

Paid employment**Workforce One – Full-Time & Part-Time Employment**

Activity Type in Workforce One	Employed Full-time Employed Part-time
Workforce One Employment Plan Section	Employment.

TANF Work Participation Rate – Full-Time & Part-Time Employment

Core or Non-Core Activity	Core.
How to calculate hours for this activity	<p>The eligibility worker records actual paid hours, including holidays, vacation and sick days.</p> <p>Find the hours reported on MAXIS at either:</p> <ul style="list-style-type: none"> • DHS IX under employment status update in Workforce One. • MAXIS Inquiry. <p>Hours of paid work may also be available on Workforce One at the Participation Hours tab. If Workforce One shows zero hours, use MAXIS Inquiry.</p>

Documentation and Verification – Full-Time & Part-Time Employment

Who collects the documentation?	The eligibility worker.
Which documents meet the requirements?	<p>Any of the following</p> <ol style="list-style-type: none"> 1. Pay stubs that include hours worked. 2. Employer reports that list hours worked. 3. Employer time and attendance records. 4. Employer statement of hours worked.
What information needs to be included in the verification?	<ul style="list-style-type: none"> • The participant's name. • Earned income amount. • Number of work hours. • Pay period. • Pay date. • Employer name (with signature and phone number, if available).
When is the documentation due?	<p>By the 8th of the month, attached to the monthly Household Report Form (HRF) the participant submits to the eligibility worker.</p> <ul style="list-style-type: none"> • For instance, the Household Report Form for February is due on March 8th.
Where should documents be kept for this activity?	<p>In the paper case file.</p> <p>Follow the County's or tribe's human services general records retention schedule.</p>

Who provides daily supervision?	The employer.
Who or what standard determines acceptable performance?	The employer.

Specific Instructions – Full-Time & Part-Time Employment

Do not ask participants for wage and hours information they have shared with the eligibility worker.	<p>Do not:</p> <ul style="list-style-type: none"> Require more documents beyond what an eligibility worker accepted for documentation. Require participants to submit documentation for this activity directly to the employment counselor in addition to the eligibility worker. Send a participant a Notice of Intent to Sanction for not providing the employment counselor with paycheck stubs. <p>As soon as the eligibility worker processes the Household Report Form, this information comes across on the Workforce One/MAXIS interface on the work participation hours detail page under the Participation Hours tab.</p> <ul style="list-style-type: none"> Case note that work hours have been documented on MAXIS. Look at STAT/JOBS or STAT/BUSI in MAXIS Inquiry to confirm that work hours are on MAXIS.
Get verification when someone starts a new job.	<p>Check with the employment services agency manager to find out if the eligibility worker or the employment counselor has the responsibility to get verification for a new job.</p> <p>Options for getting verification:</p> <ul style="list-style-type: none"> Give the participant an employment verification form to take to their new employer for completion. If that does not work, contact the employer directly after getting a release of information signed by the participant. Send an employment verification form to the employer as soon as possible when a participant starts a new job. If that form is not returned or that process not possible use one of the following options: <ul style="list-style-type: none"> A telephone conversation with an employer. Email communications from an employer. A pay stub (if available shortly after employment begins). Online verification source, such as the Work Number. A local employment verification form approved by DHS or Authorization for Release of Employment Information (DHS-2146) (PDF). <p>As soon as possible, when receiving information about a participant's change in employment status, share that information with eligibility workers (and child care worker if necessary) using 1 of the following:</p> <ul style="list-style-type: none"> DWP/MFIP Status Update Form (DHS-3165) (PDF). Status update form on Workforce One.

Related Links - Paid Employment

- Loss of Employment, see [10.6 \(Loss of Employment\)](#).
- Self-Employment, see [10.12 \(Self-Employment: Described\)](#).