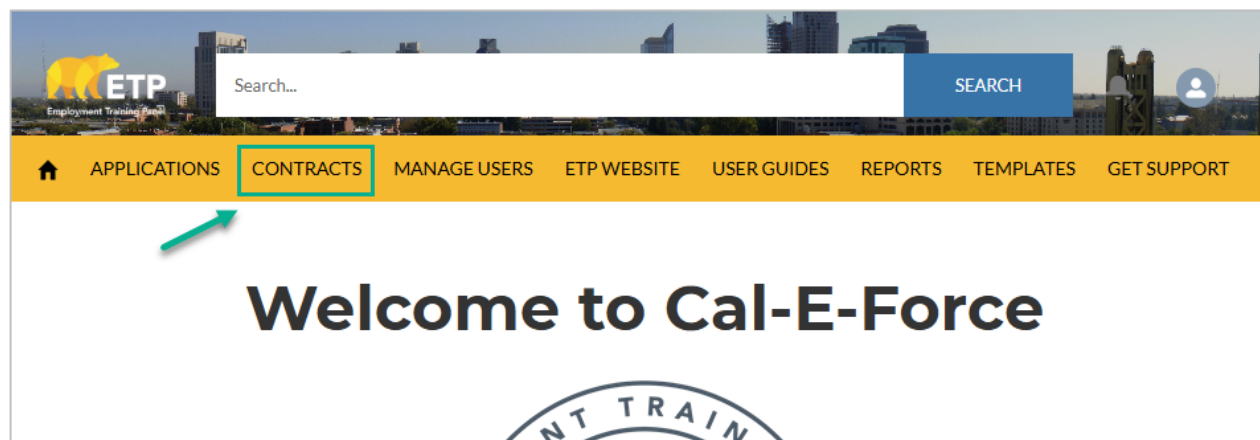


CAL-E-FORCE REFERENCE GUIDE: MANUALLY ENROLL TRAINEES

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

	Contract...	Vi...	Contract Holde...	Acco...	Status	Total C...	Term ...	Primary Contact
1	Contract 1	View	Single Employer Co...	Account 1	Contract Executed	\$57,040.00	4/28/20...	Test 123, Test
2	Contract 2	View	Multiple Employer ...	Account 1	Contract Executed	\$212,603...	5/30/20...	MollickTest1, Alayn...

CAL-E-FORCE REFERENCE GUIDE: MANUALLY ENROLL TRAINEES

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	Approved - Pending Execution	7/21/2025	7/23/2027

ENROLL TRAINEES	UPLOAD TRAINEES	ADD HOURS	UPLOAD HOURS	UPLOAD CBT HOURS	UPDATE ROSTERS	MANAGE TRAINEES	ADD CBT CLASS	UPLOAD 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*

**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

SSN ⓘ

Employee ID ⓘ

Trainee First Name

Trainee Last Name

Trainee Middle Name

Job Number

Select Job Number ▼

Workplace

Select Workplace ▼

Hire Date

Wage at Enrollment (\$)

Occupation At Enrollment

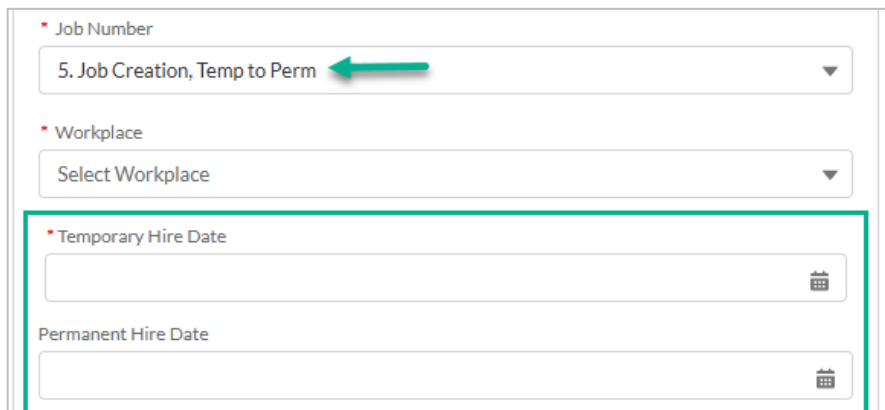
Select Occupation At Enrollment ▼

Trainee Status

Enrolled

CAL-E-FORCE REFERENCE GUIDE: MANUALLY ENROLL TRAINEES

If the Job Number has the Temp to Perm attribute, two fields will appear below. **Temporary Hire Date which is required at enrollment and **Permanent Hire Date** which can be added at enrollment, if known, but is required by the time of invoicing.*



* Job Number
5. Job Creation, Temp to Perm

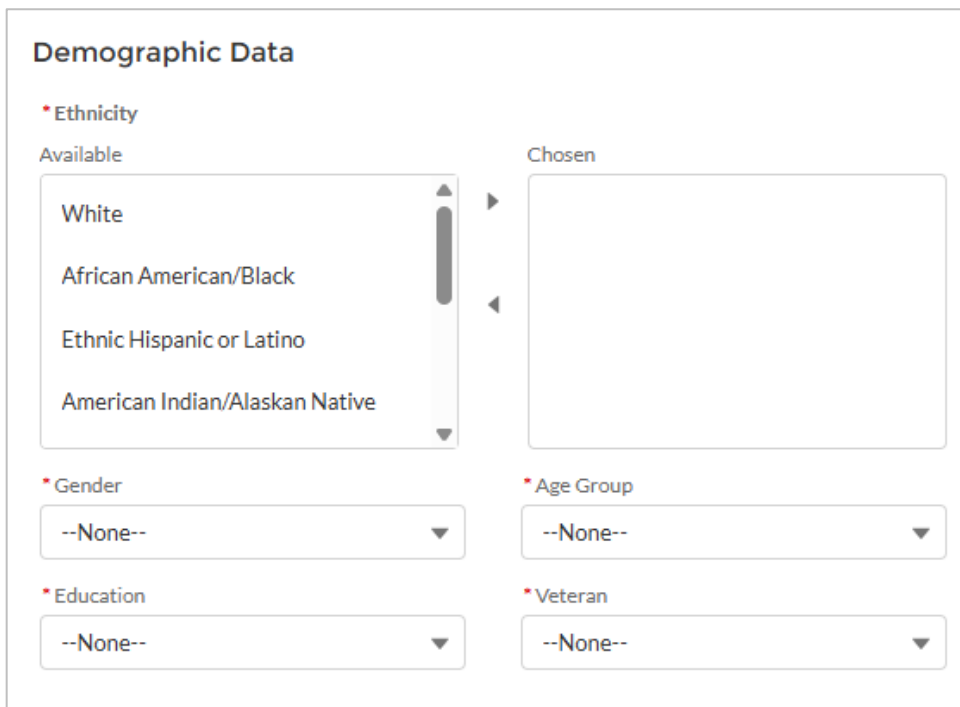
* Workplace
Select Workplace

* Temporary Hire Date

Permanent Hire Date

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

**Required fields are designated with a Red Asterisk*



Demographic Data

* Ethnicity

Available

- White
- African American/Black
- Ethnic Hispanic or Latino
- American Indian/Alaskan Native

Chosen

* Gender
--None--

* Age Group
--None--

* Education
--None--

* Veteran
--None--

CAL-E-FORCE REFERENCE GUIDE: MANUALLY ENROLL TRAINEES

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

Orientation

--None-- ▼

Identity

--None-- ▼

Sex at Birth

--None-- ▼

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

Save Trainee

Cancel