



CalSWEC

California Social Work Education Center

What To Do When a Graduate Begins Work

Data in the Tutorial

- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

What to enter when a grad starts work

Layout: DATA ENTRY View As: ☐ ☒ ☐ Preview

Personal Academic Work and Repayment Not Working BE001046

Narine Ann Manusyants Post-Graduate Employment Grad Date 5/15/2015

Months of Work Requirement 24 Completed IV-E BSW? no Work Requirement Done? no

Expected Completion Date 5/15/2017 Still working as of:

Work Requirement Status still in school TOTAL MONTHS OF SERVICE: 0.0

	County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
1.		<input type="checkbox"/>					0.0
2.		<input type="checkbox"/>					0.0
3.		<input type="checkbox"/>					0.0

Narine Manusyants began work and sent in the Employment Verification Form (EVF) on Jan. 20, 2016. she began work on Jan. 11, 2016.

What to enter on Work and Repayment Tab:

- **Work status:** Select "Work Requirement Begun" from drop down Menu

What to enter when a grad starts work

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What to enter on Work and Repayment Tab:

- **Work status:** Select "Work Requirement Begun" from drop down Menu
- **County:** Select County name from drop down Menu

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What to enter on Work and Repayment Tab:

- **Work status:** Select "Work Requirement Begun" from drop down Menu
- **County:** Select County name from drop down Menu
- **County Info:** Enter Work phone and email

What to enter when a grad starts work

Layout: DATA ENTRY View As: Preview

Personal Academic Work and Repayment Not Working BE001046

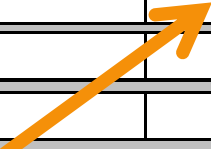
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What to enter on Work and Repayment Tab:

- **Work status:** Select "Work Requirement Begun" from drop down Menu
- **County:** Select County name from drop down Menu
- **County Info:** Enter Work phone and email
- **Work Start date:** Enter 1/11/2016 in "From Date" slot

What to enter when a grad starts work

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What to enter on Work and Repayment Tab:

- **Work status:** Select "Work Requirement Begun" from drop down Menu
- **County:** Select County name from drop down Menu
- **County Info:** Enter Work phone and email
- **Work Start date:** Enter 1/11/2016 in "From Date" slot
- **Expected Completion Date:** Enter 1/11/2018 (2 yrs. From start date)
[Change work completion date if Student goes on leave from work.]

These are the areas changed or entered

Layout: DATA ENTRY View As: [Icons] Preview

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	County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
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2.		<input type="checkbox"/>					0.0
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- **County:** Select County name from drop down Menu
- **County Info:** Enter Work phone and email
- **Work Start date:** Enter 1/11/2016 in "From Date" slot
- **Expected Completion Date:** Enter 1/11/2018 (2 yrs. From start date)
[Change work completion date if Student goes on leave from work.]

When a grad completes work

Personal Academic **Work and Repayment** Check work status, should be done NR001061

Teresa Alexander **Post-Graduate Employment** Grad Date 5/22/2014

Months of Work Requirement Completed IV-E BSW? Work Requirement Done?

Expected Completion Date Check Work Status! Still working as of:

Work Requirement Status **WORK REQUIREMENT BEGUN.** TOTAL MONTHS OF SERVICE: 24.5

	County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
1.	Orange	<input type="checkbox"/>	213-555-8845	tallex@orange.gov	1/5/2015		24.5
2.		<input type="checkbox"/>					0.0
3.		<input type="checkbox"/>					0.0

It is now Jan. 20, 2017 and Teresa just sent in her Employment Completion Form (ECF).

What to enter:

- **Work status:** Select “WORK REQUIREMENT COMPLETED, VERIFIED”
- **County Info:** Enter any changes in Work phone and email
- **Work end date:** Enter 1/5/2017 (end date)

Note: if a graduate has completed work but not sent in the completion form, select “work requirement completed, need verification” in work status.

When a grad completes work

Personal Academic **Work and Repayment** Check work status, should be done NR001061

Teresa Alexander **Post-Graduate Employment** Grad Date 5/22/2014

Months of Work Requirement 24 Completed IV-E BSW? ☐ Work Requirement Done? ☐ ☐

Expected Completion Date 1/5/2017 Check Work Status! Still working as of:

Work Requirement Status WORK REQUIREMENT BEGUN. TOTAL MONTHS OF SERVICE: 24.5

	County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
1.	Orange	<input type="checkbox"/>	213-555-8845	talex@orange.gov	1/5/2015		24.5
2.		<input type="checkbox"/>					0.0
3.		<input type="checkbox"/>					0.0

It is now Jan. 20, 2017 and Teresa just sent in her Employment Completion Form (ECF).

What to enter:

- **Work status:** Select “WORK REQUIREMENT COMPLETED, VERIFIED”
- **County Info:** Enter any changes in Work phone and email
- **Work end date:** Enter 1/5/2017

Note: if a graduate has completed work but not sent in the completion form, select “work requirement completed, need verification” in work status.

When a grad completes work

Personal	Academic	Work and Repayment	Check work status, should be done	NR001061		
Teresa Alexander		Post-Graduate Employment		Grad Date: 5/22/2014		
Months of Work Requirement	24	Completed IV-E BSW?	<input type="checkbox"/>	Work Requirement Done? NO		
Expected Completion Date	1/5/2017	Check Work Status!		Still working as of: <input type="text"/>		
Work Requirement Status	WORK REQUIREMENT BEGUN.			TOTAL MONTHS OF SERVICE: 24.5		
County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
1. Orange	<input type="checkbox"/>	213-555-8845	tallex@orange.gov	1/5/2015		24.5
2.	<input type="checkbox"/>					0.0
3.	<input type="checkbox"/>					0.0

It is now Jan. 20, 2017 and Teresa just sent in her Employment Completion Form (ECF).

What to enter:

- **Work status:** Select “WORK REQUIREMENT COMPLETED, VERIFIED” **
- **County Info:** Enter any changes in Work phone and email
- **Work end date:** Enter 1/5/2017 (end of work obligation)

** Note: if a graduate has completed work but has not sent in the completion form, select “work requirement completed, need verification” in work status.

Contact information

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