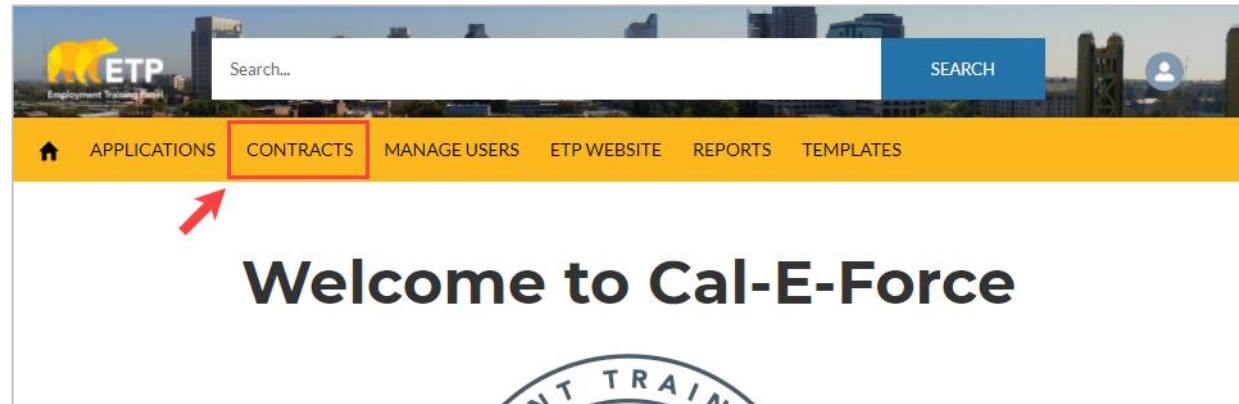


CAL-E-FORCE REFERENCE GUIDE: MANUALLY ENROLL TRAINEES

Contractors are required to **Add a Workplace** prior to enrolling trainees. Reference material for Adding a Workplace can be located on the Cal-E-Force general information page

1. At the top of the landing page, select the **Contracts** button on the button bar



2. Click on the **View** hyperlink for the contract you would like to upload trainees. The system will take you to that contract's detail page

The screenshot shows the 'Contracts' page in the Cal-E-Force system. The navigation bar at the top includes buttons for APPLICATIONS, CONTRACTS, MANAGE USERS, ETP WEBSITE, USER GUIDES, REPORTS, and TEMPLATES. Below the navigation bar, there is a section titled 'Contracts' with a sub-section 'All Contracts'. Below this, there is a table with 2 items. The table has columns for Contract Number, View, Performance, Account, Status, Primary Contract, and Contract Holder Type. The first row shows 'Contract 1' with a 'View' link highlighted by a red box and a red arrow pointing to it. The second row shows 'Contract 2' with a 'View' link.

	Contr... ↑	View... ↓	Perf... ↓	Accoun... ↓	Status ↓	Primary Cont... ↓	Contract Holder Type
1	Contract 1	View	3.55%	Account 1	Contract Executed	Contact 1+, test	Single Employer Contract
2	Contract 2	View	0.57%	Account 1	Contract Executed	Contact 1+, test	Multiple Employer Contra

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3. Select the **Enroll Trainees** button on the button bar, which is located at the top of the Contract Details page

Account Name	Status	Term Start Date	Term End Date
Account 1	Contract Executed	12/13/2017	5/29/2021

ENROLL TRAINEES	UPLOAD TRAINEES	ADD HOURS	UPLOAD HOURS	UPLOAD CBT HOURS	UPDATE ROSTERS	ADD CBT CLASS
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4. Fill out the **Information** section of the **Enroll Trainees** form

**Required fields are designated with a Red Asterisk & Red Bar*

**Wage at Enrollment is hourly wages*

**The Employee ID is used as the Unique ID for the trainee (Do not use any special characters or spaces). This will be a required field in all other upload processes. If an employee id is not given at time of enrollment, the system will provide one for the trainee*

**Hire Date & Wage at Enrollment are not required if enrolling trainees into New Hire Job number*

Information [*] Required Information

SSN [i]	*	<input type="text"/>	
Employee ID [i]		<input type="text"/>	
Trainee First Name	*	<input type="text"/>	
Trainee Last Name	*	<input type="text"/>	
Trainee Middle Name		<input type="text"/>	
Job Number	*	<input type="text" value="1. App Job 1"/>	v
Workplace	*	<input type="text" value="-None-"/>	v
Hire Date	*	<input type="text"/>	[2/22/2022]
Wage at Enrollment	*	<input type="text"/>	
Trainee Status		Enrolled	

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5. Fill out the **Demographic** section of the **Enroll Trainees** form

**Required fields are designated with a Red Asterisk & Red Bar*

Demographic Data

Gender	*	<input type="text" value="--None--"/>
Age Group	*	<input type="text" value="--None--"/>
Education	*	<input type="text" value="--None--"/>
Veteran	*	<input type="text" value="--None--"/>
Disabled Veteran	*	<input type="text" value="--None--"/>
Ethnicity	*	<div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 5px; width: 80%;"> <p>Available</p> <ul style="list-style-type: none"> White African American/Black Ethnic Hispanic or Latino American Indian/Alaskan Native </div> <div style="border: 1px solid #ccc; padding: 5px; width: 15%; margin-left: 5px;"> <p>Chosen</p> </div> </div>

6. The **Optional Data** section can either be filled out or left blank

**These fields are collected, but not required, per State of California regulations*

Optional Data

Preferred Name	<input type="text"/>
Orientation	<input type="text" value="--None--"/>
Identity	<input type="text" value="--None--"/>
Sex at Birth	<input type="text" value="--None--"/>

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7. Click the **Save** button at the bottom of the page.

Save

Cancel