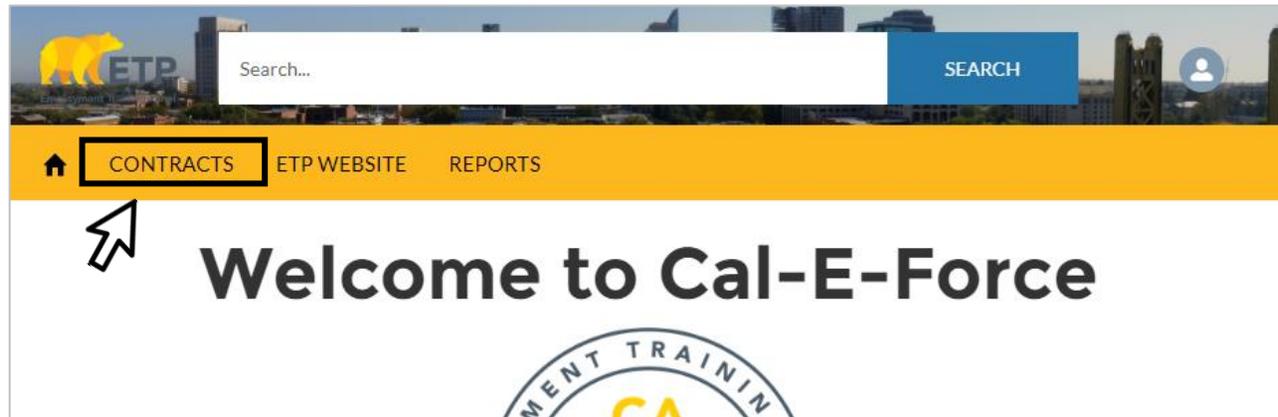


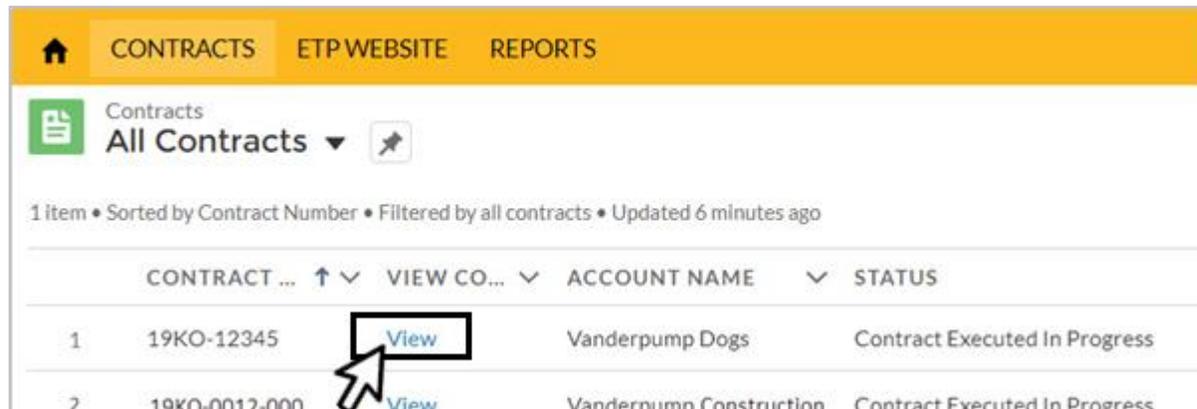
ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

To submit a close-out payment: All enrolled trainees with 8 or more hours must be approved for both a first and second progress payment. If the contract contains trainees with 8 or less hours, you must either (1) drop the trainees ([Mass Drop Trainees](#)) or (2) submit all progress payments and wait for approval ([Manual Progress Payments](#) / [Upload Progress Payments](#)). Trainees with 8 or less hours will be automatically dropped upon submittal of the close-out invoice.

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



2. Click on the 'View' link for the contract you would like to manually submit a close-out invoice. The system will take you to your Contract Details page.



	CONTRACT ...	VIEW CO...	ACCOUNT NAME	STATUS
1	19KO-12345	View	Vanderpump Dogs	Contract Executed In Progress
2	19KO-0012-000	View	Vanderpump Construction	Contract Executed In Progress

ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.

ENROLL TRAINEES UPLOAD TRAINEES ADD HOURS UPLOAD HOURS **CREATE INVOICE** REQUEST REVISION

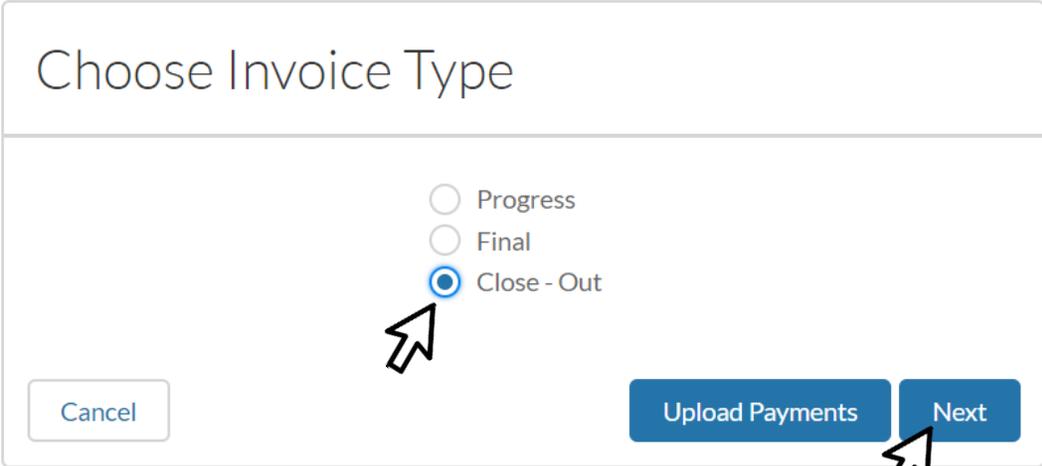


4. Choose **Closeout** from the invoice types and click **Next**.

**Close-Out is the contract's last final payment.*

Close-Out will automatically drop all trainees with 8 hours or less.

Choose Invoice Type

- Progress
 Final
 Close - Out
- 

Cancel

Upload Payments

Next

ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

- Check the checkbox(es) for **all** trainee(s). Ensure **all** dates and wage data have been entered.

The wage that should be entered is the employee's wage with their company after retention.

**If the  icon appears, see the [Special Review Request](#) section at the end of this document*

Close-Out Invoice

FIRST NAME	LAST NAME	EMPL... ID	TOTAL HOURS	JOB NUM...	P4	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS
Kristen	Doute	7900	19.25	2	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$14.75	\$2.00
Stassi	Schro...	7901	19.25	2	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$16.00	\$0.70

- Click the **Next** button at the bottom of the page.

- The system will provide you with a summary of the progress payments that have been submitted and any errors messages.

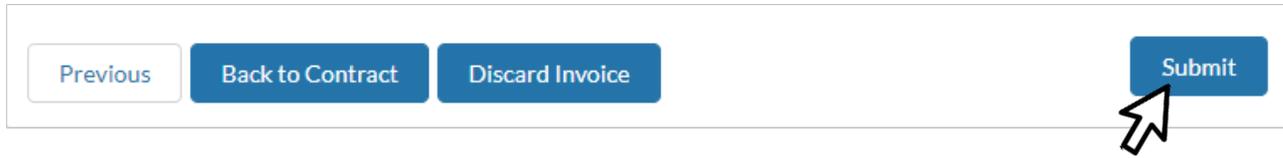
Vanderpump Dogs - 12

Invoice Date 2019-06-17	Total Amount Requested \$119.63
Contract Number 19KO-12345	

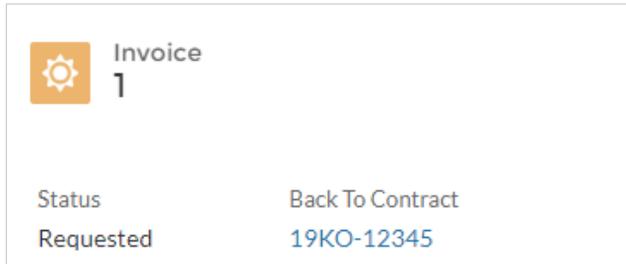
PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
Final	2	1	\$119.63

ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

8. Click the **Submit** button to complete your upload.



9. You will now be taken to the **Invoice Details** page for the invoice you successfully submitted.

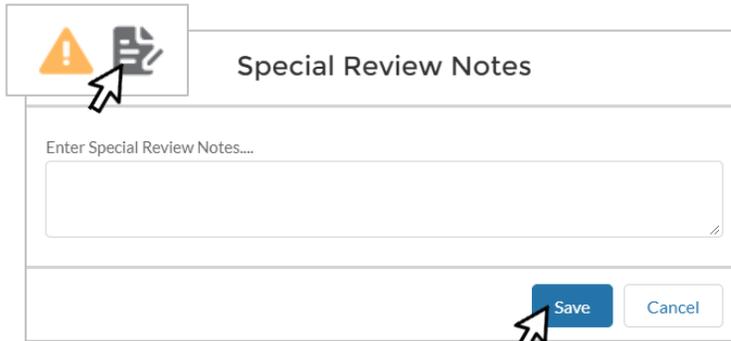


ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

SPECIAL REVIEW REQUEST

<p>1. If the  icon appears to the right of a trainee, the trainee does not fall within the set guidelines for a close-out invoice.</p>	<div style="border: 1px solid gray; padding: 10px;"> <h3 style="margin: 0;">Close-Out Invoice</h3> <div style="text-align: right; margin-bottom: 10px;"> <input type="text" value="Search"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>FIRST NAME</th> <th>LAST NAME</th> <th>EMPL... ID</th> <th>P4</th> <th>TRAINING COMPLETION DATE</th> <th>RETENTION START DATE</th> <th>RETENTION END DATE</th> <th>WAGE AFTER RETENTION</th> <th>HEALTH BENEFITS</th> </tr> </thead> <tbody> <tr> <td>Kristen</td> <td>Doute</td> <td>7900</td> <td><input checked="" type="checkbox"/></td> <td>Apr 3, 2019 </td> <td>Apr 4, 2019 </td> <td>Jul 3, 2019 </td> <td>\$14.75</td> <td>\$2.00</td> </tr> <tr> <td>Stassi</td> <td>Schro...</td> <td>7901</td> <td><input checked="" type="checkbox"/></td> <td>Apr 3, 2019 </td> <td>Apr 4, 2019 </td> <td>Jul 3, 2019 </td> <td>\$12.00</td> <td>\$0.70  </td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px; font-size: x-small; text-align: center;"> Special Review Reason: Health benefit + post wage should be greater than minimum wage </div> </div>	FIRST NAME	LAST NAME	EMPL... ID	P4	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS	Kristen	Doute	7900	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$14.75	\$2.00	Stassi	Schro...	7901	<input checked="" type="checkbox"/>	Apr 3, 2019 	Apr 4, 2019 	Jul 3, 2019 	\$12.00	\$0.70  
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<p>2. Scroll over the  icon to view help text with the reason for the special review.</p>																												
<p>3. To remove the trainee from the invoice, uncheck the checkbox next to their name.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>FIRST NAME</th> <th>LAST NAME</th> <th>EMPL... ID</th> <th>TOTAL HOURS</th> <th>JOB NUM...</th> <th>P4</th> </tr> </thead> <tbody> <tr> <td>Kristen</td> <td>Doute</td> <td>7900</td> <td>19.25</td> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Stassi</td> <td>Schro...</td> <td>7901</td> <td>19.25</td> <td>2</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	FIRST NAME	LAST NAME	EMPL... ID	TOTAL HOURS	JOB NUM...	P4	Kristen	Doute	7900	19.25	2	<input type="checkbox"/>	Stassi	Schro...	7901	19.25	2	<input checked="" type="checkbox"/>									
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Stassi	Schro...	7901	19.25	2	<input checked="" type="checkbox"/>																							

4. If you would like to submit the trainee for special review, click on the  icon, fill out the **Special Review Notes** indicating why the trainee should be approved for the invoice, and click the **Save** button.



The screenshot shows a web form titled "Special Review Notes". At the top left, there is a small box containing a yellow warning triangle icon and a document icon with a pencil, with a mouse cursor pointing at it. Below this is a large text input field with the placeholder text "Enter Special Review Notes...". At the bottom right of the form, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border. A mouse cursor is pointing at the "Save" button.