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# 117 VENHIRE - Vendor New Hire Report

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## OVERVIEW

The VENHIRE program provides the ability to gather the necessary information for USAS vendors that need to be reported to the Ohio Department of Job and Family Services. The program contains two options. The first option, VHREPORT, will generate a report listing all the USAS vendors with payments of at least \$2,500.00 for the calendar year, and with the new hire flag set to "Y" indicating they need to be reported. The second option, VHRESET, will automatically reset the new hire flag and hire date for vendors that have previously been reported and may now need to be reported again.

The VHREPORT created by the VENHIRE Report option may be submitted to the Ohio Department of Job and Family Services. Please refer to the WWW.OH-NEWHIRE.COM website for further reporting instructions.

**Note: The New Hire flag must initially be manually set through USASWEB/Vendors in order for a vendor to be included on the VENHIRE report as well as for the flag to be reset by the VHRESET option.**

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## ACCESSING THE PROGRAM

To run this report, you must use the menu system and enter:

```
Menu>VENHIRE
```

or enter the following command at the \$ prompt:

```
$ MENU VENHIRE
```



### Field Definitions

- The **Output file** is the name of the report text file. Defaults to VHREPORT.TXT
- The **Error report file** is the name of the error file, if generated. Defaults to VENERR.TXT.
- If the **Projection or Actual** field is set to "P" for projection, it creates the VHREPORT textfile but does not update the reporting flag on the vendor records. If set to "A" for actual, it creates the VHREPORT textfiles and changes the new hire reporting flag on the vendor records to R to indicate they have been reported as a new hire. It also records the "last reported date" on the vendor records.
- **Names in 'First Last' or 'Last, First' format?** If set to "F", the name column will be labeled 'First Last'. Use this option if your vendor names are in first name then last name format. If set to "L", the name column will be labeled 'Last, First'. Use this option if your vendor names are in last name, then first name format.
- **Calculate date payments begin (if blank)?** If set to "Y", allows program to calculate the date payments begin using payment information from the current year's check records if the field is blank. If set to "N", generate an error if date payments begin is blank, and it will require you enter that in before continuing.
- **Force these vendors to be included:** You would enter the vendor number of a specific vendor that you want included on the report. To search for a vendor on this field push "F7" and it will show a search window to search by vendor name or what the vendor name sounds like. You may wish to use this feature to report vendors who have not yet been paid \$2,500.00, but you know their compensation will be at least \$2,500.00 for the year.



### **Every two weeks or twice a month**

- Run VENHIRE projection report
  - will include vendors flagged as "Reportable" and YTD amount greater than or equal to \$2,500.00
  - will also allow specific vendors by number/name as means of "override"
  - if date payments begin is blank on vendor record, will either determine the date payments begin based on date of first check for the vendor this calendar year, or generate an error, depending on user response
- Check projection and error report and fix any errors of omissions
- When projection report correct, re-run using "Actual" option
  - will generate report that can be faxed/sent or used as worksheet for input into new hire website
  - actual option will change new hire flag to "reported" and record "last reported date" on vendor record

### **Each time a new contract is signed**

- user resets vendor to "Reportable" to indicate they need reported again
- user must enter new date when payments will begin

### **As part of calendar yearend process**

- Run VENHIRE reset of option
  - will reset all vendors flagged as "Reported" to "Reportable"
  - last reported date will be left for historical tracking purpose

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## **VHRESET OPTION**

The VHRESET, Vendor Reset, Option provides the ability to automatically reset the new hire flag on the vendors that have previously been reported. Once a vendor has been reported, the new hire flag is set to "R" for reported. This option should be run at calendar year-end and, will reset the flag back to "Y" indicating the vendor may need to be reported again, if they are paid at least \$2,500.00 during the next calendar year.