**CONTRACTOR PARTNERSHIP PROGRAM**

**801 Market St.**

**Suite 5045**

**Philadelphia, PA 19107**

**HOTLINE FAX**

**(866) 840-7214 (717) 787-4106**

1) To reach the CWDS homepage, type the following address in the browser:

 <https://www.cwds.state.pa.us>

***\*\* Please Note: If the individual logging in the Business Folder/Company Profile already has a CWDS “Provider Keystone ID” they must first create a separate “Employer Keystone User ID” to use the Employer Business Folder/Company Profile. CPP forms are not available in CWDS unless the user is signed in with an “Employer Keystone User ID”.***

2) Enter your Keystone ID and Password (If you need a Keystone ID & Password refer to pages 5-4 and 5-5 of the CWDS business folder instructions)

3) Once logged in you will arrive at the “Employer Home Page”. On the blue ribbon across the top of the screen select “My Profile”, then from the drop-down list select “Quarterly Employment Forms”.

4) On the next screen “CPP Quarterly Employment Form (PA 1540) List”, go to the “Search Criteria” box and enter the contract number of the contract you wish to add hires to or terminate hires from, and select “search”.

5) Click the “Create Quarterly Employment Report” box, enter the contract #, and from the “Form Completed By” drop-down select “Direct Contractor”, then click “Get Contract Details”

6) Contract Number will pre-populate on the next screen. In the “Reporting Quarter” box enter the first date of the reporting quarter. (Ex. For all hires between April 1st to June 30th the reporting quarter would be 4/1/2019)

7) Enter the number of both vacant degree and non-degree positions and total vacant positions. Then enter the actual # of hired degree and non-degree positions and total positions filled during the reporting period and click “Save and Continue”

8) If reporting **a CPP Eligible individual hired in the quarter,** select “Add Hired Employee”

a. This will take you to a screen titled “Add Employee for contract “XXXXXXXXXX” and Quarter “04/01/2019”.

b. Enter the Employee’sSocial Security Number, and all other required information. Then select “Save Employee”. Screen will reload and employee will now be listed in the “Employed Public Assistance Recipient” section with either a “Yes” or “No”.

 “Yes” indicates a CPP eligible hire was made during the reporting quarter. This hire will count towards the already established CPP hiring goal.

c. To report additional hires repeat the steps 8a and 8b.

9) To report **a CPP Eligible individual who was terminated in the quarter,** select “Add Terminated Employee”

a. This will take you to a screen titled “Add Terminated Employee for contract “XXXXXXXXXX” and Quarter “04/01/2019”. Enter the Employee’s Social Security Number, and select “Get Employee Info”

b. If the individual is already listed as an active hire for that contract in CWDS, the next screen will populate information for the SSN entered. Add the Termination date and reason and select “Save Employee”

***OR***

c. CWDS will display the following message: *“Employee containing supplied SSN or Participant ID does not exist for this contract. Search again or proceed to add terminated employee”*;

instructing you to continue adding and terminating the individual in the available fields on the screen. Once completed select “Save Employee”.

d. To report additional terminated hires repeat steps 9a and 9b.

10) If **Editing** an Employee listed in the “Employed Public Assistance Recipient” section

a. Select the radio button next to the individual to be edited, then select “edit employee”

b. Make necessary edit’s and then select “Save Employee”

11) When finished adding or terminated hires, select “Save as Draft” when finished. This will take you back to “CPP Quarterly Employment Form (PA 1540) List”. You are finished.

If you need further assistance CPP staff is available Monday thru Friday from 9-4:30 EST either by phone 866-840-7214 or email RA-BETPCPP@pa.gov