



QUICK REFERENCE GUIDE:

OJT Clearance

Background:

Contract staff has requested OJT clearance on their contract.

Role:

CRO Admin, CRO User

Navigation:

Reference Data > Employees

1. Enter the first name OR last name in the search field to find and select the **Employee** for which you are granting Contract clearance.
2. From the Reference Employee Summary select the **OJT Trainee** tab.
3. Find the program for which the employee has completed and click the **Row Actions Menu**. Select **Contract Assignments**.
4. Toggle the **Status** to **Inactive** and in the **Cmts** field enter the date of OJT clearance.
5. Click **Save**.
6. Repeat steps 1-6 for all employees who are part of meeting the OJT requirement on the contract.

Civil Rights and Labor > Contracts

1. Use the search filter to find and select the **Contract** for which you are granting OJT Clearance.
2. Select the Contract Times tab and enter the OJT Clearance in the **Actl Coml** field for the **CLEAR-OJT - OJT Clearance** time. In the comments make sure to enter "Entered by" along with your name.

Reports:

OJT Verification Report – This report runs on the contract and aggregates all hours for employees who are a part of an OJT program tied to the contract on which the report is run.