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(SN 10)

HIRENET HAWAII BULLETIN NO. 01-17, Change 1

TO: All Branch Managers
Workforce Development Division

FROM: Elaine Young, Administrator 
Workforce Development Division

SUBJECT: HireNet Hawaii Employer Verifications

PURPOSE

The purpose of this Bulletin is to correct a term used in HireNet Hawaii Bulletin No. 01-17, issued on March 22, 2017 for employers who fail verification. In PROCEDURES section, item #4, the term, "Locked-Out- SCAM", is replaced by the term, "Locked-Out."

To facilitate staff's reference, *this Bulletin, Change 1, replaces HireNet Bulletin No. 01-17 in its entirety.*

BACKGROUND

The HireNet Hawaii employer verification procedure set forth on February 28, 2012 in HireNet Bulletin No. 01-12 required WDD offices to check the office's HireNet Hawaii email for new employer registrations on a daily basis. If there were any new employer registrations, staff have been required to verify the authenticity of the registration and employer through other agencies such as Unemployment Insurance, Department of Taxation, and Department of Commerce and Consumer Affairs. Once staff verified status of the employer with one or more of these agencies, they either enabled or locked out the new employer registration. The verification should have been completed by staff within two business days after the new employer registration notification date.

POLICY

The procedures contained in HireNet Hawaii Bulletin No. 01-12 are superseded by the PROCEDURES listed below. These revised procedures are necessary to provide more

protection against unauthorized access to candidate files and to align with new system requirements of version 17 for HireNet Hawaii. WDD Managers are required to ensure that all staff members follow the new verification procedures.

PROCEDURES

1. To verify new employer registrations, WDD offices should utilize at least one or more of the following agencies for verification of the employer:
 - a. Unemployment Insurance,
 - b. State of Hawaii Department of Taxation (<https://hitax.hawaii.gov/>);
 - c. State of Hawaii Department of Commerce and Consumer Affairs (<https://hbe.ehawaii.gov/documents/search.html>).When checking with these agencies, the employer name, Federal Employer Identification Number (FEIN) and/or General Excise Tax Number should be registered/listed and/or in good standing.
2. Next, staff should call the employer contact to verify authenticity of the employer. This is an important additional step to prevent unauthorized individuals from posing as representatives of legitimate businesses. Without this step, a reputable business may be verified but an unauthorized individual may gain access to job seeker information.
3. Finally, an active job order should be placed online by all new employer registrations. With HNH Version 17, employers are not able to search for candidates without an active job order.
4. Once verification is completed for new employer registrations, current access rights for employer should be changed from "Pending" to "Enabled." For employers who fail to meet verification requirements, current access rights should be changed to "Locked Out."
5. If information is still pending on a new employer for verification, current access rights should be changed to "Not Verified." Once the new employer account is verified, current access rights can then be changed to "Enabled." This will prevent verifications who are pending to be displayed in the pending verification report.
6. All information should be notated in Case Notes in HNH.
7. WDD Managers will determine how they assign new employer registrations to staff in their respective offices. A work request must be submitted if the staff assigned need access to their office HNH email from Outlook.

Weekly Monitoring

To ensure all new employer registrations are verified, each office shall use the *My Reports* feature under the Reports section in HireNet Hawaii on a weekly basis.

1. Click *Update Filters* and *specify the Region/LWIA* and *One-Stop Location* for the specific office report.
2. *Date Range* can be changed to meet the needs of the office.

3. The report will display all employer registrations with a Pending Verification status.
4. Any listing(s) shall be verified by staff and the appropriate action taken on the new registration within **two business days** after the new employer registration notification date.

Detailed Instructions

The attached instructions provide additional details for entering information in HireNet Hawaii for new employer verifications:

1. HireNet Hawaii New Employer Verification Instructions
2. Instructions for Pending Verification Reports

EFFECTIVE DATE

The policy and procedures in this Bulletin are effective immediately.

INQUIRIES

Questions regarding this bulletin should be directed to Joni Heatherly at 586-8815.

Attachments (2)

New Employer Verification Instructions

Staff Info

Registration Date: 2/14/2013 8:31:18 AM

Last Successful Login: 03/19/2014 11:57:27 (GSIBMDEMPLOYER)

Source of Registration: Direct - Staff Entered Entry

* LWIA / Region: ▼

* Office Location: ▼

Registration IP Location: PALM HARBOR, FLORIDA US

Employer Audit History: [View Employer History](#)

Employer Access Rights: [Enabled](#)

Account Type(s): [Recruiting](#)

[[Reset Employer Account](#) | [Merge Employer Account](#) | [Employer Access](#) | [Case Assignment](#)]

[[Update](#)]

1. Manage Employers > Assist an Employer > General Information Tab or Manage Employers > Employer Access Rights

Employer Access Rights

* Current Access Rights: ▼


[Search Employer UI Task Record]

Enable mass job import for this employer: Yes No

Access Rights History: To sort on any column, click a column title.

ID	Create Date	Staff Username	Access Right	Enable mass job import
13	3/21/2014	2646	Enabled	Yes

Case Notes: [[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
385	03/21/2014	Case Note R40	Edit 

2. The Employer Information screen will open. Select the employer's access rights from the Current Access Rights drop-down list. The options include: Pending Verification, Revoked/Suspended, Locked Out, Revoked-SCAM, Not Verified, Locked Out – SCAM, Alert-SCAM, Pending Email Verification.

3. Choose appropriate Access Rights for employer and press SAVE. Remember to record information in Employer Case Notes. Add a New Case Note link appears below the Access Rights History.
4. When new employer registration has been verified > Enabled (will be selected)
5. Employers who are verified to be a SCAM or fraudulent > Locked out-SCAM
6. Employers who have been contacted by staff and still pending > Not Verified

Access Rights Options:

The system contains the following access levels that can be assigned to an employer's account:

- **Pending Verification:** This is the default setting given to newly-registered employer accounts. This setting allows newly registered employers to create job orders, although cannot search for candidates.
- **Enabled:** This setting provides the employer full access rights to the system.
- **Revoked/Suspended:** This setting prevents the employer from posting or viewing jobs, or searching for and viewing candidates, rendering any information or functions accessed through the Recruitment Plan Profile off limits. However, the employer can still log in and view and/or reply to messages. The Revoked setting often is used to remove access privileges from an employer because something has changed since the time of initial registration (e.g., EEO violations or address/contact data that is no longer valid or no longer exists). Status can be changed to "Enabled" from "Revoked" if information has been updated or verified of changes made.
- **Locked Out:** This setting removes the employer's system access, including the ability to login. Once an employer is locked out, their access rights can only be changed by staff who have the privilege right to change a locked out ER status.
- **Locked Out- SCAM:** This setting is the same as "Locked Out" while additionally providing the reason why the account was revoked.
- **Revoked – Scam:** This setting is the same as "Revoked" while additionally providing the reason why the account was revoked.
- **Not Verified:** This setting functions the same as "Pending Verification" but can be used by staff who have tried to contact an employer and have not been successful in doing so. **Utilize for new employer registrations that staff have made contact with and still awaiting verification from.**
- **Alert – SCAM:** Employers automatically are set to Alert-Scam if an employer has a high number of messages or if an employer is accessing a high volume of

Instructions for Pending Verification Report

1. Go to Reports > My Reports
2. Go to Employer Pending Verification > Update Filters > Specify Region/LWIA > One-Stop Location for specific Office Report.

Welcome to My Reports. Please select from one of the links below to load a previously saved report.

My Reports:
You have no previously saved reports.

Shared Reports:

Report Description	Update Filters	Display Report	Edit	Delete
Employer Pending Verification	Update Filters	Display Report	Edit	Delete
FLIC RFA Section	Update Filters	Display Report	Edit	Delete
HS vets 08 and 09	Update Filters	Display Report	Edit	Delete
Non ISM Non vets served by staff-VETIS included	Update Filters	Display Report	Edit	Delete
Non veterans served by VETS staff	Update Filters	Display Report	Edit	Delete
REA monthly report	Update Filters	Display Report	Edit	Delete
RegVet-PY10	Update Filters	Display Report	Edit	Delete
Summary Staff Activity	Update Filters	Display Report	Edit	Delete
VETS registered HS report	Update Filters	Display Report	Edit	Delete

Shared Ad-Hoc Queries:

Query Description	Display Report	Edit
HMC List	Display Report	Edit
Marshallese WP Registrations PY 2011-12	Display Report	Edit
Marshallese WP Registrations PY 2011-12 Workwise Office	Display Report	Edit
Veteran Service 127 Since 7-2012	Display Report	Edit

My Staff Dashboard

Services | Portfolio | Site Map | Site Search | Preferences | Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Project Tracker | About this Site | Contact Us

Home | Sign Out

3. Specify Region/LWIA > One-Stop Location > Date Range for specific Office Report. Click on Display Report.

KAHEAKU, SONNY

Service Tracking: ON

Release Individual

Assist a new Individual

My Staff Workspaces:

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services

Employer Workspaces:

- Manage Individuals
- Manage Employers
- Manage Resumes
- Manage Job Orders
- Manage Labor Exchange
- Manage Activities
- Manage Providers
- Manage Case Assignment
- Manage Profiling
- Manage Follow-Up

Reports:

- My Reports
- Summary Reports

Rows: # of Rows 50

Table Layout: Display column names in table header and footer

Filter By

Region/LWIA Status: Active Inactive All

*** Region/LWIA:**

- Hawaii
- Maui
- Kauai
- Statewide Provider
- State

Office Status: Active Inactive All

One-Stop Location:

- None Selected
- Oahu WorkLinks Central
- Oahu WorkLinks Dillingham
- Oahu WorkLinks Waianae
- Oahu WorkLinks Waipahu
- WDD-ADMIN
- Workforce Development Council
- WorkHawaii/Youth Programs

Access Rights: Pending Verification

Active Employers: Active Archived All

Filter Date By: Registration Date

Set Date Range:

The date range selection of "Today" will receive real time data. Otherwise, data may be up to 24 hours behind.

Last 7 Days

From 01/14/2017 To 01/24/2017

Reset Dates

The date range selection of "Today" will receive real time data. Otherwise, data may be up to 24 hours behind.

4. Report will be displayed according to parameters chosen

Registered Employer Access Rights Reports - List where LWIA equals (Oahu) where Access Rights are Pending Verification and All Active Employers and Registration Completed Date Between 01/18/2017 and 01/24/2017.

Employer ID	Company Name	Contact User	ID	City	State	Zip	Country	Registration Date	Last Log-In Date	Current Office Location	Assignment	Current Access Rights	Date Access Rights Last Changed	Access Rights Modified By	Map
32212	Sorenson Communications	1387140		Salt Lake City	UT	84123	US	1/23/2017 3:33:50 PM	1/23/2017 3:33:54 PM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32209	Richway & Fuji Bio Inc.	1387058		Honolulu	HI	96814	US	1/20/2017 5:32:10 PM	NA	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32208	Richway & Fuji Bio Inc.	1387055		Honolulu	HI	96814	US	1/20/2017 4:07:54 PM	1/20/2017 6:11:46 PM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32208	MedPro-Technologies, LLC	1387041		Tripler Army Medical Center	HI	96859	US	1/20/2017 11:44:30 AM	1/23/2017 6:00:05 AM	Oahu WorkLinks Honolulu		Pending Verification	1/23/2017 4:15:11 PM	Fredeluces, Lorna	<input type="checkbox"/>
32207	KONO CRATER COFFEE ROASTERS	1387037		Honolulu	HI	96814	US	1/20/2017 10:37:27 AM	1/20/2017 3:27:56 PM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32204	Matts Transmission Repair Inc	1386996		Honolulu	HI	96819	US	1/19/2017 1:05:59 PM	1/20/2017 12:46:19 PM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32202	Johnson Service Group	1386992		Westmont	IL	60559	US	1/19/2017 12:34:58 PM	1/19/2017 12:46:51 PM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32201	'Sia Group	1386986		Honolulu	HI	96814	US	1/19/2017 11:35:04 AM	1/19/2017 11:39:23 AM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32197	GovPEO	1386946		Saint Petersburg	FL	33701	US	1/18/2017 1:27:15 PM	1/19/2017 12:18:43 PM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
32196	UK International Soccer Camps	1386925		Redlands	CA	92373	US	1/18/2017 10:23:13 AM	1/20/2017 10:21:49 AM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>
30067	Interstate Batteries, Inc.	1386923		Dallas	TX	75251	US	1/18/2017 10:21:50 AM	1/19/2017 10:41:34 AM	Oahu WorkLinks Honolulu		Pending Verification	NA	NA	<input type="checkbox"/>

Total Rows: 11

Records per page: 50

Excel CSV Pipe Delimited Print PDF Map Selected Records

Change Report Search Criteria

Select Another Registered Employers Report

Return to Manage Reports