

## WORKFORCE DEVELOPMENT DIVISION

### Workforce Service Delivery Technical Assistance Bulletin # 102

**Program:** Employment Service

**Topic:** Discontinuation of the *Active Employers in County and New Accounts Posted During the Month Reports*

**Date:** October 5, 2005

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This Technical Assistance Bulletin provides Local Workforce Development Boards (Boards) with guidance regarding the final issuance of the following reports:

- *Active Employers in County* report - the final *Active Employers in County* report was completed on September 6, 2005, and mailed to the Boards on September 8, 2005; and
- *New Accounts Posted During the Month* report - information from this report will now be available in The Workforce Information System of Texas (TWIST) only.

The *New Accounts Posted During the Month* report has been replaced by the *New Employer Inquiry* list, which can be accessed from the TWIST *Reference Tables* screen. The *New Employer Inquiry* lists the names of employers that were assigned Tax ID account numbers within 30 days from the date of the inquiry request. Please note that Texas Workforce Center staff and the Business Services Unit (BSU) will have access to current information by requesting it through the TWIST Reference Tables.

The TWIST *New Employer Inquiry* list maintains information for 30 days only (e.g., as new information is added for the current date, information beyond 30 days is removed from the report). It is recommended that Board, BSU, and contract staff maintain the final copy of the *Active Employers in County* report. Boards should request an inquiry from TWIST and compare the two reports for employer contacts. In addition, it is recommended that at a designated time each month the list be pulled to track new employers in local workforce development areas (workforce areas).

#### **Accessing the *New Employer Inquiry* List in TWIST:**

- Click on the *Reference Tables* icon (the fourth icon from the left side of the screen).
- Select *New Employer Inquiry* under *Menu Selections*.
- Select a search option. The *New Employer Inquiry* list can be run in one of three ways, either by Board, zip code, or county.
- Click *Search* to generate the list.

If you have questions, please contact the assigned contract manager for your workforce area.

Attachment 1: TWIST *New Employer Inquiry* Screen

# Attachment 1: New Employer Inquiry Screen

The screenshot shows a software application window titled "Reference Tables" with a menu bar (File, Edit, View, Tools, Window, Help) and a toolbar. On the left is a "Menu Selections" tree with "New Employer Inquiry" selected. The main area contains search fields for "WDA" (set to "20 - Alamo w/FDB"), "Zip", and "County Code", along with a "Search" button. Below is a table with the following data:

Account No.	Employer Name	Address	County Code
4526562	HINNANT CONSTRUCTION INC	PO BOX 344 DEVINE, TX 78016	325 MEDINA
12197632	ROBERT PUENTE JR	3814 BREMEN ST SAN ANTONIO, TX 78210	029 BEKAR
16177040	STANLEY V GOODSON	12602 FM RD 1560 #204 HELOTES, TX 78023	029 BEKAR

The Windows taskbar at the bottom shows the system tray with "Ready", "Mem: 58.5 MB", and "08/08/05 10:22 AM". The taskbar includes icons for Start, Internet Explorer, Outlook, WorkInt..., Microsoft..., 590 KLB..., RealPlay..., Microsoft..., and the application window.