

**State OJEs and OJTs**  
**Effective 8/18/2014**  
**Number 399**

**SUMMARY OF UPDATES**

In response to feedback from the field, Three State OJE/OJT policy and procedure changes are been made.

**Change No. 1: Paying the client.** Client wage payment for an OJE was limited to a single paycheck at the completion of the OJE. Clients can now be paid according to the Bi-Weekly Payroll Schedule just like State OJTs. As with OJTs, this will require timely submission of the OJE Time Sheet.

**Change No. 2: Due date for personnel paperwork changed from 7 days to 1 day.** The current time frame for submission of the I-9, W-4, Direct Deposit Information and AccelaPay Debit Card Sign-Up forms was set in QE2 at 7 days prior to the start date of the State OJE and State. This prevented OJE/OJT's from starting and the authorization being approved even when the paperwork was received less than 7 days prior to the start date. The 7 day requirement has been removed from QE2. OJE/OJT's can start as soon as their paperwork is received and authorization is approved in QE2. If the authorization is not approved in QE2, the OJE/OJT cannot start. If paperwork is approved after the start date entered on the authorization in QE2, the start date on the authorization will automatically change to the date the paperwork is approved.

**Change No. 3: Notification of OJE/OJT ending:** The email notification when an OJE/OJT is ending will now be sent to [NDE.HR@nebraska.gov](mailto:NDE.HR@nebraska.gov) and [Maggie.clark@nebraska.gov](mailto:Maggie.clark@nebraska.gov) instead of to Pam Marker and Maggie Clark. Subject of the email should be “**OJE Ended**” or “**OJT Ended**”.

**FORMS/LETTERS UPDATED**

The [OJE Letter](#) and the [Consent for a Paid On-the Job Evaluation](#) or On-the-Job Training Placement has been updated to reflect that client will be paid according to the Bi-Weekly pay schedule.

**VRIS POSTING**

The OJE chapter revision is posted to VRIS: Program Manual: Case Services Case Service Chapters: Assessment Services/Planning - Assessment Supports: OJE – [On the Job Evaluation](#).

The OJT chapter revision is posted to VRIS: Program Manual: Case Services Chapters: Planned Services: OJT – [On the Job Training](#).

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