



## QUICK REFERENCE GUIDE:

# OJT Programs – Reference Data

### Background:

- This process is for internal staff who are adding or maintaining OJT Programs.
- Fields with red asterisks are required fields and must have data.

### Role:

CRO Admin, CRO User

### Navigation: Reference Data → OJT Programs

### Add an OJT Program:

1. At the Component Actions Menu select **Add**
2. Enter a unique **OJT Program Name**
3. Select the **OJT Program Sponsor**
4. Enter the **OJT Hours to Graduate**
5. Enter or select the **OJT Program Active Date**
6. If applicable, enter any **Comments**
7. Click **Save**

8. Select **Wage Rate Progression** tab
9. Enter the **Stage Completion Pct** (the percent of the OJT Program an employee has completed)
10. Enter the **Associated Percentage** (this is the percent of the wage that will be paid to the employee for the stage)
11. Click **Save**
12. Select **Skill Sets** tab
13. Select **OJT Craft ID** (this list is populated with the available Craft codes for the contractor's payroll employees)
14. Enter the **OJT Class ID** (this list is populated with the available Classifications for the contractor's payroll employees)
15. Enter the **OJT Scheduled Hours** for this specific skill set
16. If applicable, enter any **Comments**
17. On the component, select **Save**

### Obsolete an OJT Program:

1. At the On the Job Trainee Program Overview click the Program Name for the program to be obsoleted
2. Enter or select the **Obsolete Date**
3. Click **Save**