

**APPENDIX 507
MONTHLY STAFFING REPORTS**

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A. CENTER STAFF VACANCY AND SEPARATION REPORT

1. Purpose

The Job Corps Monthly Center Staff Vacancy and Separation Report, ETA 2110S, is used by operators of Job Corps centers (contractors and Civilian Conservation Center (CCC) agencies) to report staff vacancy and separation data. This data is used by U.S. Department of Labor (DOL) to create management information that is used to monitor trends in staff vacancies and staff turnover that require attention and possible corrective action.

2. Originators

Job Corps center operators complete this report for each center for which they are currently responsible. Where there is more than one operator at a particular Job Corps center, each with specific center responsibilities and a separate contract or funding agreement with Job Corps, each operator will complete this report for center staff on their payroll. Also, a separate set of reports may be required for major program components falling under one contract or funding agreement (e.g., satellite center versus main center) if requested by the DOL-Job Corps Regional or National Office.

3. Time Frames

Reports will display information for the entire reported calendar month. The reports are due from center operators by the 20th day of the following month. For example, the report for June is due on July 20th.

4. Submittal Procedures

Contractors and CCC agencies submit the 2110S using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2110S and which ensures consistency and accuracy in all internal mathematical operations that are present in the 2110S output reports. Contractors and CCC agencies may obtain detailed guidance concerning FMS procedures for entering and submitting the 2110S by referring to the FMS Technical Guide that is available from the FMS website.

5. FMS Output Reports

Contractors, CCC agencies, and DOL staff are able to generate useful 2110S-based output reports from FMS, including a 12-month roll-up report that tracks a center's vacancies and turnover rates for the prior twelve month period, and which compares the center's data alongside national averages.

6. 2110S Data Descriptions and Definitions

Detailed instructions and guidance for entering 2110S data into FMS is available from the FMS Technical Guide. The following discussion provides definitions and descriptions of the information that appears on a submitted 2110S report when it is viewed in its basic printable output form.

Center Name: This is the name used to identify the Job Corps center being reported. If the report applies to a major component rather than an entire center, the component name will appear after the center name, e.g., "Pine Top-Utopia Satellite."

Current Center Operator: This is the name of the operator organization (contractor or CCC agency) as registered in the FMS.

Report for Month Ending: This is the last day of the calendar month for which the report has been prepared.

Total Center Slot Capacity: This is the official planned slot capacity of the center as of the last day of the month reported, according to information stored in the JCDC-WSSR (JCDC-Weekly Student Strength Report [WSSR]). This is further broken out in terms of:

Residential Slots vs. Non-residential slots; and Off-Center Training Slots vs. On-Center Slots (in FTSE-full time student equivalents)

Columns:

Position Categories: To determine which positions/job titles are to be reported in which personnel categories, please refer to the appropriate financial management appendix (502 for contract center operators and 506 for CCC agencies) and refer to the sections that describe center operations expense categories.

Notes:

- Staff funded in expense categories other than Center Operations, (e.g., OA or CTS) are not to be included in the "center" version of this report.
- Career Technical Training instructors furnished via NTCs (National Training Contractors) are reported separately on the line so labeled.

FTE Positions Authorized: This column displays the current number of funded full-time equivalents (FTE) authorized in each category. This will include all direct center employees of the center, National Training Contract (NTC) staff, and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions at the center, which might otherwise be performed by direct employees of the center operator.

Notes:

- The term FTE refers to full-time equivalent (e.g., 1 full-time position or 2 half-time positions). Part-time staff will be reported as a portion of an FTE, e.g., 0.5 FTE for a staff member who works half the hours required of a full-time position.
- Substitute positions are not included in the count of Authorized Staff.
- If an employee works in more than one area such as part-time in academics and part-time in career technical training, or a secretary is assigned to two departments, the FTE will be allocated to the appropriate category as explained in the sections contained in the financial management appendices concerning "Allocation of Split Duties."

On Board (End of Month): This is the number of FTE staff on board in each category at the end of the current month. This will include all direct center employees of the center, National Training Contract staff, and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions at the center, which might otherwise be performed by direct employees of the center operator. Overtime will not be considered when calculating on-board FTE. **The maximum FTE for any single staff person will be 1.0.**

Vacancies (End of Month): This is the number of vacancies at the end of the month for each category and center total. It is calculated by subtracting "On Board" from "FTE Positions Authorized."

Separations This Month: This is the number of FTE represented by staff persons who were separated from employment at the center for any reason (transfer to another center, resignation, retirement, fired for cause, etc.) during the month being reported. Staff members who transfer from one job to another at the center are not

counted. If it has been discovered that a staff member was separated in the prior month but not counted on that month's report, that separation will be counted on the current month's report.

B. OA/CTS STAFF VACANCY AND SEPARATION REPORT

1. Purpose

The Job Corps Monthly Outreach and Admissions (OA)/Career Transition Services (CTS) Staff Vacancy and Separation Report, "ETA 2110S-OA/CTS," is used by DOL-funded providers of OA and/or CTS services (contractors or CCC agencies) to report staff vacancy and separation data. This data is used by DOL to create management information that is used to monitor trends in staff vacancies and staff turnover that require attention and possible corrective action.

2. Originators

DOL-funded providers of OA and/or CTS services complete this report for each of their DOL contracts or funding agreements that are currently in place. If the provider is a CCC agency, separate reports are required for each CCC that is being funded for these services. This report must also be submitted by center contractors whose contracts are expressly funded for the provision of OA and/or CTS services.

3. Time Frames

Reports will display information for the entire reported calendar month. The reports are due from OA/CTS contractors by the 20th day of the following month. For example, the report for June is due on July 20th.

4. Submittal Procedures

OA/CTS providers submit the 2110S-OA/CTS using DOL's web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2110S and which ensures consistency and accuracy in all internal mathematical operations that are present in the 2110S-OA/CTS output report. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting the 2110S-OA/CTS by referring to the FMS Technical Guide that is available from the FMS website

5. FMS Output Reports

OA/CTS providers and DOL staff are able to generate useful output reports from FMS, including a 12-month roll-up report that tracks a provider's vacancies and turnover rates for the prior twelve-month period, and which compares the provider's data alongside national averages.

6. 2110S-OA/CTS Data Descriptions and Definitions

Detailed instructions and guidance for entering 2110S-OA/CTS data into FMS is available from the FMS Technical Guide. The following discussion provides definitions and descriptions of the information that appears on a submitted 2110S report when it is viewed in its basic printable output form.

Contract Name and Scope: This identifies the services being provided (OA and/or CTS) and the geographic coverage of the contract or funding agreement.

Contractor: This is the name of the OA/CTS provider organization as registered in the FMS.

Report for Month-Ending: This is the last day of the calendar month for which the report has been prepared.

Columns:

Position Categories: To determine which positions/job titles are to be reported in which personnel categories, please refer to the appropriate financial management appendix (503 for contract center operators and 506 for CCC agencies) and refer to the sections that describe and define the OA and CTS expense categories. Staff funded in expense categories other than OA or CTS (e.g., staff funded under a center operations budget) are not to be reflected in these reports.

FTE Positions Authorized: This column displays the current number of funded FTE authorized in each category. This will include all direct employees of the provider as well as subcontractor employees (or contractor employees at CCC's) who perform ongoing functions which might otherwise be performed by direct employees of the provider.

Notes:

- The term FTE refers to "full-time equivalent" (e.g., 1 full-time position or 2 half-time positions). Part-time staff will be reported as a portion of an FTE, e.g., 0.5 FTE for a staff member who works half the hours

required of a full-time position.

- If an employee works in more than one area, such as part-time in OA and part-time in CTS, the FTE will be allocated to the appropriate category as explained in the sections contained in the financial management appendices concerning "Allocation of Split Duties."

On-Board (End of Month): This is the number of FTE staff on board in each category at the end of the current month. This will include all direct provider employees and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions which might otherwise be performed by direct employees of the provider. Overtime will not be considered when calculating on-board FTE. **The maximum FTE for any single staff person will be 1.0.**

Vacancies (End of Month): This is the number of vacancies at the end of the month for each category and center total. It is calculated by subtracting "On Board" from "FTE Positions Authorized."

Separations This Month: This is the number of FTE represented by staff persons who were separated from employment under the OA/CTS contract or funding agreement for any reason (transfer to another contract, resignation, retirement, fired for cause, etc.) during the month being reported. Staff members who transfer from one job to another that is funded under the same contract or funding agreement are not counted. If it has been discovered that a staff member was separated in the prior month but not counted on that month's report, that separation will be counted on the current month's report.