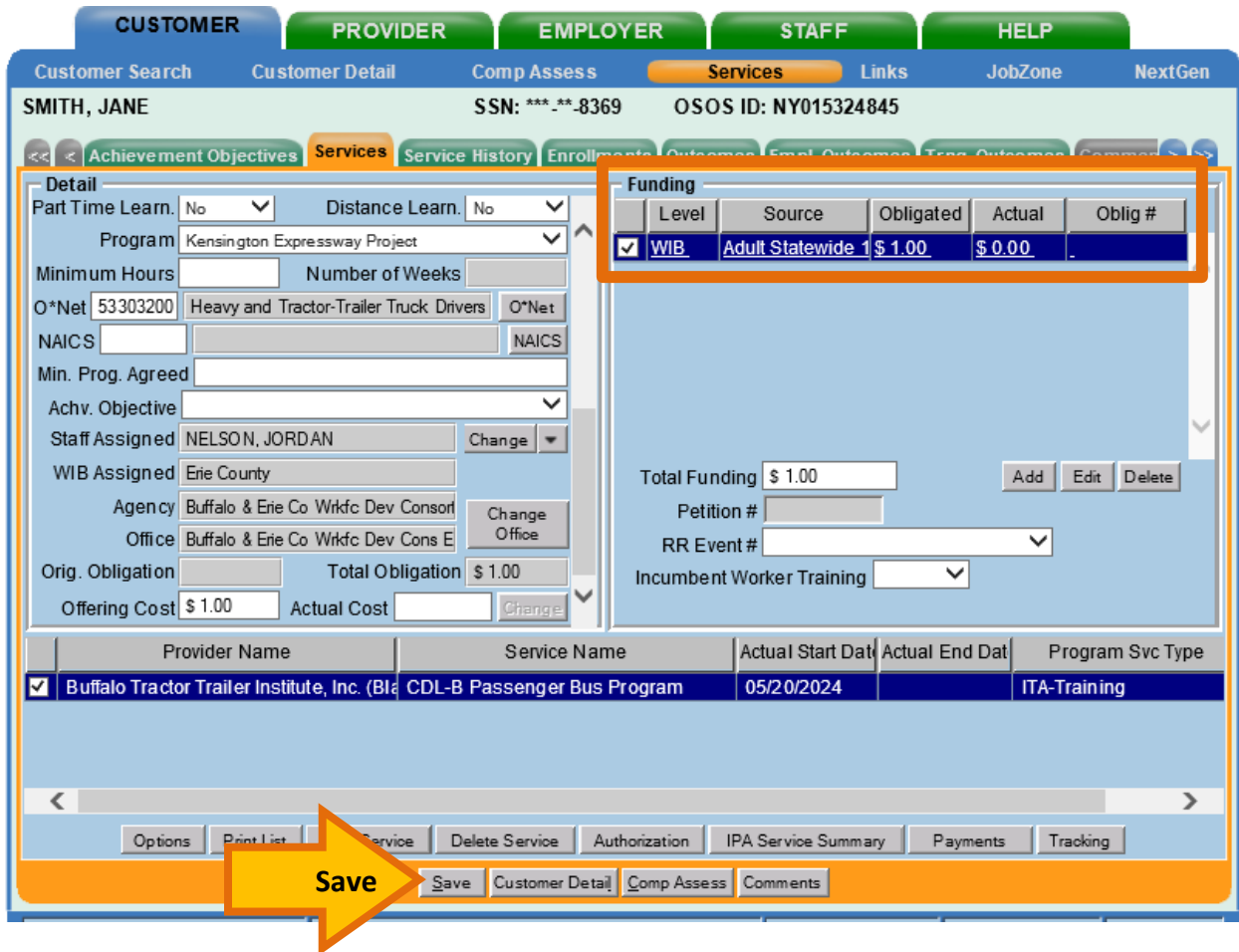
| | Level | Funding Source | Year | Remaining | NEG/Contract/Grant # |
|-------------------------------------|-------|---------------------------------|------|--------------|----------------------|
| <input type="checkbox"/> | WIB | WIOA Adult Local | 2022 | \$ 99982.00 | |
| <input type="checkbox"/> | WIB | WIOA Adult Local | 2023 | \$ 99998.00 | |
| <input type="checkbox"/> | WIB | WIOA Adult Local | 2024 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | WIOA Dislocated Worker Local | 2022 | \$ 99991.00 | |
| <input type="checkbox"/> | WIB | WIOA Dislocated Worker Local | 2023 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | WIOA Dislocated Worker Local | 2024 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Youth Statewide 15% | 2022 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Youth Statewide 15% | 2023 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Youth Statewide 15% | 2024 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Dislocated Worker Statewide 15% | 2022 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Dislocated Worker Statewide 15% | 2023 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Dislocated Worker Statewide 15% | 2024 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Adult Statewide 15% | 2022 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Adult Statewide 15% | 2023 | \$ 100000.00 | |
| <input checked="" type="checkbox"/> | WIB | Adult Statewide 15% | 2024 | \$ 100000.00 | |
| <input type="checkbox"/> | State | DHP State Funded | 2023 | \$ 985.00 | |
| <input type="checkbox"/> | State | PROWD First Step Act | 2024 | \$ 100000.00 | |
| <input type="checkbox"/> | State | PROWD WIOA | 2024 | \$ 100000.00 | |

Obligated Amount OR Obligated Percentage

WIB
Office
Region

The appropriate funding has now populated the **Funding** section.

Click **Save** at the bottom of the screen.



Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

SMITH, JANE SSN: ***-**-8369 OSOS ID: NY015324845

Detail

Part Time Learn. No Distance Learn. No

Program Kensington Expressway Project

Minimum Hours Number of Weeks

O*Net 53303200 Heavy and Tractor-Trailer Truck Drivers O*Net

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned NELSON, JORDAN Change

WIB Assigned Erie County

Agency Buffalo & Erie Co Wrkfc Dev Consort Change Office

Office Buffalo & Erie Co Wrkfc Dev Cons E

Orig. Obligation Total Obligation \$ 1.00

Offering Cost \$ 1.00 Actual Cost Change

Funding

| Level | Source | Obligated | Actual | Oblig # |
|-------------------------------------|--------|-------------------|---------|---------|
| <input checked="" type="checkbox"/> | WIB | Adult Statewide 1 | \$ 1.00 | \$ 0.00 |

Total Funding \$ 1.00 Add Edit Delete

Petition #

RR Event #

Incumbent Worker Training

| Provider Name | Service Name | Actual Start Dat | Actual End Dat | Program Svc Type |
|-------------------------------------|---|-----------------------------|----------------|------------------|
| <input checked="" type="checkbox"/> | Buffalo Tractor Trailer Institute, Inc. (Bl | CDL-B Passenger Bus Program | 05/20/2024 | ITA-Training |

Options Print List Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Save Customer Detail Comp Assess Comments



CLOSING A SERVICE

It is important that an **Actual End Date** is added to a service when the service has ended. This is called closing the service. Funded services, other than Follow-Up Services, that remain open will prevent a customer from exiting their enrollment.

To close an open service, navigate to the **Customer** module, **Services** window, **Services** tab. Select the service that has ended and must be closed.

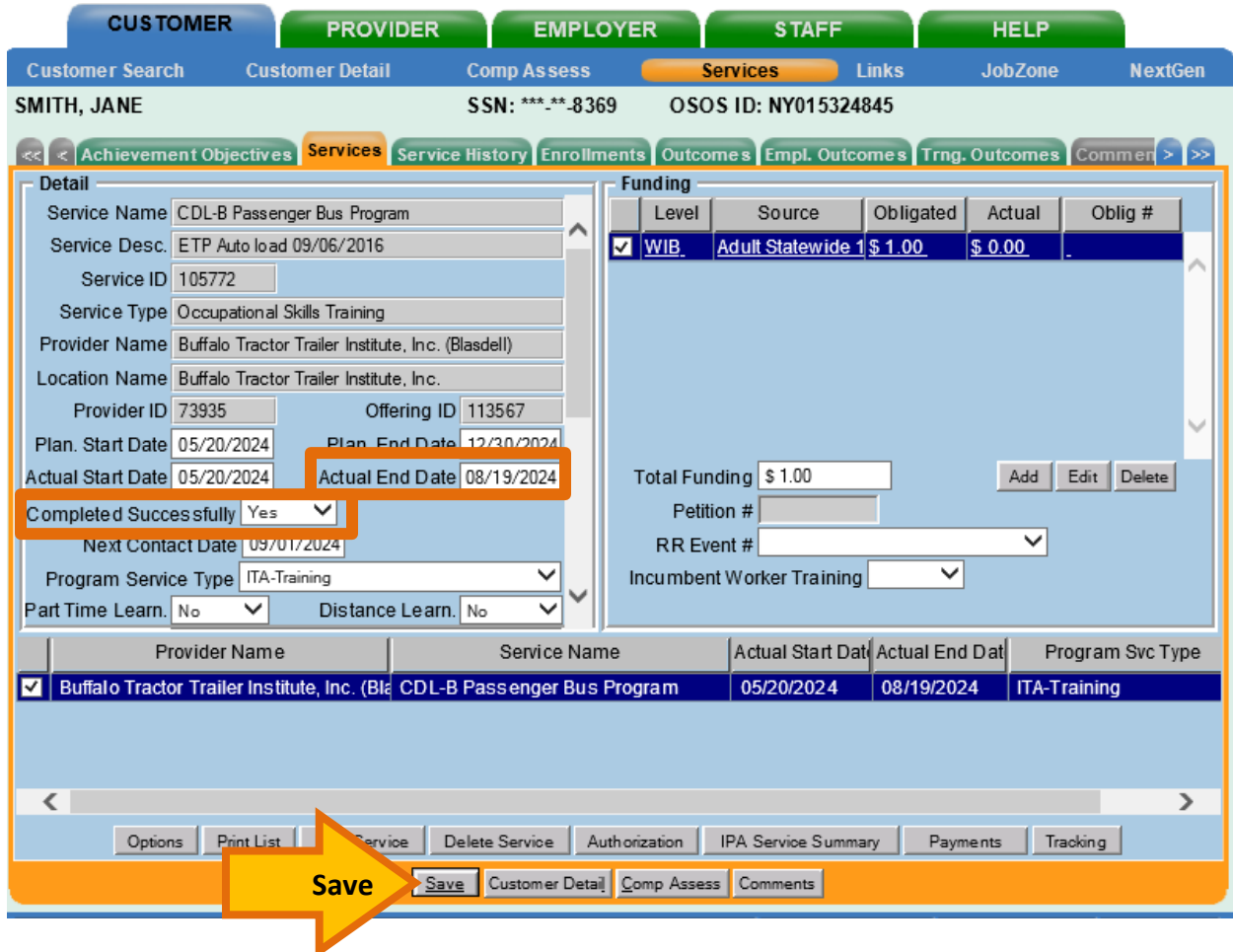
The screenshot shows the OSOS interface for a customer named JANE SMITH. The 'Services' tab is active, displaying details for a 'CDL-B Passenger Bus Program'. The 'Actual End Date' field is highlighted with an orange box. The 'Funding' table shows a single entry for 'WIB. Adult Statewide' with an obligated amount of \$1.00 and an actual amount of \$0.00. The 'Actual End Date' field is currently empty.

| Level | Source | Obligated | Actual | Oblig # |
|-------------------------------------|----------------------|-----------|---------|---------|
| <input checked="" type="checkbox"/> | WIB. Adult Statewide | \$ 1.00 | \$ 0.00 | |

| Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|---|-----------------------------|-------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> Buffalo Tractor Trailer Institute, Inc. (Bl | CDL-B Passenger Bus Program | 05/20/2024 | | ITA-Training |

Enter the **Actual End Date** and select **Completed Successfully** (yes/no).

Click **Save**. The service is now closed.



CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

Customer Search | Customer Detail | Comp Assess | **Services** | Links | JobZone | NextGen

SMITH, JANE | SSN: ***-**-8369 | OSOS ID: NY015324845

<< < Achievement Objectives | **Services** | Service History | Enrollments | Outcomes | Empl. Outcomes | Trng. Outcomes | Comment > >>

Detail

Service Name: CDL-B Passenger Bus Program
 Service Desc: ETP Auto load 09/06/2016
 Service ID: 105772
 Service Type: Occupational Skills Training
 Provider Name: Buffalo Tractor Trailer Institute, Inc. (Blasdel)
 Location Name: Buffalo Tractor Trailer Institute, Inc.
 Provider ID: 73935 | Offering ID: 113567
 Plan. Start Date: 05/20/2024 | Plan. End Date: 12/30/2024
 Actual Start Date: 05/20/2024 | **Actual End Date: 08/19/2024**
Completed Successfully: Yes (dropdown)
 Next Contact Date: 09/01/2024
 Program Service Type: ITA-Training (dropdown)
 Part Time Learn: No (dropdown) | Distance Learn: No (dropdown)

Funding

| Level | Source | Obligated | Actual | Oblig # |
|-------------------------------------|--------|-------------------|---------|---------|
| <input checked="" type="checkbox"/> | WIB | Adult Statewide 1 | \$ 1.00 | \$ 0.00 |

Total Funding: \$ 1.00 | Add | Edit | Delete
 Petition #:
 RR Event #:
 Incumbent Worker Training:

| Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|---|-----------------------------|-------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> Buffalo Tractor Trailer Institute, Inc. (Blasdel) | CDL-B Passenger Bus Program | 05/20/2024 | 08/19/2024 | ITA-Training |

Options | Print List | **Save** | Delete Service | Authorization | IPA Service Summary | Payments | Tracking

Save | Customer Detail | Comp Assess | Comments

OUTCOMES

Employment and training outcomes for Kensington Expressway Project grant participants must be recorded in the Employment Outcomes and Training Outcomes tabs of OSOS.

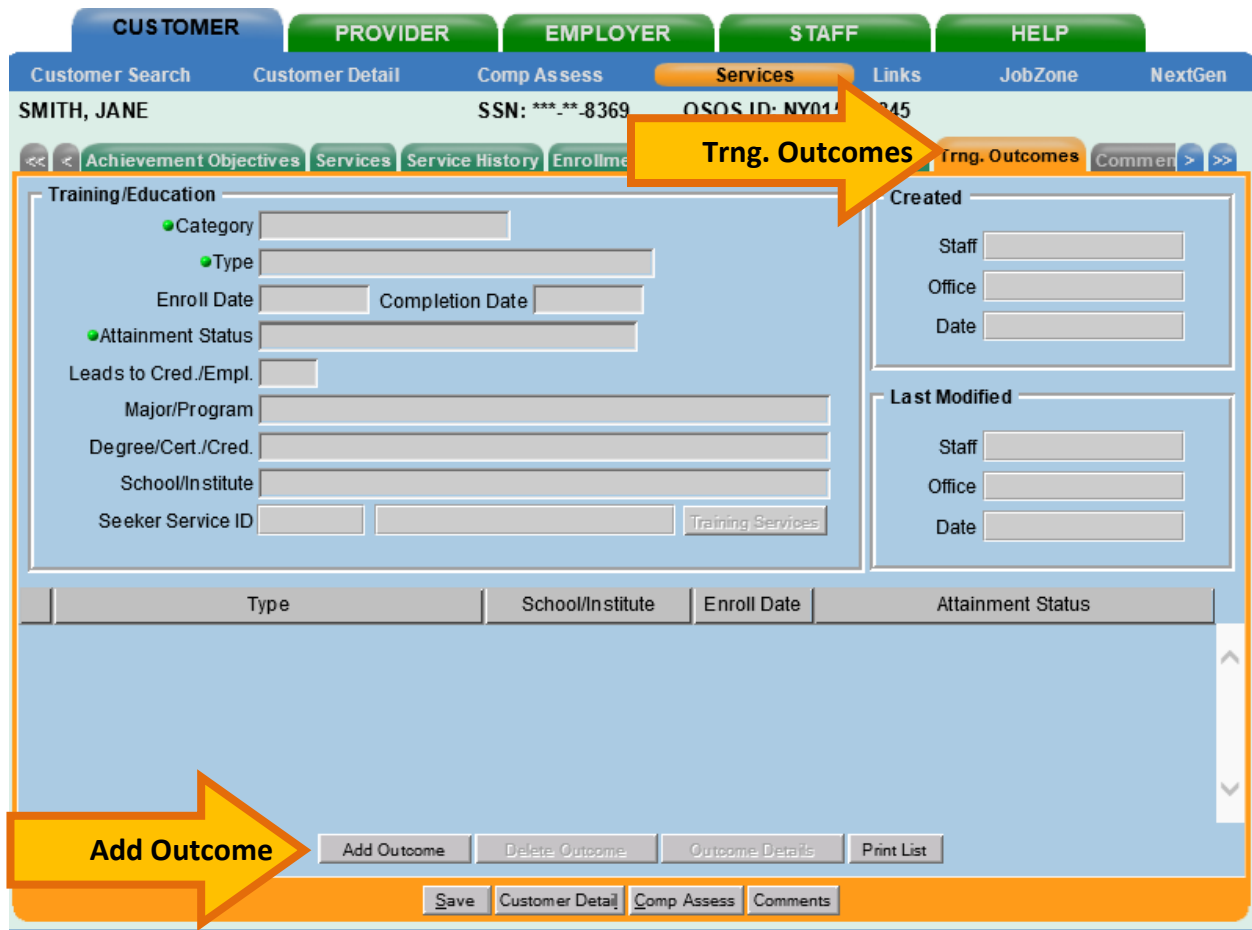


Please note that if a participant is served solely under this grant, they will only be counted in statewide performance measures. They will not be counted in local performance measures and information entered in these tabs will not impact local performance numbers. However, if the participant is co-enrolled in a WIOA program, they will be included in both local and statewide performance measures. In this case, all outcome information must be entered per the [WIOA Performance Measures and Outcomes OSOS Guide](#).

TRAINING OUTCOMES

When a participant has successfully completed training, it must be noted in the **Trng. Outcomes** tab in the **Services** window.

Click the **Add Outcome** button at the bottom of the screen.



The screenshot shows the OSOS interface for a customer named JANE SMITH. The 'Services' tab is selected, and the 'Trng. Outcomes' sub-tab is active. The form contains the following fields:

- Training/Education:**
 - Category (dropdown)
 - Type (dropdown)
 - Enroll Date (text)
 - Completion Date (text)
 - Attainment Status (dropdown)
 - Leads to Cred./Empl. (checkbox)
 - Major/Program (text)
 - Degree/Cert./Cred. (text)
 - School/Institute (text)
 - Seeker Service ID (text)
- Created:**
 - Staff (text)
 - Office (text)
 - Date (text)
- Last Modified:**
 - Staff (text)
 - Office (text)
 - Date (text)

At the bottom of the form, there are buttons for 'Add Outcome', 'Delete Outcome', 'Outcome Details', and 'Print List'. A yellow arrow points to the 'Add Outcome' button. The bottom navigation bar includes 'Save', 'Customer Detail', 'Comp Assess', and 'Comments'.

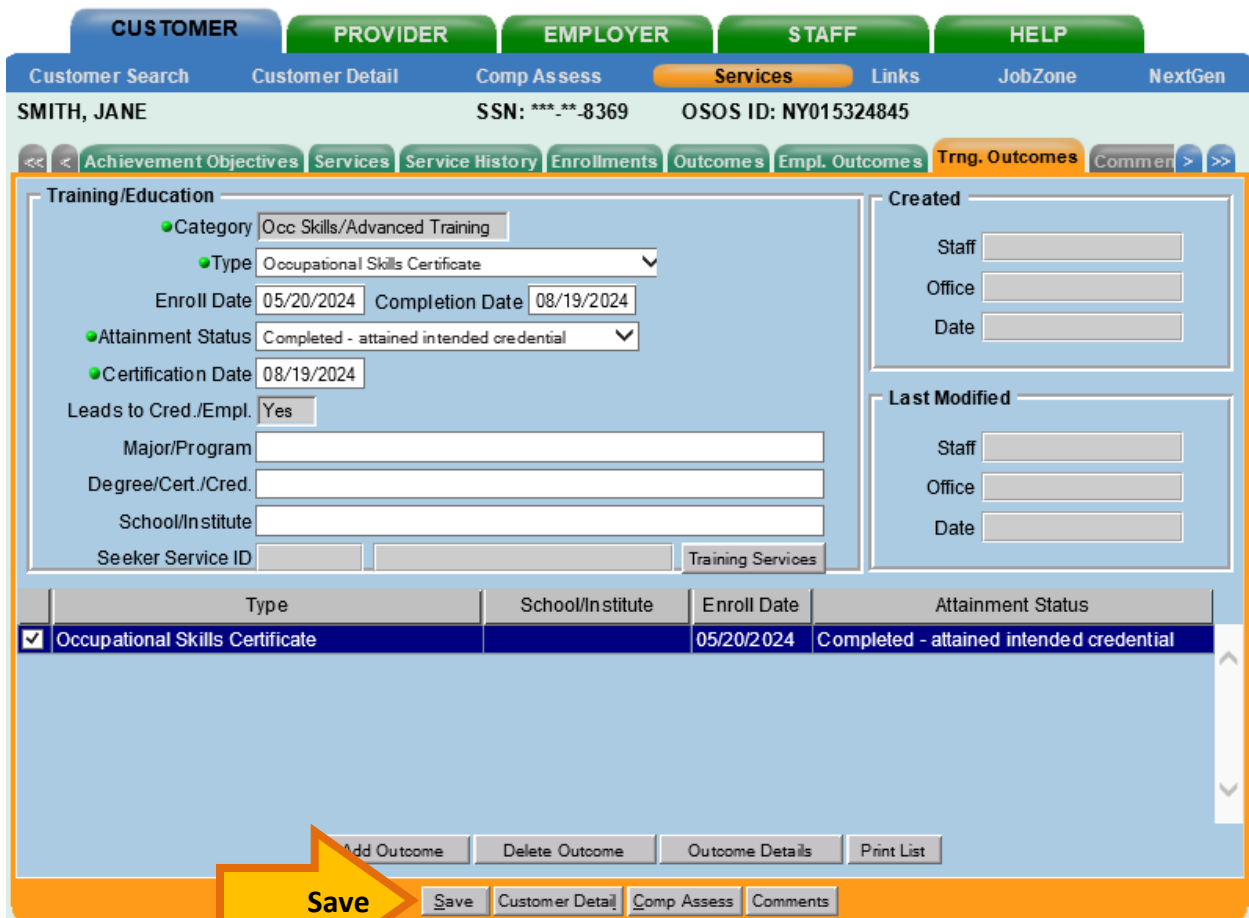
Enter the **Category** and **Type** of the Credential earned due to the completed training.

Enter the **Enroll Date** and the **Completion Date** of the training.

Enter the **Attainment Status** of "Completed - attained intended credential."

Enter the **Certification Date**, the **Major/ Program**, the **Degree/Certificate/Credential** obtained, and the **School/Institute** which granted that credential.

Click **Save**.



CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

SMITH, JANE SSN: ***-**-8369 OSOS ID: NY015324845

<< < Achievement Objectives Services Service History Enrollments Outcomes Empl. Outcomes **Trng. Outcomes** Comment > >>

Training/Education

- Category: Occ Skills/Advanced Training
- Type: Occupational Skills Certificate
- Enroll Date: 05/20/2024 Completion Date: 08/19/2024
- Attainment Status: Completed - attained intended credential
- Certification Date: 08/19/2024
- Leads to Cred./Empl.: Yes
- Major/Program: [Text Field]
- Degree/Cert./Cred.: [Text Field]
- School/Institute: [Text Field]
- Seeker Service ID: [Text Field]

Created

Staff: [Text Field]
Office: [Text Field]
Date: [Text Field]

Last Modified

Staff: [Text Field]
Office: [Text Field]
Date: [Text Field]

| | Type | School/Institute | Enroll Date | Attainment Status |
|-------------------------------------|---------------------------------|------------------|-------------|--|
| <input checked="" type="checkbox"/> | Occupational Skills Certificate | | 05/20/2024 | Completed - attained intended credential |

Add Outcome Delete Outcome Outcome Details Print List

Save Save Customer Detail Comp Assess Comments



EMPLOYMENT OUTCOMES

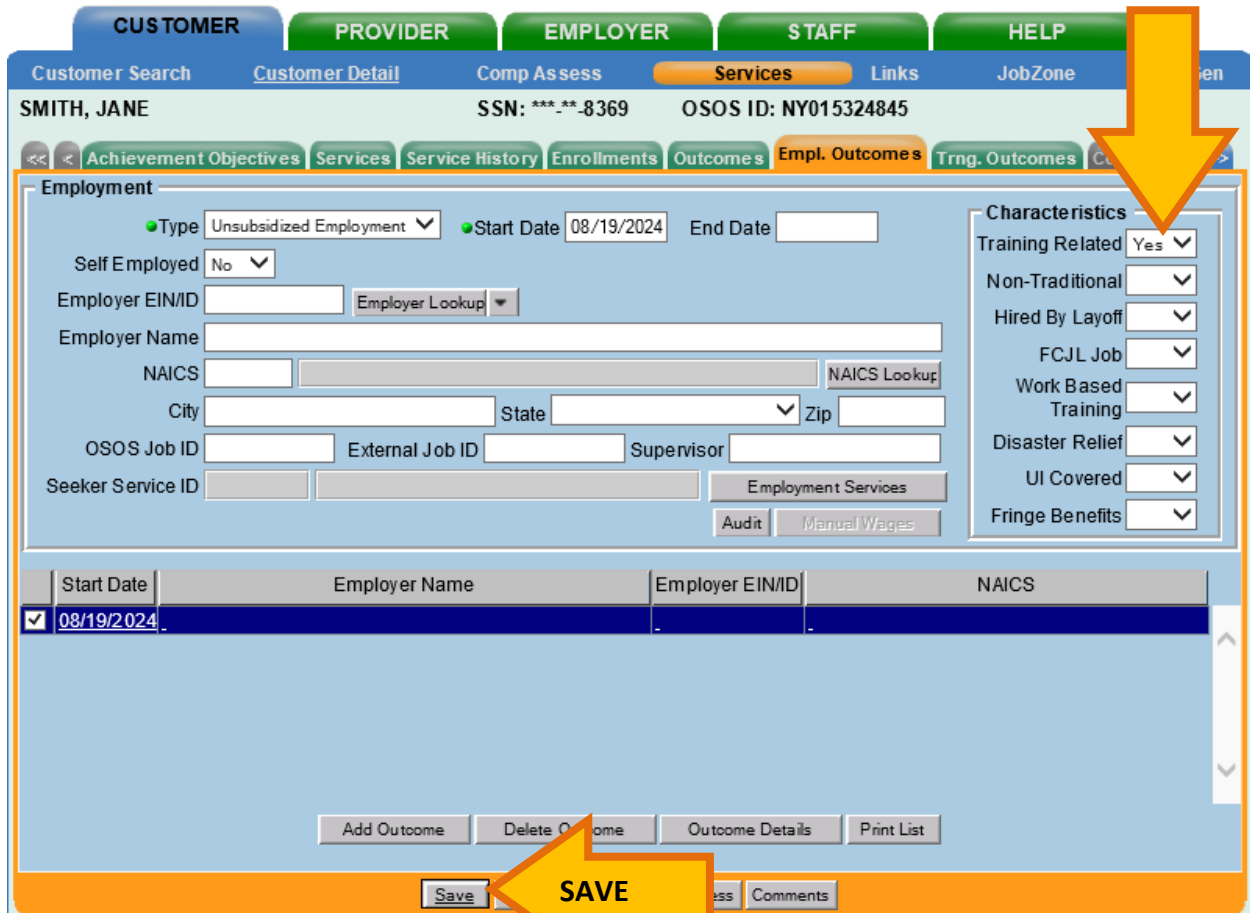
When a participant obtains employment, this must be recorded in the **Empl. Outcomes** tab in the **Services** window of OSOS.

Click the **Add Outcome** button at the bottom of the screen.

The screenshot shows the OSOS interface for the 'Empl. Outcomes' tab. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, Services (highlighted), Links, JobZone, and NextGen. The user information is displayed as SMITH, JANE, SSN: ***-**-8369, and OSOS ID: NY015324845. The main navigation bar includes Achievement Objectives, Services, Service History, Enrollments, Outcomes, Empl. Outcomes (highlighted), Trng. Outcomes, and Commer. Below this is the 'Employment' form with various input fields for Type, Start Date, End Date, Employer EIN/ID, Employer Name, NAICS, City, State, Zip, OSOS Job ID, External Job ID, Supervisor, and Seeker Service ID. A 'Characteristics' section on the right contains several dropdown menus: Training Related, Non-Traditional, Hired By Layoff, FCJL Job, Work Based Training, Disaster Relief, UI Covered, and Fringe Benefits. Below the form is a table with columns for Start Date, Employer Name, Employer EIN/ID, and NAICS. At the bottom, there are buttons for Add Outcome, Delete Outcome, Outcome Details, and Print List. A yellow arrow points to the 'Add Outcome' button. At the very bottom, there are buttons for Save, Customer Detail, Comp Assess, and Comments.

Required fields in this tab are **Type** and **Start Date**, but you should enter as much information as is known about the employment.

Please note the Characteristics section at the right of the screen. If the employment is related to training provided to the customer, remember to mark **Training Related** as **Yes**.



CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

Customer Search | Customer Detail | Comp Assess | **Services** | Links | JobZone

SMITH, JANE | SSN: ***-**-8369 | OSOS ID: NY015324845

Achievement Objectives | Services | Service History | Enrollments | Outcomes | **Empl. Outcomes** | Trng. Outcomes

Employment

Type: Unsubsidized Employment | Start Date: 08/19/2024 | End Date: []

Self Employed: No

Employer EIN/ID: [] | Employer Lookup: []

Employer Name: []

NAICS: [] | NAICS Lookup: []

City: [] | State: [] | Zip: []

OSOS Job ID: [] | External Job ID: [] | Supervisor: []

Seeker Service ID: [] | Employment Services: []

Audit | Manual Wages

Characteristics

Training Related: Yes

Non-Traditional: []

Hired By Layoff: []

FCJL Job: []

Work Based Training: []

Disaster Relief: []

UI Covered: []

Fringe Benefits: []

| | Start Date | Employer Name | Employer EIN/ID | NAICS |
|-------------------------------------|------------|---------------|-----------------|-------|
| <input checked="" type="checkbox"/> | 08/19/2024 | | | |

Add Outcome | Delete Outcome | Outcome Details | Print List

Save | SAVE | [] | Comments



When the participant wages are provided, they must be entered into OSOS.

Click the **Manual Wages** button in the Employment Outcomes tab.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

SMITH, JANE SSN: ***-**-8369 OSOS ID: NY015324845

<< < Achievement Objectives Services Service History Enrollments Outcomes **Empl. Outcomes** Trng. Outcomes Comment > >>

Employment

Type: Unsubsidized Employment Start Date: 08/19/2024 End Date:

Self Employed:

Employer EIN/ID: NY004670254 Employer Lookup

Employer Name: Truck-Lite Co., LLC

NAICS: 336320 Motor Vehicle Electrical and Electronic Equipment Manufactu... NAICS Lookup

City: Falconer State: New York Zip: 14733

OSOS Job ID: External Job ID: Supervisor:

Seeker Service ID: Employment Services

Audit Manual Wages

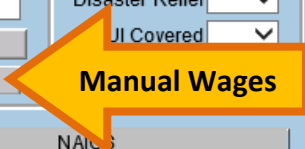
Characteristics

Training Related: Non-Traditional: Hired By Layoff: FCJL Job: Work Based Training: Disaster Relief: JI Covered:

| Start Date | Employer Name | Employer EIN/ID | NAICS |
|--|---------------------|-----------------|--|
| <input checked="" type="checkbox"/> 08/19/2024 | Truck-Lite Co., LLC | NY004670254 | Motor Vehicle Electrical and Electronic Equipm |

Add Outcome Delete Outcome Outcome Details Print List

Save Customer Detail Comp Assess Comments



This opens the **Manual Wages** webpage dialog.

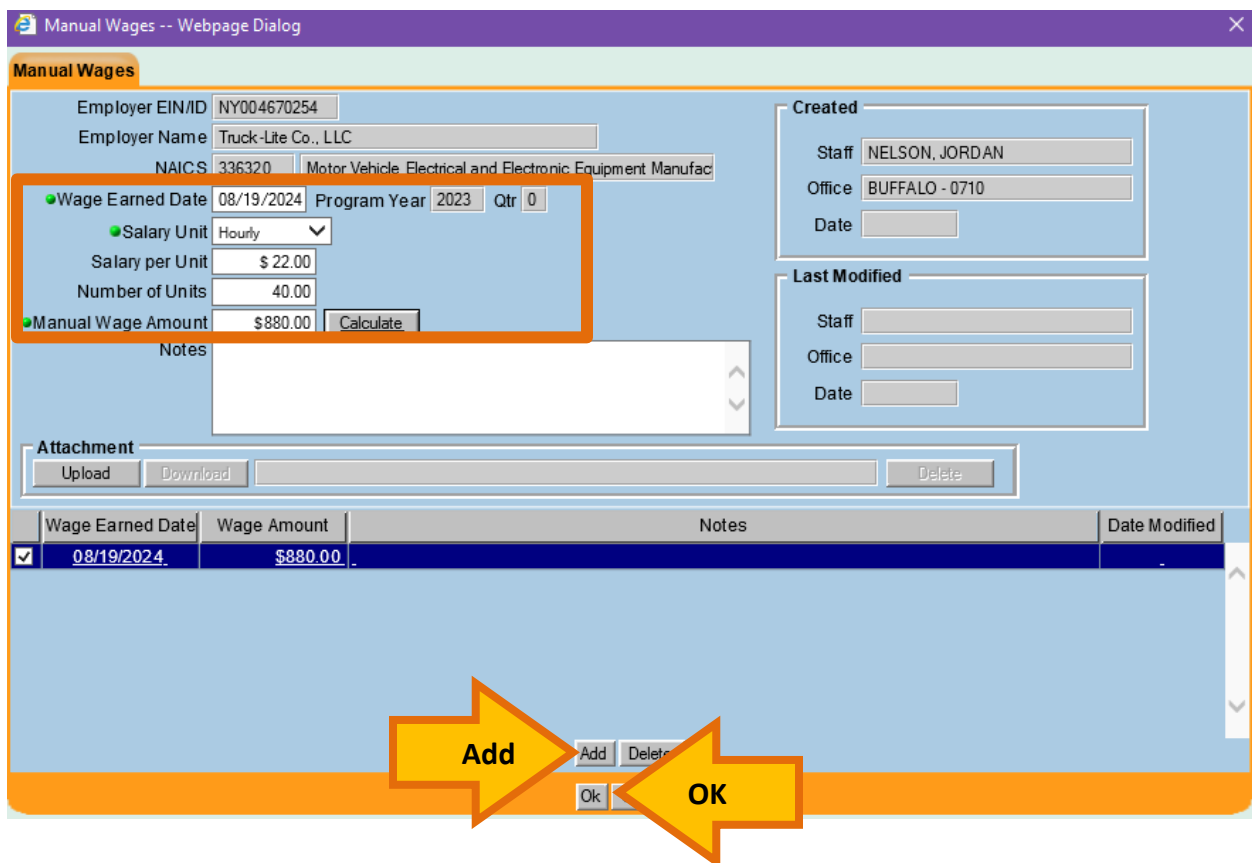
Click **Add** to open up the fields.

Enter the date of the paycheck or wage earned.

Enter the Salary Unit, the Salary per Unit, and the Number of Units.

Click the **Calculate** button.

Click the **OK** button.



Manual Wages

Employer EIN/ID: NY004670254
Employer Name: Truck-Lite Co., LLC
NAICS: 336320 Motor Vehicle Electrical and Electronic Equipment Manufac

Wage Earned Date: 08/19/2024 Program Year: 2023 Qtr: 0
Salary Unit: Hourly
Salary per Unit: \$ 22.00
Number of Units: 40.00
Manual Wage Amount: \$880.00

Created: Staff: NELSON, JORDAN Office: BUFFALO - 0710 Date:
Last Modified: Staff: Office: Date:

Attachment:

| | Wage Earned Date | Wage Amount | Notes | Date Modified |
|-------------------------------------|------------------|-------------|-------|---------------|
| <input checked="" type="checkbox"/> | 08/19/2024 | \$880.00 | | |



Remember to click **Save** at the bottom of the screen.

| | Start Date | Employer Name | Employer EIN/ID | NAICS |
|-------------------------------------|------------|---------------------|-----------------|--|
| <input checked="" type="checkbox"/> | 08/19/2024 | Truck-Lite Co., LLC | NY004670254 | Motor Vehicle Electrical and Electronic Equipm |

Save Add Outcome Delete Outcome Outcome Details Print List Save Customer Detail Comp Assess Comments

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found [on the NYS Department of Labor's website.](#)

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov