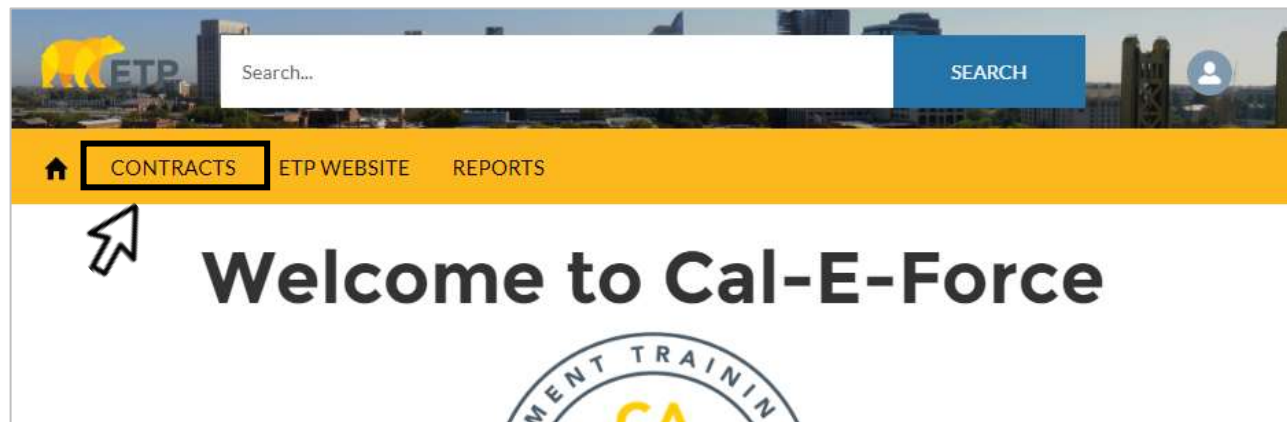


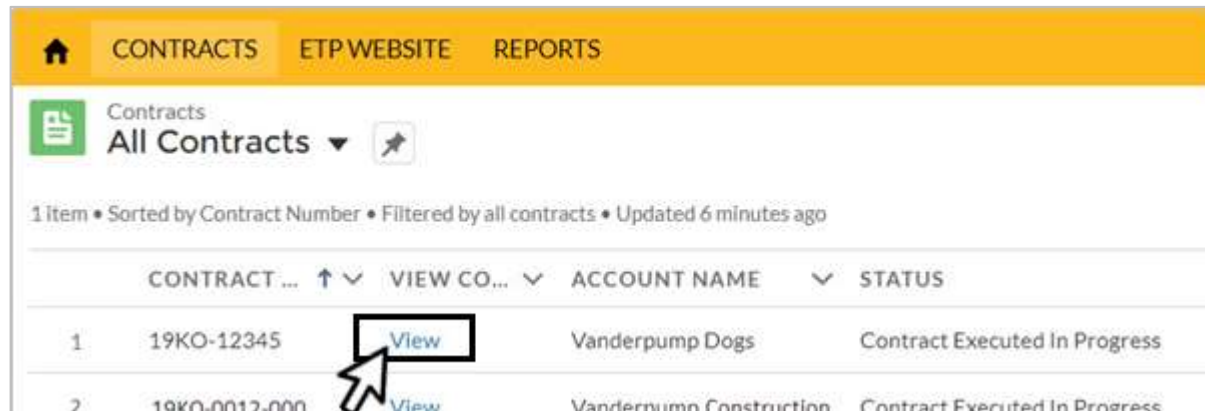
ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

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.



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

The image shows the "All Contracts" page in the ETP Cal-E-Force system. The page has a yellow navigation bar with "CONTRACTS", "ETP WEBSITE", and "REPORTS". Below the navigation bar is a green "Contracts" header with "All Contracts" and a search icon. Below the header is a table with 1 item, sorted by Contract Number, filtered by all contracts, and updated 6 minutes ago. The table has columns for CONTRACT, VIEW CO..., ACCOUNT NAME, and STATUS. The first row shows contract 19KO-12345 for Vanderpump Dogs, with a "View" link highlighted by a black box and a mouse cursor. The second row shows contract 19KO-0012-000 for Vandernump Construction, also with a "View" link.

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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

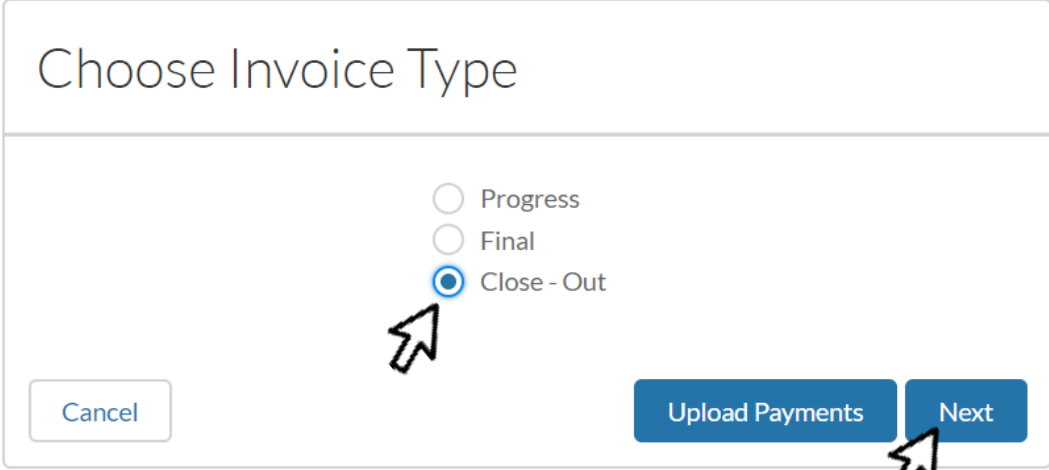


4. Choose **Closeout** from the invoice types and click **Next**.

**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

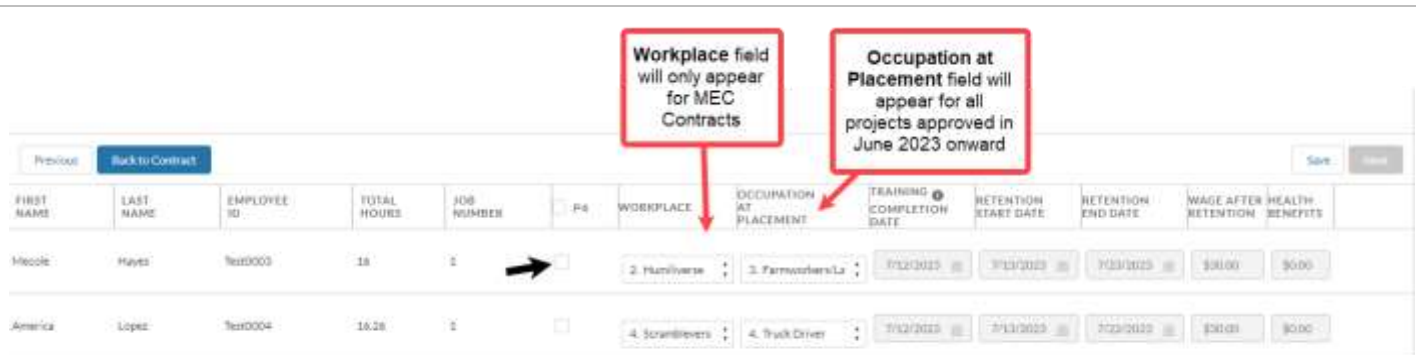


ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

- 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.

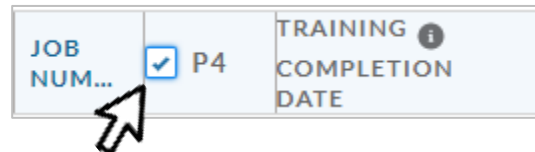
**If the  icon appears, see the [Special Review Request](#) section at the end of this document*



The screenshot shows a table with the following columns: FIRST NAME, LAST NAME, EMPLOYEE ID, TOTAL HOURS, JOB NUMBER, P4, WORKPLACE, OCCUPATION AT PLACEMENT, TRAINING COMPLETION DATE, RETENTION START DATE, RETENTION END DATE, WAGE AFTER RETENTION, and HEALTH BENEFITS. Two rows are visible: one for 'Meccle' and one for 'America'. Red callout boxes highlight the 'WORKPLACE' and 'OCCUPATION AT PLACEMENT' columns with the following text: 'Workplace field will only appear for MEC Contracts' and 'Occupation at Placement field will appear for all projects approved in June 2023 onward'. A black arrow points to the P4 checkbox for the 'Meccle' row.

FIRST NAME	LAST NAME	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	P4	WORKPLACE	OCCUPATION AT PLACEMENT	TRAINING COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS
Meccle	Hayes	Test0003	18	2	<input checked="" type="checkbox"/>	2. Multiverse	3. Farmworkers/La	7/12/2025	7/13/2025	7/13/2025	\$30.00	\$0.00
America	Lopez	Test0004	18.28	2	<input type="checkbox"/>	4. Screenwriters	4. Trunk Driver	7/12/2025	7/13/2025	7/13/2025	\$30.00	\$0.00

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

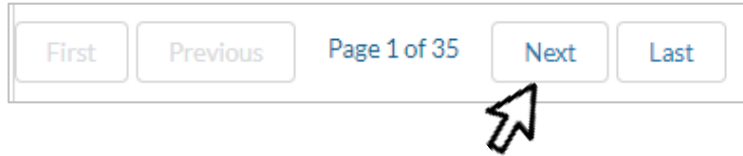


A close-up of the header row for the 'P4' column. It shows a checkbox with a checkmark and the text 'P4'. A mouse cursor is pointing at the checkbox. To the right is the 'TRAINING COMPLETION DATE' column header.

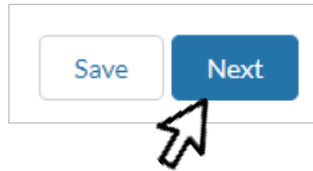
ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL CLOSE-OUT PAYMENTS

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.

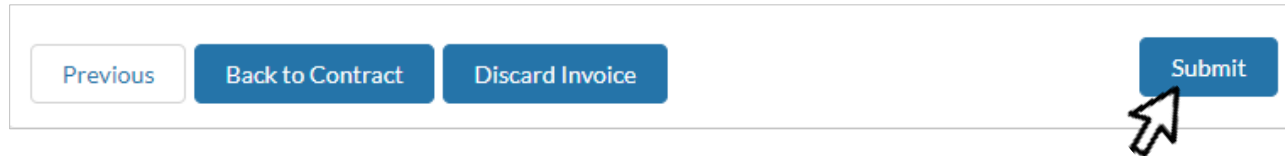


A screenshot of a summary page titled 'Vanderpump Dogs - 12'. It displays the following information:

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 an orange warning triangle icon and a document icon with a pencil, which is being pointed to by a mouse cursor. 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.