

## Reporting Employment for Individuals

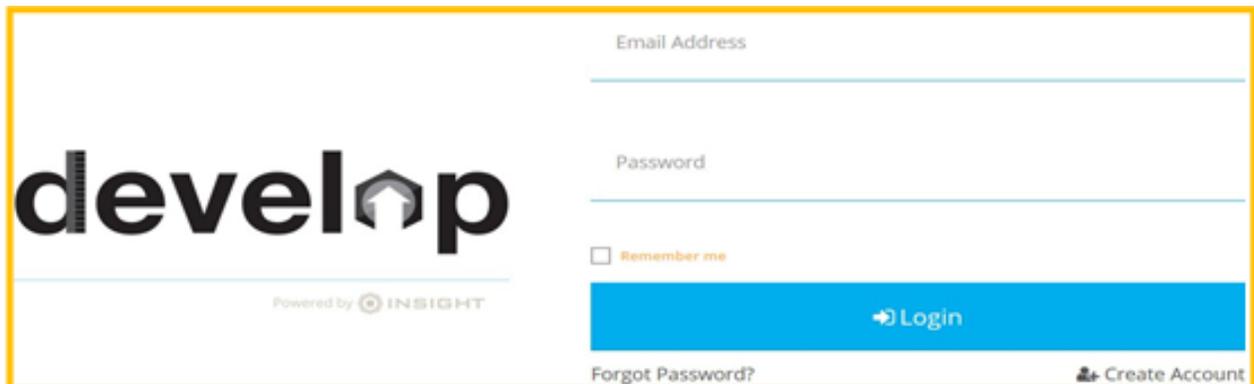
These instructions are for individuals whose employment has been verified in Develop and need to add new or update their employment information.

See the instructions below for adding new employment and updating existing employment.

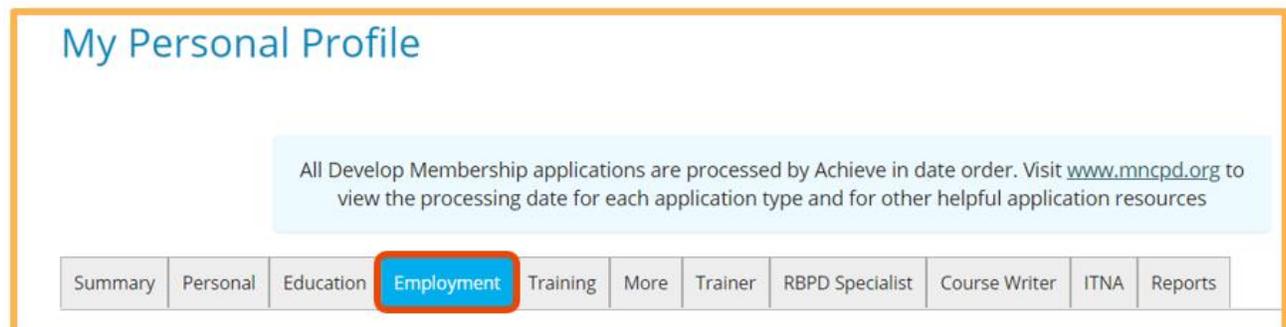
**Please note:** Individuals cannot add or update the employment if their Develop Membership Application is processing. If an individual's profile is locked, contact the Develop Help Desk directly at [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com) to add or update the employment record.

### ADD NEW EMPLOYMENT

1. The individual enters their email and password to log into Develop.



2. Click on the **Employment** tab from My Personal Profile.



# Reporting Employment for Individuals

3. To add employment, click on **Edit Employment**.

Employment

[Edit Employment](#)

⚠ No employment data provided by applicant

4. Click on **Add Position**.

Finished Employment

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

[Add Position](#)

⚠ No Employment Entered  
No employment has been added to this online application

## Reporting Employment for Individuals

5. Select the employer type from the listed choices on the screen. When finished, click the **Select** button.

### Notes:

- Option #1 (Direct care and education programs): Select this option for employer type to report employment in a direct care program.

If applying for TEACH or REETAIN, this requires showing current work in a direct care program. Select this option.

- Option #2 (Out of state early learning or school age care or employment not related to early learning or school age care) is selected if a search has been completed and an employer cannot be found. A new employer can be added in Develop.

In addition this option should be selected if the employer is operating a program:

- ➔ Outside the State of Minnesota
- ➔ Not related to early learning or school age care
- ➔ Not participating in Parent Aware and not found using the search option above or the search option below.

This option should not be chosen if the employer is participating in Parent Aware. Instead, contact the [Develop Help Desk](#) for help.

# Reporting Employment for Individuals

## Select Employer Type

If your employer already has an account in Develop, we want to help you connect with their *existing* organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

[Return to Employment List](#)

### Direct care and education programs

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- Tribally Licensed Child Care
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education



Select

### Out of state early learning or school age care or employment not related to early learning or school age care

If you have tried the search option above AND the search option below and still cannot find your employer, you can create a new employer record. You should NOT choose this option if your employer is participating in Parent Aware. Instead, contact Achieve for help. You SHOULD choose this option if your employer is any of the following:

- Programs outside the State of Minnesota
- Not related to early learning or school age care
- Not participating in Parent Aware and not found using the search option above or the search option below.

Select

### Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

Select

## Reporting Employment for Individuals

6. In the **Employer Search** screen, any one of the fields can be used in a search. Use one search option at a time for best results.

The best way to locate an employer is by their:

- DHS license number using the Licensing Look Up
- Develop Organization ID number – ask the employer to provide this number
- Name.

### Employer Search

Search for: Direct care and education programs

If your employer is a DHS Licensed Child Care Center or Family Child Care provider, using the license number is the fastest way to find your employer. If your employer is not licensed by DHS or you don't know the license number, you can use one or more of the other fields to find your employer.

Organization ID

Employer Name

City

DHS License

Tribal License

School District Number

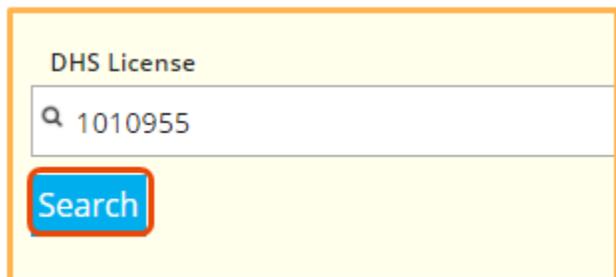
Head Start Number

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

## Reporting Employment for Individuals

- Once an option is entered into one of the fields on the screen, click on **Search** to display the program information.

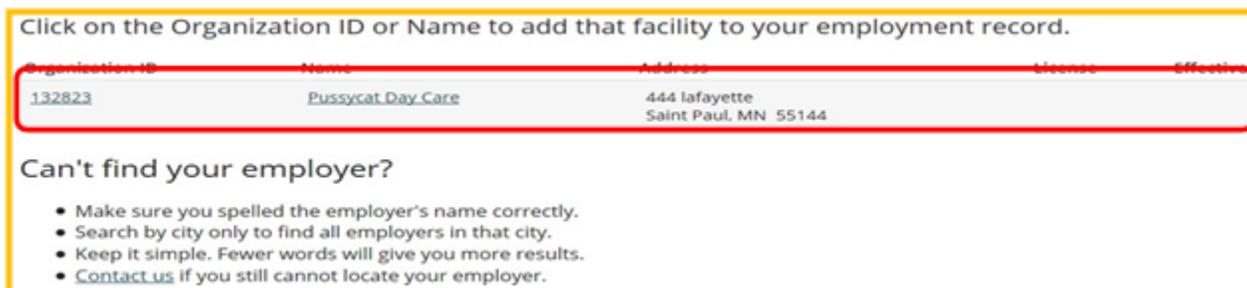


DHS License

1010955

Search

- Click on the **Organization ID** link. This will display the program information on the screen. To view the search results, scroll down on the page.



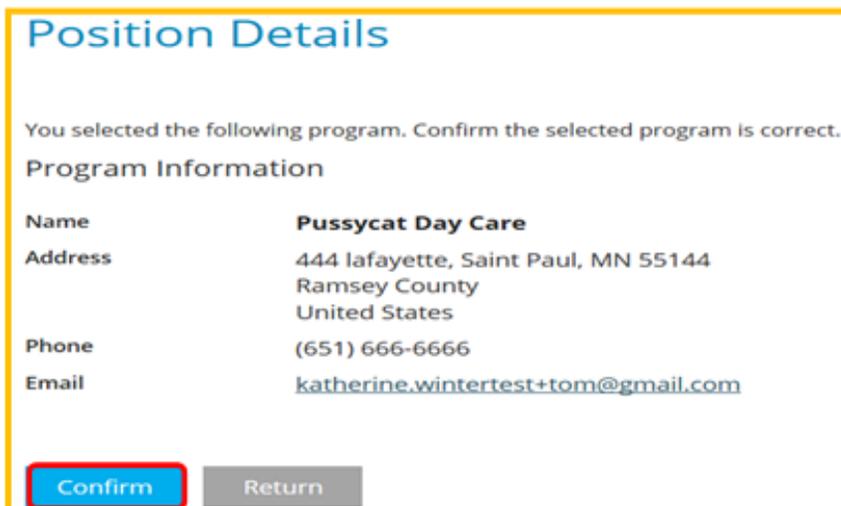
Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
<a href="#">132823</a>	<a href="#">Pussycat Day Care</a>	444 lafayette Saint Paul, MN 55144		

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- [Contact Us](#) if you still cannot locate your employer.

- Click on **Confirm** to add this employer.



### Position Details

You selected the following program. Confirm the selected program is correct.

#### Program Information

Name	<b>Pussycat Day Care</b>
Address	444 lafayette, Saint Paul, MN 55144 Ramsey County United States
Phone	(651) 666-6666
Email	<a href="mailto:katherine.wintertest+tom@gmail.com">katherine.wintertest+tom@gmail.com</a>

Confirm Return

## Reporting Employment for Individuals

10. Enter the position details including title, hours per week, months per year and if this is your primary employer. Also, select the primary age of children served and the start date. When finished, click **Save**.

### Notes:

- It is important for individuals to accurately reflect their work by indicating their position details and the hours worked with the specified age group of children. For example, in one week an individual works 20 hours with infants and another 20 hours with toddlers for a total of 40 hours. These hours should be specifically reported into two separate employment records to reflect that work for that same employer.
- Reporting the hourly wage information is optional in Develop, but is recommended.

### Position Details

**Program Information**

Name	<b>Pussycat Day Care</b>
Address	444 Lafayette, Saint Paul, MN 55144 Ramsey County United States
Phone	(651) 666-6666
Email	<a href="mailto:katherine.wintertest+tom@gmail.com">katherine.wintertest+tom@gmail.com</a>

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**Position Information**

Title\*

Hours Per Week\*

# Reporting Employment for Individuals

Hours Per Week\*

Months per year\*

This is my primary employer

Age of Children

Infants       Middle School

Toddlers       Secondary

Preschoolers       Adults

School Age

Start Date\*      End Date

(mm/dd/yyyy)      (mm/dd/yyyy)

Hourly wage at this position

\$

Date of last wage increase

status Self Reported

11. The status of employment will show as self-reported until the employer verifies the employment status in Develop.

# Reporting Employment for Individuals

## UPDATE EMPLOYMENT

Updates to employment information can be made on the Employment tab in Develop. There are two types of employment statuses: Self-Reported and Verified by Program.

### SELF-REPORTED EMPLOYMENT

Self-Reported is a status that is assigned in the system immediately after the employment information is entered. The status will remain as self-reported until information is verified by the program. In this status, the employment record information can be edited at any time. The purpose of this function is to keep a record of employment changes.

For example, an individual reports an employer who they worked for, but is no longer in business or listed in Develop therefore, cannot be verified. This employment record can still be entered to help track employment history.

### Instructions

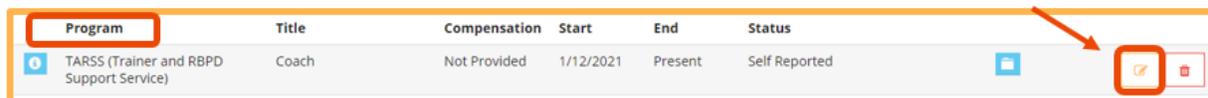
1. Navigate to My Personal Profile and click on the **Employment** tab.



2. Click on the **Edit Employment** icon.



3. Locate the program (name of employment record) listed on the screen. Click on the edit icon to make changes.



## Reporting Employment for Individuals

4. In the Program Information screen, changes can be made in any of the fields. After changes are complete, click the **Update** button to save changes. If this employment has ended, an end date can be entered to close this record.
5. To add a new record of employment, follow steps 8- 10 in this document's Add New Employment section.

### VERIFIED BY PROGRAM EMPLOYMENT

Once the employer has verified employment, the employment status will change from Self-Reported to Verified by Program. An individual with verified employment status does not have the option to edit the following fields:

- Title – The job title name
- Hours per week – Number of hours worked per week
- Months per year – Number of months worked per year
- Age of children – The specified age group of children specialized in while in that position.

These individuals can update their profile to record an end to employment, and to update employment with a current employer, like when there's an increase in working hours or a change in position. See the instructions below.

### Instructions

1. Navigate to My Personal Profile and click on the **Employment** tab.



2. Click on the **Edit Employment** icon.



3. Locate the program (name of employment record) listed on the screen. Click on the edit icon to make changes.

# Reporting Employment for Individuals

Program	Title	Compensation	Start	End	Status
 University of Minnesota Center for Early Education and Development CEED	Non-Teaching Professional Staff	N/A	7/1/2007	6/30/2012	Verified by Program



4. In the **Program Information** screen, scroll down to the employment Start Date and End Date section. Enter an end date into the field.

### Program Information

**Name** TARSS (Trainer and RBPB Support Service)

**Address** 10 River Park Plaza, Saint Paul, MN 55107  
Ramsey County  
United States

**Phone** (651) 290-9704

**Email** [Lynsey.Matson@email.com](mailto:Lynsey.Matson@email.com)

This is my primary employer

**Age of Children\***

Infants       Middle School

Toddlers       Secondary

Preschoolers       Adults

School Age

**Start Date\***  
5/15/2017  
(mm/dd/yyyy)

**End Date**  
  
(mm/dd/yyyy)

## Reporting Employment for Individuals

5. After entering an end date, select a reason for leaving from the list provided. An Additional Comments text box is also available to provide further input. After all information is entered, click **Update** to save changes.

**Start Date\*** **End Date**

10/19/2015 06/11/2016

(mm/dd/yyyy) (mm/dd/yyyy)

**Reason for leaving**

Moved

**Additional Comments**

This is other information I would like to input.

**Update** Cancel

## Reporting Employment for Individuals

- The existing record will appear in the employment record list with the new end date.

Program	Title	Compensation	Start	End	Status		
TARSS (Trainer and RBPB Support Service)	Coach	Not Provided	1/12/2021	Present	Self Reported		
Albert Mary Jane	Primary Care Provider	Not Provided	12/1/2020	Present	Self Reported		
Minnesota Department of Human Services: Child Development Services Unit	Agency Staff	Not Provided	10/19/2015	6/11/2016	Verified by Program		
Child Care Aware of MN- Coordinating Office	Other	N/A	9/30/2013	10/16/2015	Verified by Program		
University of Minnesota Center for Early Education and Development CEED	Non-Teaching Professional Staff	N/A	7/1/2007	6/30/2012	Verified by Program		
University of Minnesota Child Development Center	Teacher	N/A	5/19/2003	7/28/2007	Verified by Program		
University of Minnesota Child Development Center	Assistant Teacher	N/A	12/16/2002	5/18/2003	Self Reported		

- To add a new record with new information, follow the steps 8- 10 in the Add New Employment section.

## Reporting Employment for Individuals

### DEVELOP HELP DESK

The Develop Help Desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8 a.m. to 5 p.m.
- Tuesday and Thursday hours are from 8 a.m. to 7 p.m.
- Call 844-605-6938 or email [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com).

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9611 **or** 651-655-0150