On the Job Training Invoice Processing

SONOMA COUNTY
JOB LINK

Summary:

Employment Training Program Coordinator (ETPC) – Business Services will do the following:

1. Complete the OJT agreement (HSD 1589).
2. Obtain Client Barriers form (HSD 1673) from ETC and submit with OJT contract to Supervisor to enter obligation in TED.
3. Log case on OJT tracking spreadsheet.
4. Send Welcome Letter & blank Invoices to employer.

Employment Training Program Coordinator (ETPC) will do the following:

1. Enter activity code 301 for OJT in CalJOBS when client starts job, using start and end dates of agreement.
2. Process Invoice within 1-2 days
3. Edit calculation if needed and notify employer if timesheets or pay stubs or have been updated.
4. Enter case note in CalJOBS regarding invoice approval and details.
5. Once the invoice is ready for processing, ETPC follows the detailed process below.

Detailed process – Invoice received by ETPC – Business Services:

1. Invoice received by ETPC must be processed within 1 – 2 days.
2. ETPC will do the following:
   a. Review invoice: dates and wages listed should match the pay stubs and time sheets attached.
      i. Time sheets and pay stubs from employer are required for the invoice period.
      ii. Missing documents: If any pay stubs and/or time sheets are missing, notify employer to request revision.
      iii. Calculation: - OJT reimburses 50% of Regular hours worked, including Training hours
         1. OJT does not cover any Overtime hours, Sick, Vacation, Holiday, Bonuses, etc.
         2. Edit: If any parts of the calculation need to be revised on the form, cross out the incorrect info, write in the correct amounts and initial.
   b. Complete the Reimbursement/Payment Form (HSD 1570) Note: the "Approved" line is for Supervisor to sign.
      Enters Case note in CalJOBS for **EACH** invoice processed:
      Sample case note: "OJT Invoice processed– received OJT invoice from Petaluma Health Ctr for pay dates 12/3/21 and 12/27/21, approved reimbursement for 50% of wages = $654.23, from Adult OJT funding for FY20/21."
   c. Provide either a W-9 or the Payee Data Record if not already submitted.
   d. Either print and submit to Supervisor or setup in Adobe sign and submit to Supervisor
3. Supervisor who will do the following:
   a. Perform a final review to ensure:
      i. Funds are available in TED
         1. If not, then increase to the needed amount

ii. Accuracy,
   1. Correct funding source, calculations, etc.
iii. Not a duplicate, and
iv. Allowable.
b. Approves the invoice on bottom of form by checking "Approved" box, entering initials and date. (Must be an actual signature, do not type in)
c. Returns the approved invoice to the HSA
4. HSA will do the following:
   a. Checks for accuracy on hours
      i. No OT, Sick, or Vacation hours
      ii. Confirm math is correct
   b. Ensure that all back up documentation is included
   c. Completes the following in TED:
      i. Client search, Edit, review past payments to ensure it's not a duplicate request
      ii. SB734 Amount = enter amount for invoice
      iii. Invoice # = leave blank
      iv. Invoice Date = enter date the employer signed the invoice
      v. Vendor = select the employer who will get the payment
      vi. Click Save Payment, click Save Obligation, click Save Client
      vii. Finalize the invoice by doing the following:
         1. Sending invoice to Fiscal by email.
            a. Process Date = date invoice is sent to Fiscal
         2. Saving a copy of invoice to N drive > Job Link > Fiscal Docs > (save to the relevant folder).
         3. Scan the invoice into the client's case file in OnBase.