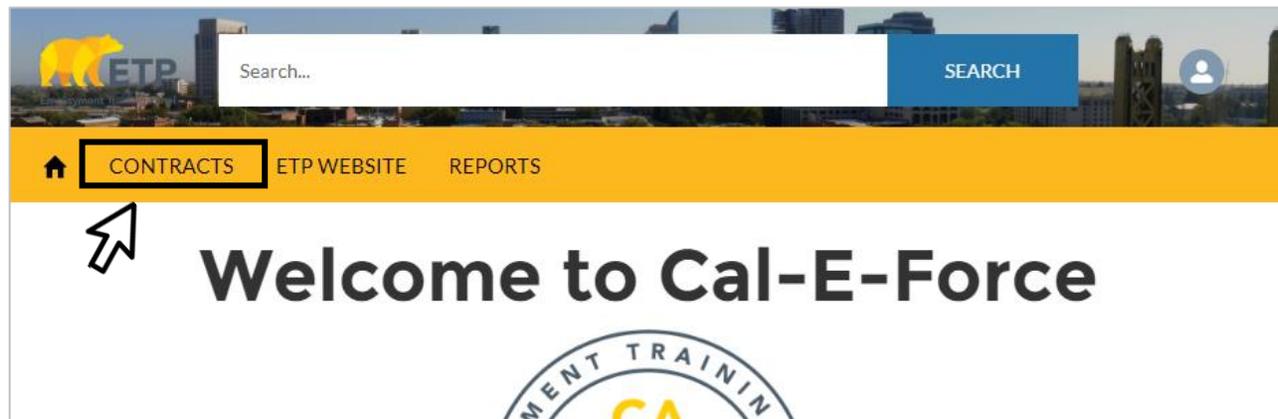


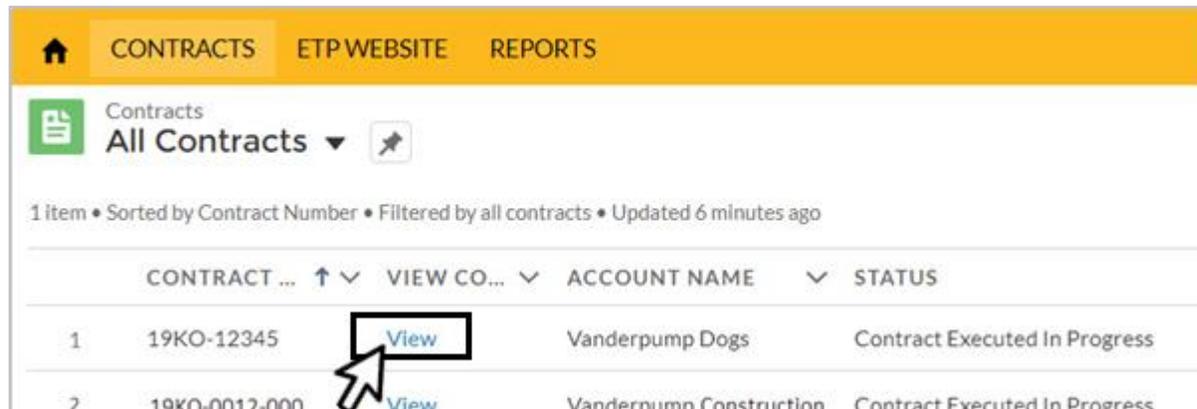
ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

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 less than 8 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](#)). Trainee(s) with valid hours less than 8 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.

A screenshot of the ETP Cal-E-Force Contracts page. The top navigation bar is yellow with a home icon, "CONTRACTS", "ETP WEBSITE", and "REPORTS". Below the navigation bar is a green header with a document icon, the text "Contracts", and "All Contracts" with a dropdown arrow and a search icon. Below the header is a table with the following data:

	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

The "View" link for the first contract is highlighted with a black box and a mouse cursor. The table also includes sorting and filtering information: "1 item • Sorted by Contract Number • Filtered by all contracts • Updated 6 minutes ago".

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

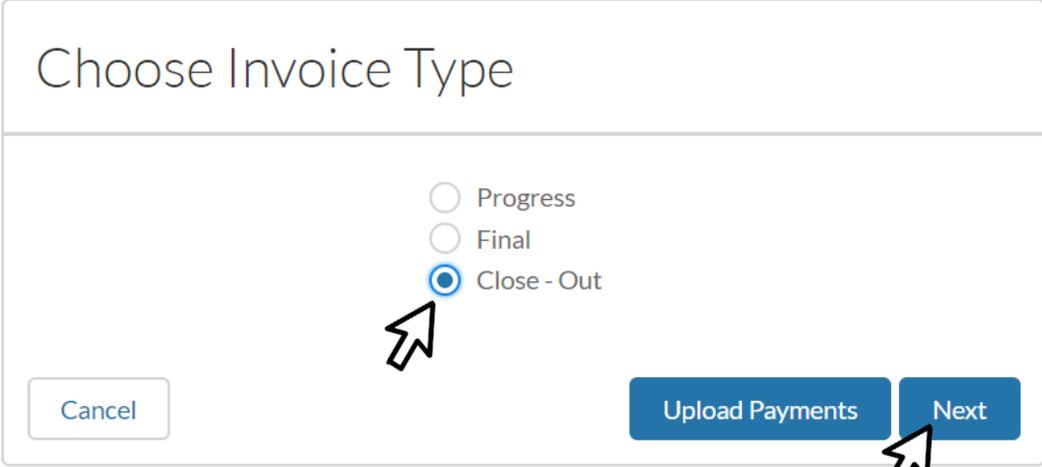


4. Choose **Closeout** from the invoice types and click **Next**.

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

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

Choose Invoice Type

- Progress
 - Final
 - Close - Out
- 

Cancel

Upload Payments

Next



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

5. Check the checkbox(es) for all trainee(s). Ensure correct workplace is selected (if MEC Contract only), 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	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	<input type="checkbox"/> P4	WORKPLACE	TRAINING  COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS
TestFirst2...	TestLast205	TE205	8	1	<input checked="" type="checkbox"/>	2. TestE	Jul 10, 20 	Jul 11, 20 	Oct 8, 20: 	\$26.00	\$0.00
TestFirst2...	TestLast206	TE206	24	1	<input type="checkbox"/>	1. TEST	Jul 10, 20 	Jul 11, 20 	Oct 8, 20: 	\$26.00	\$1.00

Workplace field will only appear for MEC Contracts



6. To select all trainees available for payment on the current page, click the checkbox next to P4 in the header column.

JOB NUM...	<input checked="" type="checkbox"/> P4	TRAINING  COMPLETION DATE
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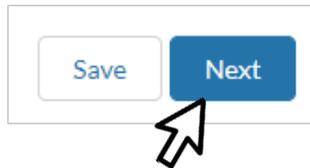
ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

7. If you have multiple pages of eligible trainees click the **Next** button to move to the next page of eligible trainees.

**Selections made on previous pages will remain selected*



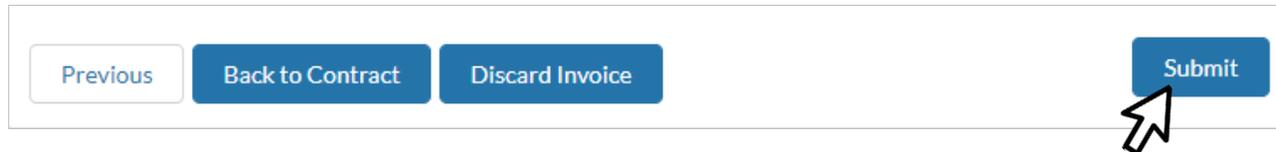
8. When complete selecting trainee(s), click the blue **Next** button at the bottom of the page.



9. 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

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



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



Invoice
1

Status

Requested

[Back To Contract](#)

[19KO-12345](#)

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

SPECIAL REVIEW REQUEST

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.

Close-Out Invoice

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  

2. Scroll over the  icon to view help text with the reason for the special review.

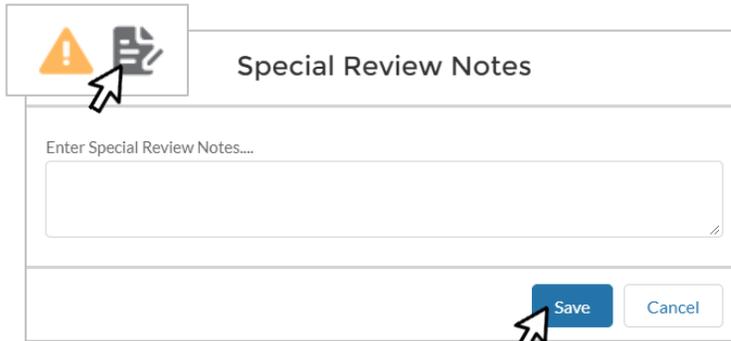
 Apr 4, 2019 	 Jul 3, 2019 	\$12.00	\$0.70  
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Special Review Reason: Health benefit + post wage should be greater than minimum wage

3. To remove the trainee from the invoice, uncheck the checkbox next to their name.

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"/>

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 warning icon (an orange triangle with an exclamation mark) and a document icon (a sheet of paper with a pencil). A mouse cursor is pointing at the document icon. 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. A mouse cursor is pointing at the "Save" button.