
Contractor Partnership Program Data Entry Changes- Effective 6/9/23

The Contractor Partnership Program (CPP) data entry system has been updated. Employers can now login directly to PA CareerLink for CPP data entry and new hire reporting. All hires entered as part of CPP reporting will now also report over to the New Hire Report that is submitted to L&I. This will eliminate the extra step of reporting hires in CWDS and the New Hire Report in PA CareerLink. Employers will be able to add, edit and terminate employees in PA CareerLink. The functionality for creating and maintaining a Business Folder remains unchanged.

Employers will no longer report quarterly and should upload new hires as often as needed but no less than each reporting quarter.

If a new hire is incorrectly entered and the entry needs to be deleted, the user must contact the CPP Resource account at RA-BETPCPP@pa.gov within 7 calendar days of the hire being entered.

The following screenshots will show employers how to navigate the new screens and functionality in PA CareerLink: [PA CareerLink - WELCOME TO PA CAREERLINK](#)

Once on the PA CareerLink landing page, click Sign In and it will navigate to the login page

Enter the assigned Keystone ID and password

Pennsylvania
CareerLink[®]

KEYSTONE ID (required)

Keystone ID cannot be blank

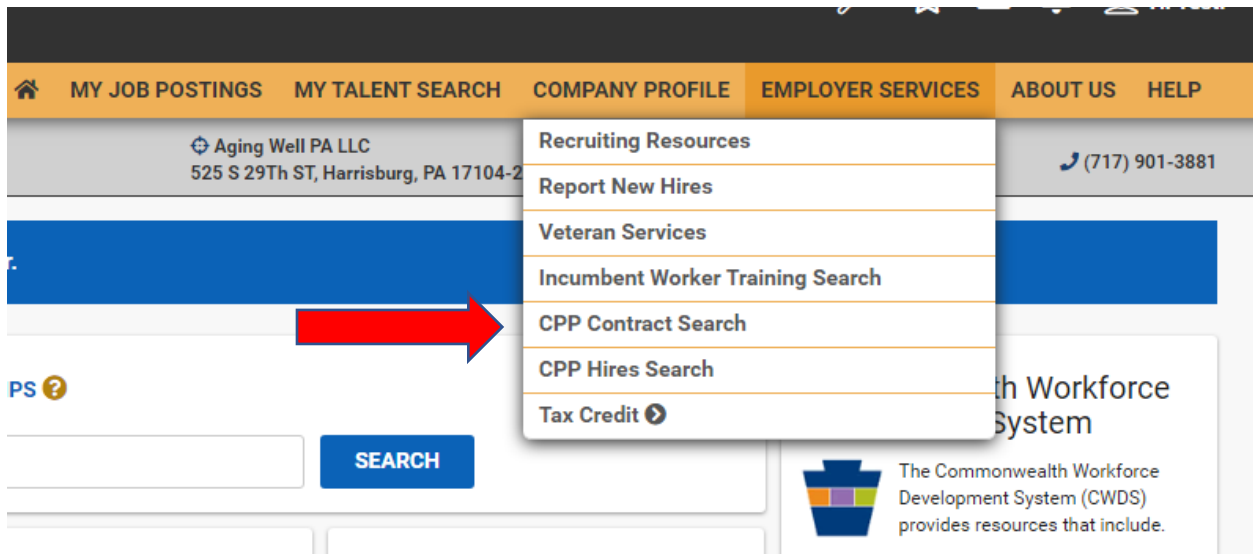
PASSWORD (required)

SIGN IN

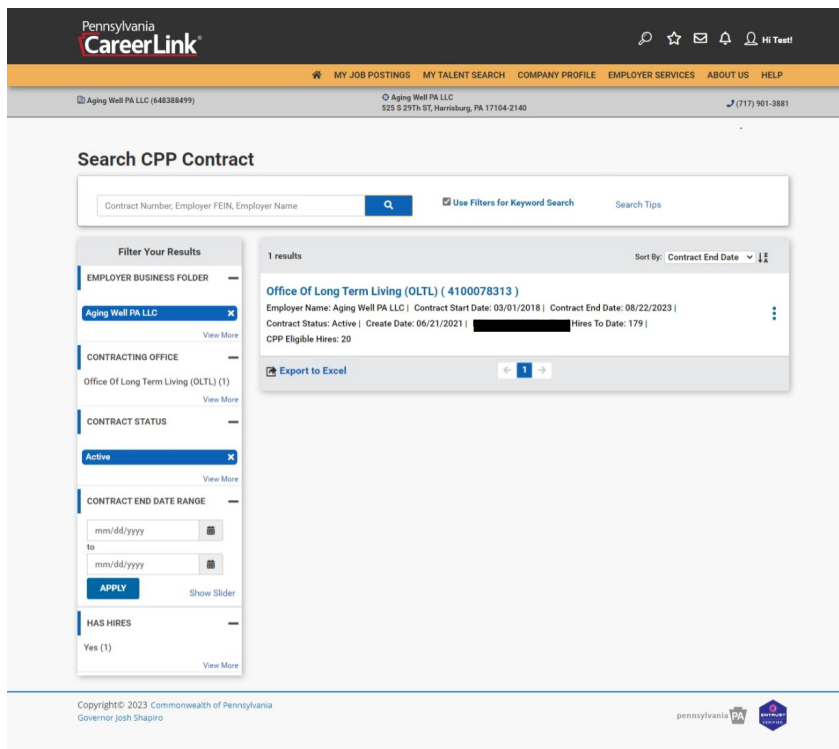
[Forgot your Keystone ID / Password?](#)

REGISTER

Once signed in, hover over Employer Services for the dropdown and select CPP Contract Search



The Search CPP Contract will appear. All associated business folders the user has access to will appear on the screen. If the contract the user is looking for is not displayed, it can be searched for by entering the contract number, employer FEIN or employer name.

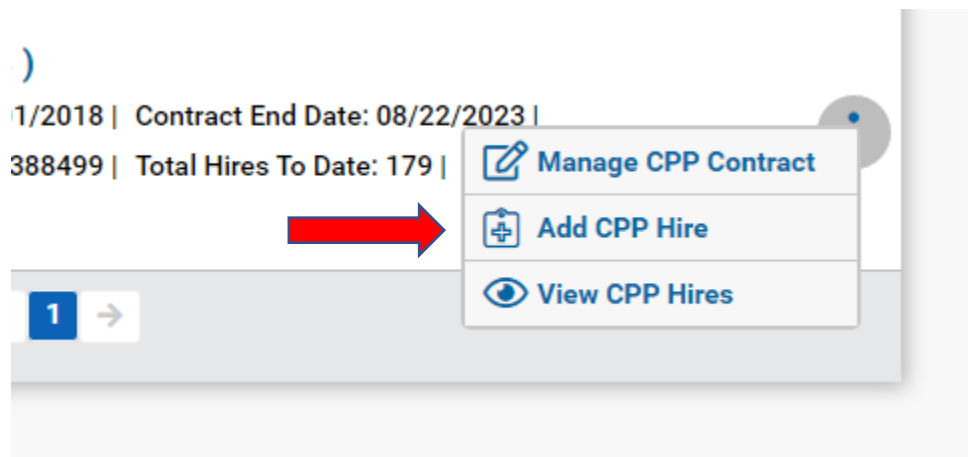


Adding Hires


To begin adding new hires to the CPP contract, click on the 3 radial dots to the right of the contract desired.



From the dropdown menu, select Add CPP Hires



The Add CPP Hire box will pop up on the screen and new hires can begin to be added. Employees can be searched by entering either the SSN or a participant ID and hitting Search. If the individual is known to CWDS, once the SSN or participant ID is entered, the individual's information will appear on the next screen

Add CPP Hire close 

Search Criteria

SEARCH AN EMPLOYEE

Participant ID, SSN **Q SEARCH**

CANCEL

The demographic information will appear if known to CWDS. The fields are editable and can be changed if known information appears incorrectly. If the individual is not known to CWDS, enter all the information in the required fields.


Search Criteria

SEARCH AN EMPLOYEE


32541 **Q SEARCH**

Employee Basic Information

| | | |
|------------------------------|-----------------------|-----------------------------|
| FIRST NAME (required) | MIDDLE INITIAL | LAST NAME (required) |
| AMY | D | richards |

| | |
|--|--------------------------------|
| EMPLOYEE DOB | EMPLOYEE SSN (required) |
| 11/15/1949  | 217-12-1852 |

Employee Address

| | |
|----------------------------------|--|
| ADDRESS LINE 1 (required) | ADDRESS LINE 2 |
| 4054 STATE ROUTE 257 | |
| CITY (required) | STATE (required) |
| OIL CITY | Pennsylvania  |
| ZIP CODE (required) | |
| 16301-3926 | |

The next section is for Employment Information. Again, enter all required information. If the user completes CPP data entry for more than one contract, select the correct contract in the first dropdown field, select the primary county of employment for the employee, position hired for, Search and Select the Specific Occupational Path, hire date, and starting hourly wage.

If entering a hire that has already been terminated, select the reason for termination in the dropdown and a field to enter the termination date will appear.

If only one hire is being reported, click Save or select Save & Add Another to keep entering new hires

Note: The hire date must be within the last 6 months. Any hire made prior will not be able to be added

Employment Information

EMPLOYER NAME

CONTRACT NUMBER (required) **PRIMARY EMPLOYMENT COUNTY** (required)

-- SELECT -- -- SELECT --

POSITION HIRED FOR (required) **SPECIFIC OCCUPATIONAL PATH** (required)

SEARCH & SELECT

HIRE DATE (required)

mm/dd/yyyy

STARTING HOURLY WAGE (required)

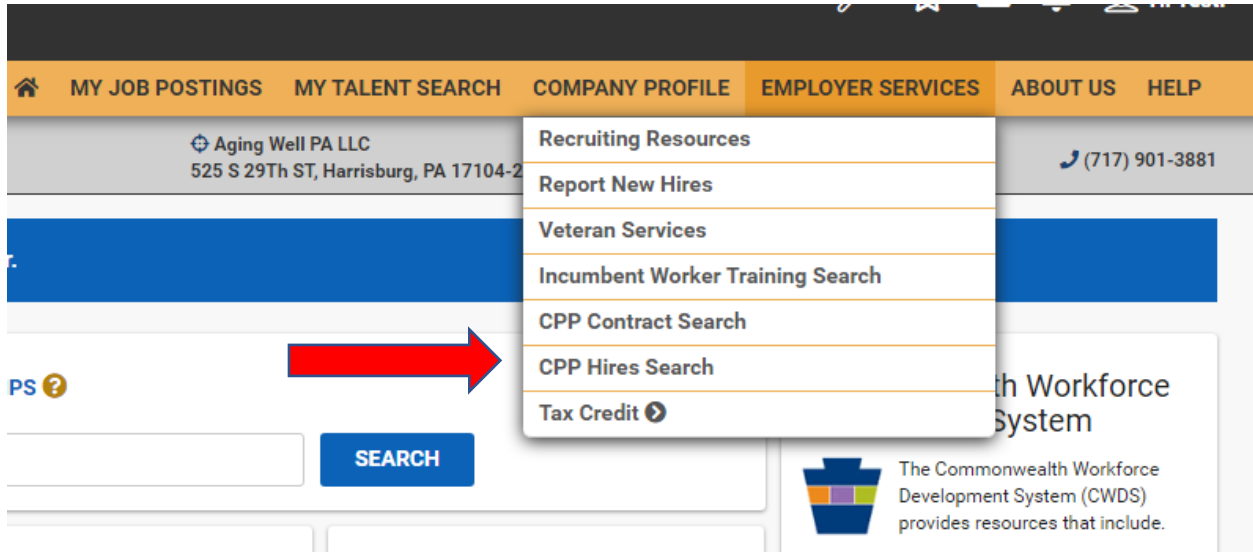
REASON FOR TERMINATION

-- SELECT --

CANCEL SAVE & ADD ANOTHER SAVE

Edit or Terminate a Previously Entered Hire

To edit or terminate a hire previously reported, from the main screen, hover over Employer Services and select CPP Hires Search



The CPP Hires Search screen will display with all hires previously reported in PA CareerLink. The user can scroll through the page for the employee or enter the employee's name in the search field. The user can also use the filter bar on the left to search for a hire date range or CPP Eligible status to narrow down the results

CPP Hires Search

Contract Number, Employee Name, Employer FEIN

Filter Your Results

EMPLOYER BUSINESS FOLDER

Aging Well PA LLC [View More](#)

CONTRACTING OFFICE

Office Of Long Term Living (OLTL) (180) [View More](#)

CONTRACT STATUS

Active [View More](#)

HIRE DATE RANGE

mm/dd/yyyy

to

mm/dd/yyyy

[Show Slider](#)

CPP ELIGIBLE

No (160)
Yes (20) [View More](#)

180 results

[REDACTED]
Contracting Office: Office Of Long T
Employer Name: Aging Well PA LLC
Contract End Date: 08/22/2023 | Cc

[REDACTED]
Contracting Office: Office Of Long T
Employer Name: Aging Well PA LLC
Contract End Date: 08/22/2023 | Cc

[REDACTED]
Contracting Office: Office Of Long T
Employer Name: Aging Well PA LLC
Contract End Date: 08/22/2023 | Cc

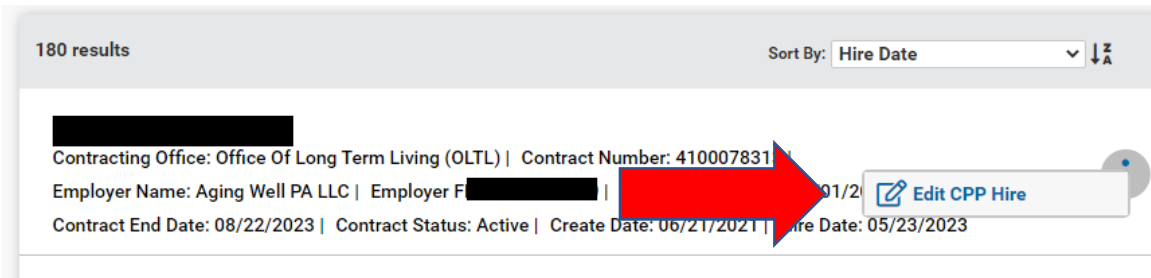
[REDACTED]
Contracting Office: Office Of Long T
Employer Name: Aging Well PA LLC
Contract End Date: 08/22/2023 | Cc

CPP ELIGIBLE

[REDACTED]
Contracting Office: Office Of Long T
Employer Name: Aging Well PA LLC
Contract End Date: 08/22/2023 | Cc

[REDACTED]
Contracting Office: Office Of Long T

Once the user finds the employee to edit or terminate the user will click on the radial buttons to the right and select Edit CPP Hire



The Edit CPP Hire Screen pop up box will appear. The user can edit any of the employee's basic information or the Employment Information. If entering termination information, select the Reason for Termination from the dropdown, select the reason for termination and the Termination Date field will appear. Once all changes are made, hit SAVE to record the changes.

Note: Future termination dates will not be accepted. The termination must be in the past or an error message will display

The 'Employment Information' form contains the following fields:

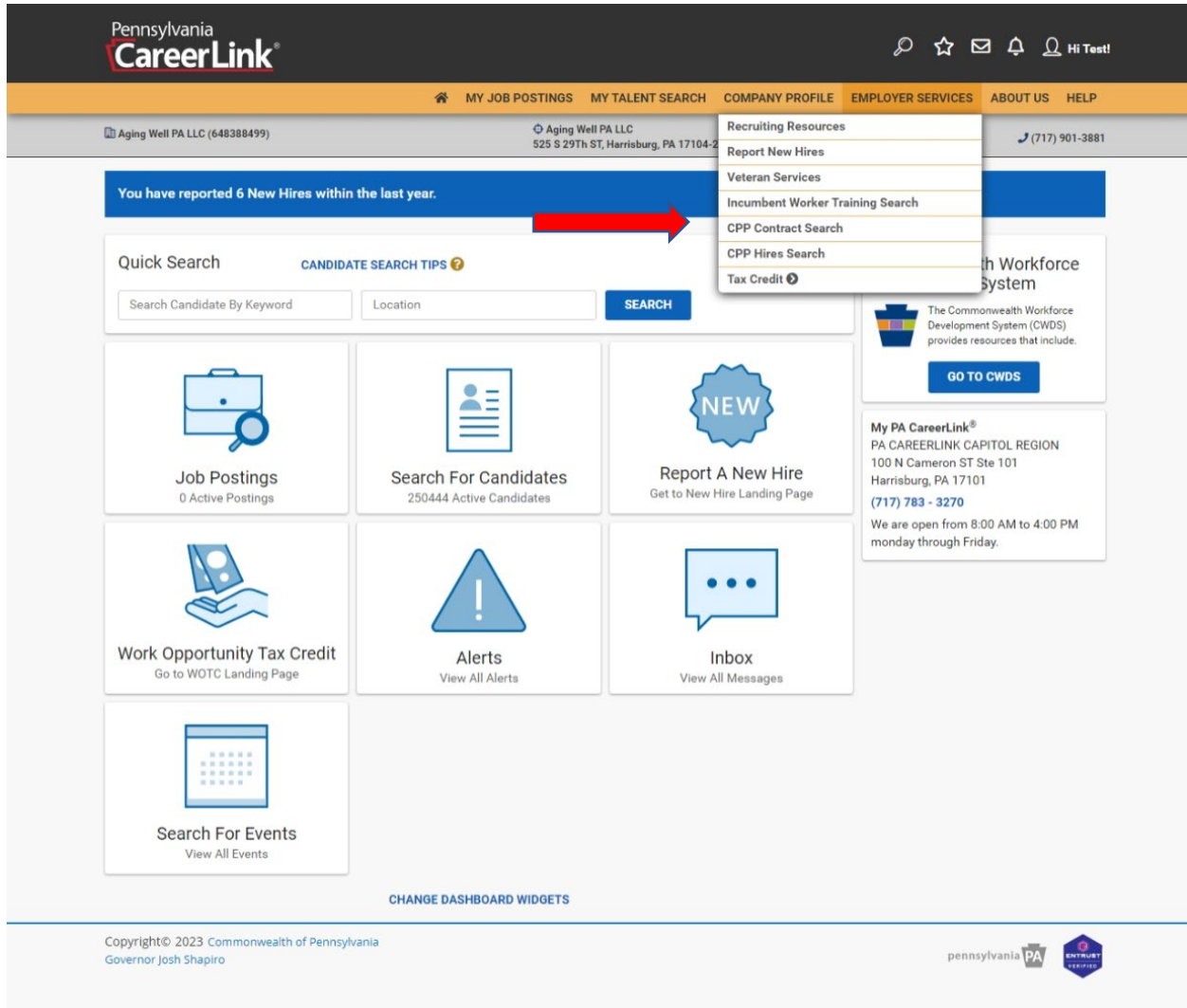
| | |
|---|--|
| EMPLOYER NAME Aging Well PA LLC | |
| CONTRACT NUMBER (required) 4100078313 | PRIMARY EMPLOYMENT COUNTY (required) Potter |
| POSITION HIRED FOR (required) Pre- K Teacher | SPECIFIC OCCUPATIONAL PATH (required) 252012 Kindergarten Teachers [REMOVE] |
| HIRE DATE (required) 05/23/2023 | |
| STARTING HOURLY WAGE (required) 23.00 | |
| REASON FOR TERMINATION Fired - Good Cause | TERMINATION DATE (required) mm/dd/yyyy |

Buttons: CANCEL, SAVE

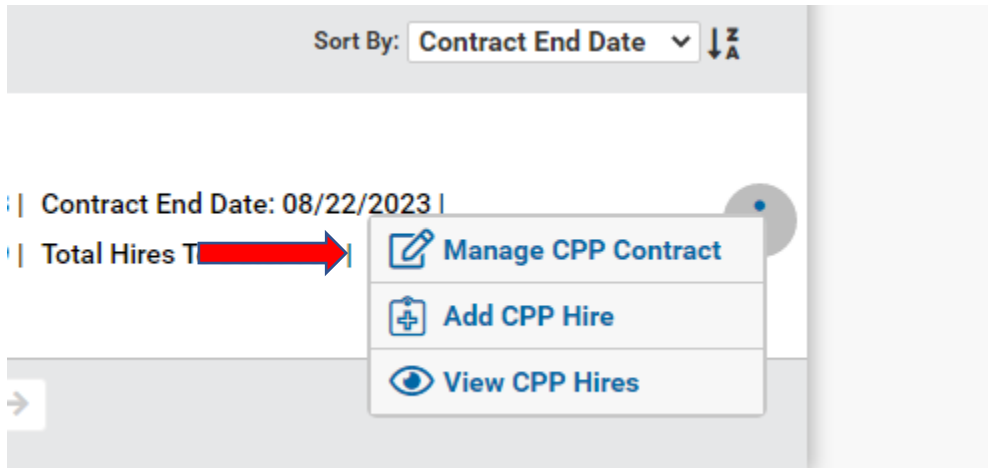
Footer: Employer Name: Aging Well PA LLC | Employer FEIN: 648388499 | Contract Start Date: 03/01/2018 |

Viewing a CPP Contract

From PA CareerLink main landing page, hover over Employer Services and select CPP Contract Search



From the Search CPP Contract page, all contracts associated to the user will display. Click on the radial button next to the contract that you are looking for and select Manage CPP Contract.



The View CPP Contract Screen will display. On this screen you will find general contract information such as a begin and end dates, contract extensions, contract amounts and all hires, including all CPP eligible hires to date.

| Contractor Details | | |
|--|---|---|
| CONTRACTOR NUMBER [REDACTED] | DPW CONTRACTING OFFICE Office Of Long Term Living (OLTL) | CONTRACTOR RENEWAL OPTIONS Yes |
| START DATE 03/01/2018 | END DATE 08/22/2023 | |
| TOTAL HIRES TO DATE 184 | CPP ELIGIBLE HIRES 20 | APPROVED CPP ELIGIBLE HIRING COMMITMENT 23 |
| PURPOSE OF CONTRACT Assessment services | | |

Remember to always SAVE all data entry before exiting the PA CareerLink website.

Questions about data entry can be directed to RA-BETPCPP@pa.gov