

VRIS UPDATE

OJE and OJT Chapters Effective 11/27/12 Number 351

SUMMARY OF UPDATES

The OJE and OJT chapters have been updated to reflect a few minor changes with respect to paid OJEs and State OJTs.

- The I-9, W-4, Direct Deposit Information or AccelaPay Debit Card Sign-up, and the Employee Roster Information forms are now sent to Cheryle Adams at State Office rather than Tracy Hillman.
- Business Unit as been changed from Payroll to Case Services
- A reminder that the Start Date on the I-9 should match the start date of the OJE or OJT.
- References to Transition Scholarships have been removed.

VRIS POSTING

The On the Job Evaluation Chapter is posted to VRIS: Program Manual: Assessment Services and Supports: [On the Job Evaluation](#).

The On the Job Training Chapter is posted to VRIS: Program Manual: Community Services: [On the Job Training](#).

TEAM COMMUNICATION

Teams should review this update at their next team meeting to ensure awareness of the changes and to review the OJE and OJT processes.

LEADERSHIP CONTACT

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