

To: County Financial Staff

RE: eWiSACWIS FM01X108-RMTS New Worker Training Report

As mentioned in previous outreach sessions, a report would be available on a monthly basis that will list the employees that were enrolled in WiLearn for the previous month and the employees that would be suppressed from that month's sample. This report has now been deployed to eWiSACWIS as a tool for county financial staff in reporting costs associated with the RMTS Staff Roster and WiLearn in SPARC.

This report for the month of February contains:

- a. Employees that were enrolled in the WiLearn program at the time that the information was transferred over from PDS Online. In this case, that date was January 26th.
- b. Employees that were suppressed from the RMTS sampling process for the month of February.

These two groups of employees are the same employees, but are used in different ways. Cost Reporting involves looking back to the previous month (January), while the RMTS sampling process involves the current month (February).

In order to access this report within eWiSACWIS, each financial staff person must receive approval from their eWiSACWIS county security delegate. Once this happens, you can view this report under the Current tab within the Reports link in eWiSACWIS. As we move forward, older versions of this report will be available under the Archive tab.

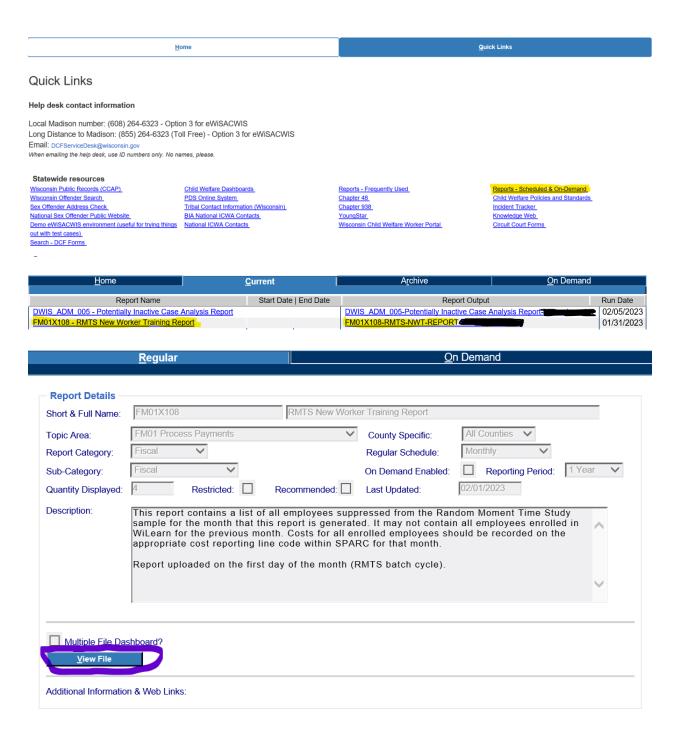
There are two different links that you should keep in mind when viewing this report. If you click on the Report Output column, that will take you to the actual listing of employees that were enrolled in WiLearn for the previous month and suppressed from the current month's RMTS sampling process. If your county had no employees enrolled in WiLearn for that month, it will just be a blank report. If you click on the Report Name column, it will bring you to a Report Details page. From there, you can read the description of the report, and if you click on the View File button, it will take you to the report's functional summary, which provides more details on the report.

There will also be a meeting on February 20th at 2:00 which will go over this report and any other questions about WiLearn and the cost reporting process. A zoom link for this meeting will be sent out within the next week.

If you have any questions before this phone call, please contact:

dcfiv-eprogram@wisconsin.gov

Below are screenshots that will help direct you to the report once access is given by your county's eWiSACWIS security delegate:



RMTS Excluded Workers

Report Period: 02/01/2023 - 02/28/2023

Report Run Date: 2/1/2023 3:00 AM

Excluded Month/Year	First Name	▼ Last Name ▼	Person ID ▼	Business Unit Name
02/2023	John	Jones	983290	Johnson