



DESE SHELTERED WORKSHOPS WEB APPLICATION

User Manual

Office of Special Education
Extended Employment Sheltered Workshops

December 2019

Missouri Department
of Elementary and Secondary Education

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INTRODUCTION

Welcome to the DESE Web Application! With this system, you will be able to; update your workshop contact information, upload individuals to be certified for workshop employment, access and manage your certified employees, enter your certified employees' daily attendance, submit your monthly state aid request, apply for and access your Certificate of Authority, and access numerous reports. This manual will give you step by step instructions for each page of the DESE Sheltered Workshops web application. Please take the time to read through this manual and keep it handy as it will answer many questions you may have while using this application.

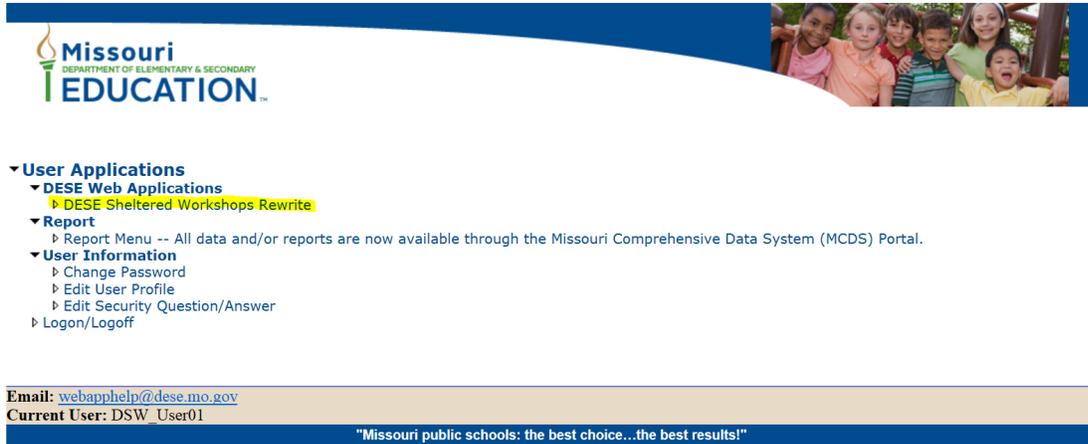
In order to access the web application, you must have a DESE issued user ID and password. You can request a user ID and password by clicking REGISTER on the DESE Web Application log-in page at <https://apps.dese.mo.gov/weblogin/login.aspx>.

Note, once registered you MUST email your user ID to SESW@dese.mo.gov in order to receive appropriate access

IMPORTANT: Do NOT share user ID's! Each appropriate staff member must register and receive access for their own account.

LOGGING IN

Once you have received your user ID and password, you're ready to log in. Go to <https://apps.dese.mo.gov/webLogin/login.aspx> and enter your user ID and password. Select DESE Sheltered Workshops Rewrite under User Applications>DESE Web Applications.

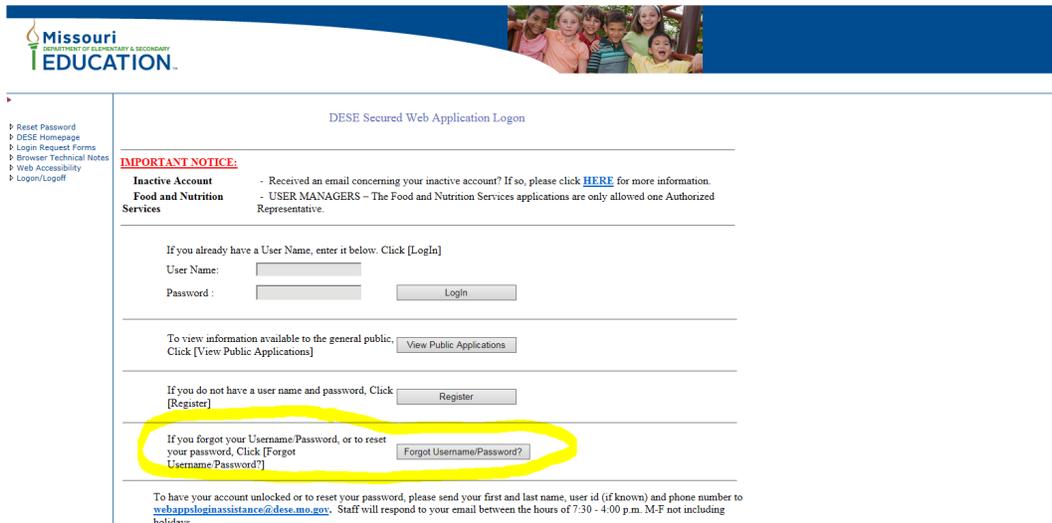


The screenshot shows the Missouri Department of Elementary & Secondary Education logo and a group of diverse children. Below the logo is a navigation menu with the following items:

- ▼ User Applications
 - ▼ DESE Web Applications
 - ▶ DESE Sheltered Workshops Rewrite
 - ▼ Report
 - ▶ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
 - ▼ User Information
 - ▶ Change Password
 - ▶ Edit User Profile
 - ▶ Edit Security Question/Answer
 - ▶ Logon/Logoff

At the bottom of the menu, it displays: Email: webapphelp@dese.mo.gov and Current User: DSW_User01. A blue banner at the bottom contains the text: "Missouri public schools: the best choice...the best results!"

If you forget your user name and/or password (too many unsuccessful log-in attempts will result in being locked out of your account for 30 minutes), you can reset it by clicking on the Forgot Username/Password button near the bottom of the log-in page (if you have been locked out of your account, you must wait the entire 30 minutes before attempting a reset).



The screenshot shows the DESE Secured Web Application Logon page. It features the Missouri Department of Elementary & Secondary Education logo and a group of children. The page title is "DESE Secured Web Application Logon".

On the left side, there is a navigation menu with the following items:

- ▶ Reset Password
- ▶ DESE Homepage
- ▶ Login Request Forms
- ▶ Browser Technical Notes
- ▶ Web Accessibility
- ▶ Logon/Logoff

The main content area includes an "IMPORTANT NOTICE" section with the following text:

Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.
Food and Nutrition Services - USER MANAGERS - The Food and Nutrition Services applications are only allowed one Authorized Representative.

Below the notice, there are three sections:

- If you already have a User Name, enter it below. Click [Login]**
User Name:
Password:
- To view information available to the general public. Click [View Public Applications]**
- If you do not have a user name and password, Click [Register]**

The "Forgot Username/Password?" button is highlighted with a yellow circle. Below this section, there is a note: "To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to webapploginassistance@dese.mo.gov. Staff will respond to your email between the hours of 7:30 - 4:00 p.m. M-F not including holidays."

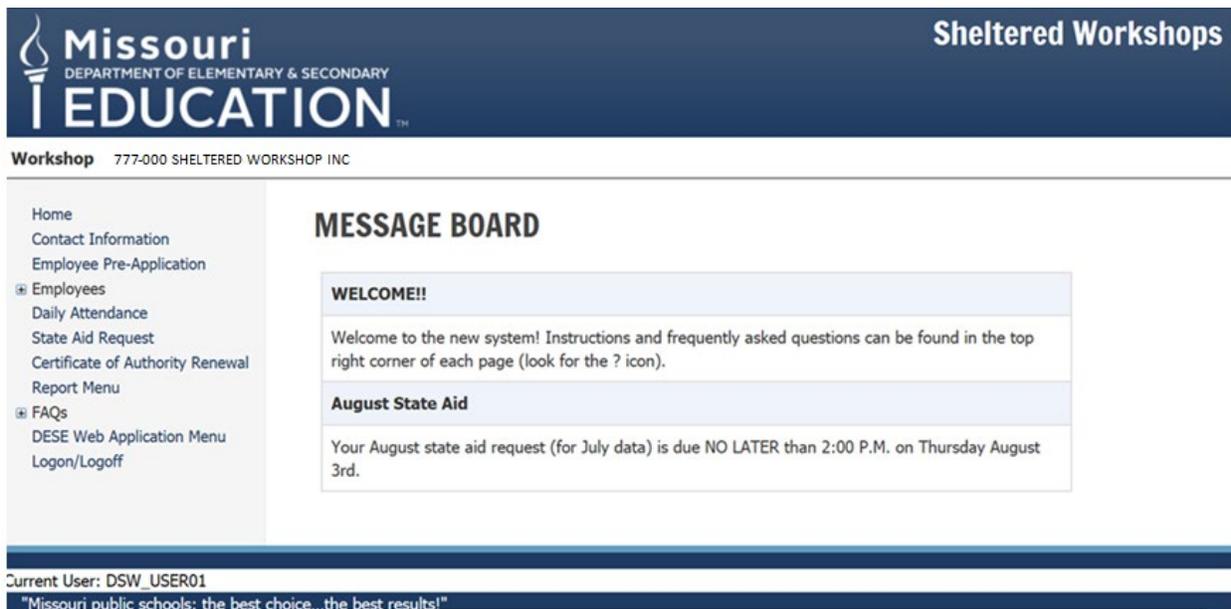
INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS

Each page has an Instruction and FAQ document attached to it that you can access at any time

by clicking on the help icon () in the top right corner of each page or from the left navigation menu under FAQs.

HOME PAGE/MESSAGE BOARD

The message board will be the first thing you see once you've logged in. This page will display important messages and reminders from DESE. The navigation menu will display to the left of each page.



Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

Sheltered Workshops

Workshop 777-000 SHELTERED WORKSHOP INC

- Home
- Contact Information
- Employee Pre-Application
- Employees
- Daily Attendance
- State Aid Request
- Certificate of Authority Renewal
- Report Menu
- FAQs
- DESE Web Application Menu
- Logon/Logoff

MESSAGE BOARD

WELCOME!!

Welcome to the new system! Instructions and frequently asked questions can be found in the top right corner of each page (look for the ? icon).

August State Aid

Your August state aid request (for July data) is due NO LATER than 2:00 P.M. on Thursday August 3rd.

Current User: DSW_USER01

"Missouri public schools: the best choice...the best results!"

CONTACT INFORMATION

The contact information page consists of two sections, one section for workshop contact information and one section for board and staff contact information. This page needs to be completed upon the first log-in and kept up to date as changes occur. As a requirement of your Certificate of Authority, you must include contact information for the Board President, Workshop Manager, workshop staff, and all board members.

- Employee Pre-Application
- Employees
 - Daily Attendance
 - State Aid Request
 - Certificate of Authority Renewal Report Menu
- FAQs
 - DESE Web Application Menu
 - Logon/Logoff





WORKSHOP INFORMATION

County-District Code		777-000	
Name	Sheltered Workshop	Phone	(573)634-3660
Street Address	2001 E MCCARTY	Fax	(573)634-4437
Mailing Address		Email	cpi@socket.net
City	JEFFERSON CITY	C.A.R.F Accredited	<input type="radio"/> Yes <input checked="" type="radio"/> No
State	MO	Fiscal Year	JULY 1-JUNE 30
Zip	65101	Audit Due Date	OCTOBER 31
County	COLE	Renewal Due Date	OCTOBER 31

CONTACT INFORMATION

	TITLE	LAST NAME	FIRST NAME	EMAIL
	PRESIDENT	STARK	TONY	tony.stark@starkindustries.cc
	MANAGER	REX	TAMMY	tammy.rex@oa.mo.gov
	BOARD MEMBER	THOMAS	LINDSAY	lindsay.thomas@dese.mo.gov
	STATE AID PERSON	MOUSE	MINNIE	minniem@disney.com





Current User: DSW_USER01 Last Modified User: DATA_CONVERSION Last Modified Date: 5/30/2017

"Missouri public schools: the best choice...the best results!"

CONTACT INFORMATION

To update the workshop information click on the field(s) to be updated, enter the appropriate information, and then click SAVE.

NOTE: The Fiscal Year, Audit Due Date, and Renewal Due Date fields cannot be updated. If your fiscal year changes or is incorrect please contact DESE at sesw@dese.mo.gov or (573) 751-0622.

To add an individual to the contact information section click ADD CONTACT, complete each field and then click SAVE.

To edit/update the contact information for the Board President or Manager click the EDIT button next to the field you wish to edit, make any necessary changes, and then click SAVE.

To edit/update the contact information for all other individuals click on the field(s) to be updated, enter the appropriate information, and then click SAVE.

To delete a contact, click the DELETE button next to the field you wish to delete.

NOTE: There always has to be contact information for the Board President and the Manager, these fields cannot be deleted, only edited.

EMPLOYEE PRE-APPLICATION

The Employee Pre-Application page is what you will use to get an individual certified for Sheltered Workshop employment.

To submit an individual for certification, click ADD NEW EMPLOYEE.

The screenshot shows the 'EMPLOYEE PRE-APPLICATION' page. On the left is a navigation menu with items: Home, Contact Information, Employee Pre-Application (highlighted), Employees, Daily Attendance, State Aid Request, Certificate of Authority Renewal Report Menu, FAQs, DESE Web Application Menu, and Logon/Logoff. The main content area has the title 'EMPLOYEE PRE-APPLICATION' and a blue 'Add New Employee' button circled in yellow. Below this is a form titled 'ADD NEW EMPLOYEE' with four input fields: 'Last Name', 'First Name', 'Date Of Birth', and 'Social Security Number'. A 'Save' button is located below the fields.

Enter the individual's last name, first name, date of birth, and social security number then click SAVE.

Click BROWSE, choose the file to upload and then click ATTACH FILE.

NOTE: Documents to upload should include any documents you would send to the Certification Specialist for certification including, but not limited to, the individual's CEE, IEP, medical/disability documentation, etc.

NOTE: All files must be PDF, and multiple files must be uploaded separately by clicking BROWSE and ATTACH FILE for each file.

NOTE: An individual cannot be submitted for certification without at least one file uploaded, however their basic information can be saved for later submittal.

This screenshot shows the 'EMPLOYEE PRE-APPLICATION' page after some data has been entered. The 'Last Name' field contains 'Doe', 'First Name' contains 'John', 'Date Of Birth' contains '01/01/1976', and 'Social Security Number' contains '010119760'. Below the fields are 'Save', 'Submit', and 'Delete' buttons. An 'Attachment' section shows a file named 'DOE_JOHN_7_11_2017_9_41_0.pdf' with a 'Delete' button. At the bottom, a 'File:' input field with a 'Browse...' button and an 'Attach File' button is circled in yellow.

EMPLOYEE PRE-APPLICATION

Click SAVE to save the record and return to it later, SUBMIT (but only if there is an attachment) to submit the record to DESE for certification, or DELTE to delete the record completely.

EMPLOYEE PRE-APPLICATION

Add New Employee

ADD NEW EMPLOYEE

Last Name	First Name	Date Of Birth	Social Security Number
Doe	John	01/01/1976	010119760

Save Submit Delete

Attachment: DOE_JOHN_7_11_2017_9_41_0.pdf Delete

File: Browse... Attach File

To search for or view individuals who have been saved (created) and submitted enter the last name, first name, date of birth, or status and click SEARCH.

NOTE: Individuals showing as “created” have not been submitted to DESE for certification.

SEARCH/EDIT EMPLOYEE

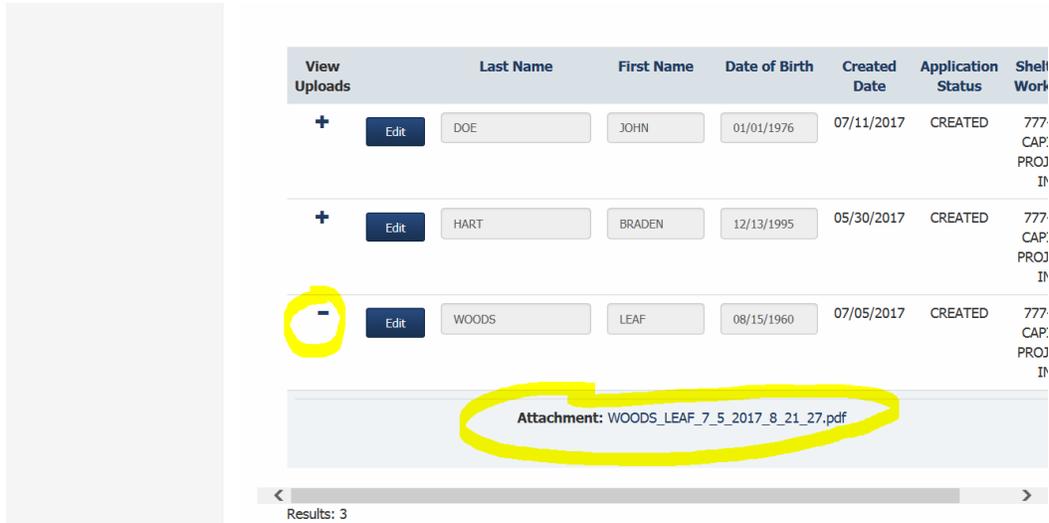
Last Name	First Name	Date of Birth	Status
			CREATED

Search Clear Filters

View Uploads	Last Name	First Name	Date of Birth	Created Date	Application Status	Shell Work
+ Edit	DOE	JOHN	01/01/1976	07/11/2017	CREATED	777-CAP: PROJ IT
+ Edit	HART	BRADEN	12/13/1995	05/30/2017	CREATED	777-CAP: PROJ IT
+ Edit	WOODS	LEAF	08/15/1960	07/05/2017	CREATED	777-CAP: PROJ IT

EMPLOYEE PRE-APPLICATION

To view uploaded individual files, click the + sign next to the individual's name.

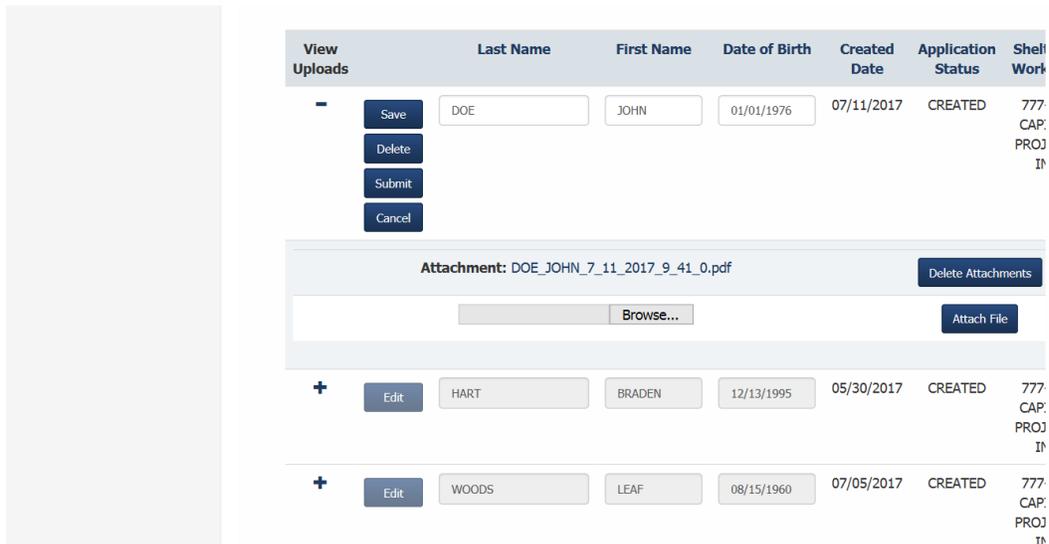


View Uploads	Last Name	First Name	Date of Birth	Created Date	Application Status	Shell Work
+ Edit	DOE	JOHN	01/01/1976	07/11/2017	CREATED	777-CAP-PROJ IN
+ Edit	HART	BRADEN	12/13/1995	05/30/2017	CREATED	777-CAP-PROJ IN
- Edit	WOODS	LEAF	08/15/1960	07/05/2017	CREATED	777-CAP-PROJ IN
Attachment: WOODS_LEAF_7_5_2017_8_21_27.pdf						

Results: 3

To upload a file to an individual record click the EDIT button next to the individual's name, click the + sign, click BROWSE and select your file, then click ATTACH FILE.

To delete a file from an individual record click the EDIT button next to the individual's name, click the + sign, and then click DELETE ATTACHMENTS.

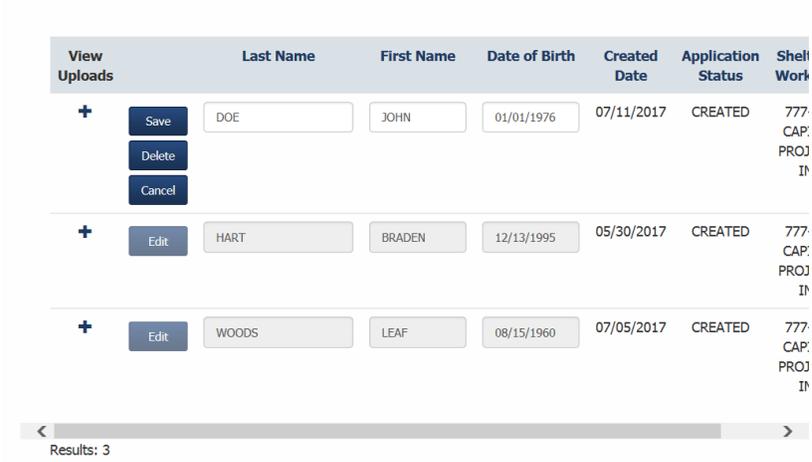


View Uploads	Last Name	First Name	Date of Birth	Created Date	Application Status	Shell Work
- Save Delete Submit Cancel	DOE	JOHN	01/01/1976	07/11/2017	CREATED	777-CAP-PROJ IN
Attachment: DOE_JOHN_7_11_2017_9_41_0.pdf Delete Attachments						
<input type="text"/> Browse... Attach File						
+ Edit	HART	BRADEN	12/13/1995	05/30/2017	CREATED	777-CAP-PROJ IN
+ Edit	WOODS	LEAF	08/15/1960	07/05/2017	CREATED	777-CAP-PROJ IN

EMPLOYEE PRE-APPLICATION

To edit an individual's information click the EDIT button next to the individual's name, edit the appropriate fields, and then click SAVE.

To delete an individual's record click the EDIT button next to the individual's name and click DELETE.



View Uploads	Last Name	First Name	Date of Birth	Created Date	Application Status	Shell Work
+ Save Delete Cancel	DOE	JOHN	01/01/1976	07/11/2017	CREATED	777-CAP-PROJ-IT
+ Edit	HART	BRADEN	12/13/1995	05/30/2017	CREATED	777-CAP-PROJ-IT
+ Edit	WOODS	LEAF	08/15/1960	07/05/2017	CREATED	777-CAP-PROJ-IT

< Results: 3 >

NOTE: Individuals who have been submitted for certification (not the same as ones who have just been saved) cannot be edited. Once an individual has been certified they will be placed in waiting to hire status at your workshop and will no longer show in the submitted list.

EMPLOYEES/EMPLOYEE MANAGEMENT

To view, hire, terminate, and reinstate certified employees click the + sign next to EMPLOYEES on the left navigation pane and then click EMPLOYEE MANAGEMENT.

- Home
- Contact Information
- Employee Pre-Application
- + Employees
- Employee Management
- Transfer
- Daily Attendance
- State Aid Request
- Certificate of Authority Renewal
- Report Menu
- FAQs
- DESE Web Application Menu
- Logon/Logoff

EMPLOYEE MANAGEMENT

Filter Options

Social Security Number

Classification

ALL

Filter

Last Name

Status

ALL

Refresh Filter

ACTIONS	LAST NAME	FIRST NAME	SSN	DATE OF BIRTH	STATUS	CLASSIFICATION	SHELTERED WORKSHOP
Terminate	DOE	JON	6789	03/22/1980	CERTIFIED	WORKING	777-008 CAPITOL PROJECT
Hire	OHARA	KATHERINE	3445	05/01/1945	CERTIFIED	WAITING	777-008 CAPITOL PROJECT

The employee list will default to display employees in all classifications and statuses.

NOTE: A status of “provisionally certified” only denotes that the individual is under 25 and does not affect qualification for state aid.

You may view the entire employee list, search for a specific name, or filter the list by classification or status by entering/choosing your options in the filter box and then clicking FILTER.

NOTE: You can sort each column of the list by clicking on the title of the column you wish to sort; page default is alphabetically by last name.

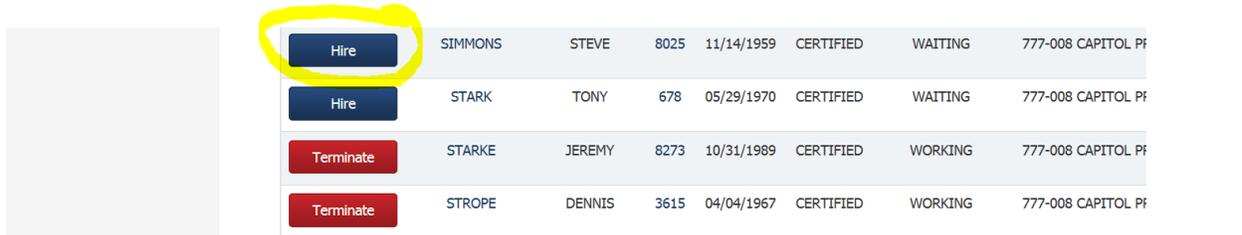
To view the employee information screen click on the individual’s last name.

- Home
- Contact Information
- Employee Pre-Application
- + Employees
- Employee Management
- Transfer
- Daily Attendance
- State Aid Request
- Certificate of Authority Renewal
- Report Menu
- FAQs
- DESE Web Application Menu
- Logon/Logoff

Hire	SIMMONS	STEVE	8025	11/14/1959	CERTIFIED	WAITING	777-008 CAPITOL PROJECT
Hire	STARK	TONY	678	05/29/1970	CERTIFIED	WAITING	777-008 CAPITOL PROJECT
Terminate	STARKE	JEREMY	8273	10/31/1989	CERTIFIED	WORKING	777-008 CAPITOL PROJECT
Terminate	STROPE	DENNIS	3615	04/04/1967	CERTIFIED	WORKING	777-008 CAPITOL PROJECT
Terminate	THOMA	RONALD	5586	02/01/1970	CERTIFIED	WORKING	777-008 CAPITOL PROJECT
Terminate	THOMAS	YOLANDA	8619	01/07/1990	CERTIFIED	WORKING	777-008 CAPITOL PROJECT

EMPLOYEES/EMPLOYEE MANAGEMENT HIRE

To hire an individual click the HIRE button next to the individual's name,



Hire	SIMMONS	STEVE	8025	11/14/1959	CERTIFIED	WAITING	777-008 CAPITOL PF
Hire	STARK	TONY	678	05/29/1970	CERTIFIED	WAITING	777-008 CAPITOL PF
Terminate	STARKE	JEREMY	8273	10/31/1989	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	STROPE	DENNIS	3615	04/04/1967	CERTIFIED	WORKING	777-008 CAPITOL PF

Enter the "hire date" then click HIRE.



Employee Management - Hire

Enter the date of hire for Steve Simmons.

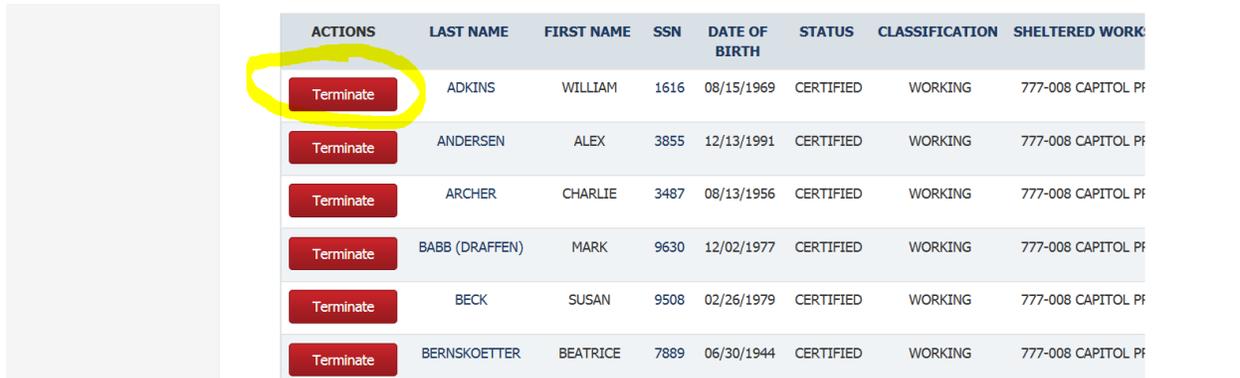
Hire Date:

Hire **Cancel**

NOTE: The hire date CAN be back-dated as far back as the first day of the previous month. If you need to back date a hire date any further please contact DESE at sesw@dese.mo.gov or (573) 751-0622.

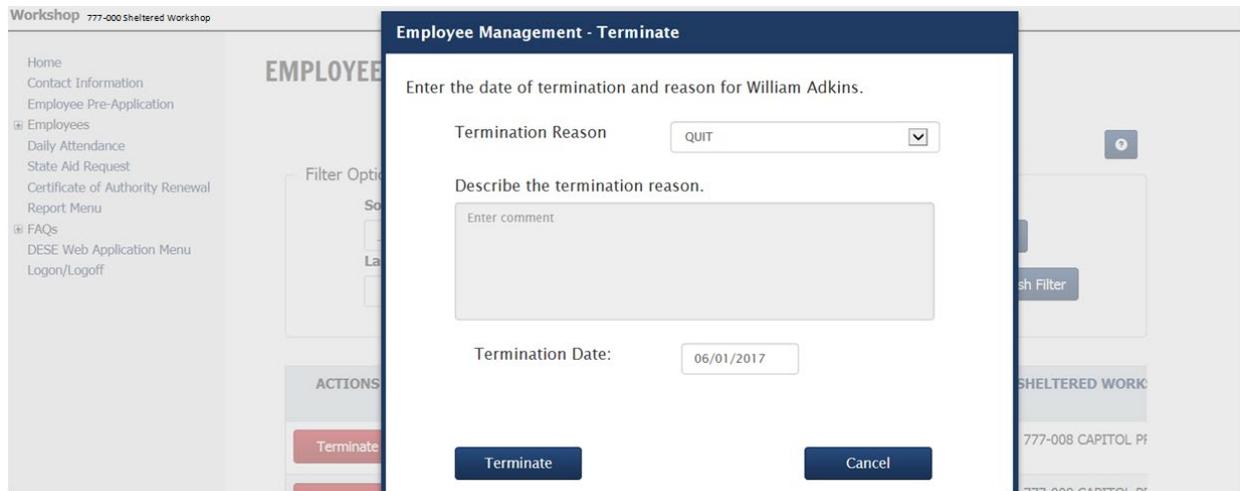
EMPLOYEES/EMPLOYEE MANAGEMENT TERMINATE

To terminate an individual click the TERMINATE button next to the individual's name,



ACTIONS	LAST NAME	FIRST NAME	SSN	DATE OF BIRTH	STATUS	CLASSIFICATION	SHELTERED WORK
Terminate	ADKINS	WILLIAM	1616	08/15/1969	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	ANDERSEN	ALEX	3855	12/13/1991	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	ARCHER	CHARLIE	3487	08/13/1956	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	BABB (DRAFFEN)	MARK	9630	12/02/1977	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	BECK	SUSAN	9508	02/26/1979	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	BERNSKOETTER	BEATRICE	7889	06/30/1944	CERTIFIED	WORKING	777-008 CAPITOL PF

Enter the “termination reason” and “termination date” then click TERMINATE.



Workshop 777-000 Sheltered Workshop

EMPLOYEE

Employee Management - Terminate

Enter the date of termination and reason for William Adkins.

Termination Reason: QUIT

Describe the termination reason.

Enter comment

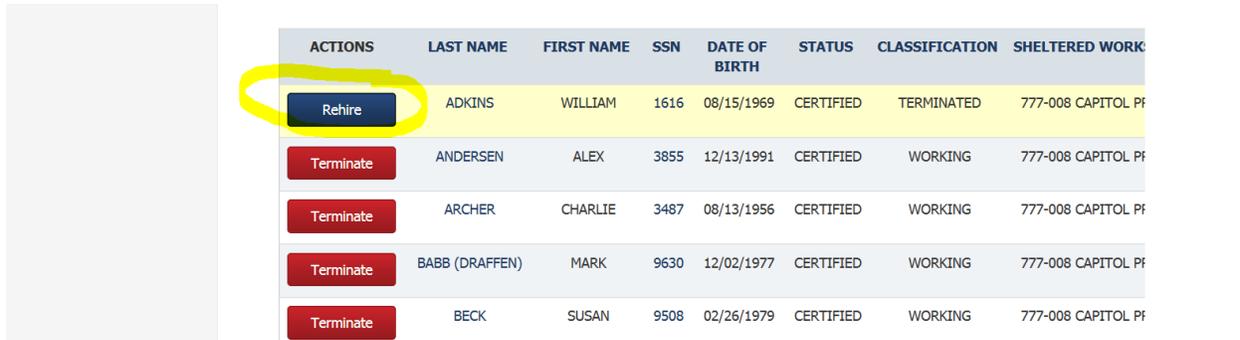
Termination Date: 06/01/2017

Terminate Cancel

NOTE: The termination date CAN be back-dated as far back as the first day of the previous month. If you need to back date a termination date any further please contact DESE at sesw@dese.mo.gov or (573) 751-0622.

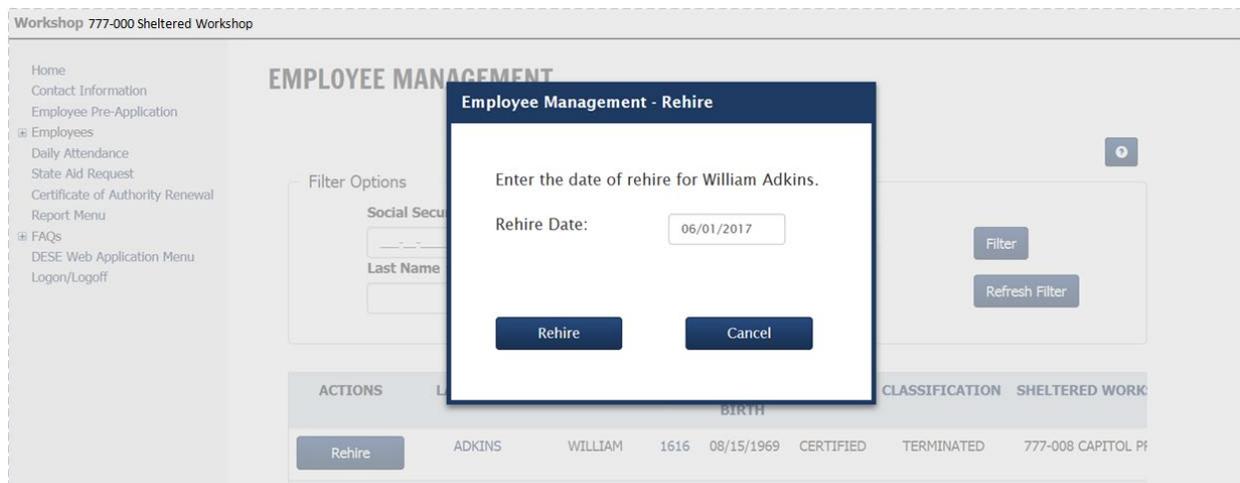
EMPLOYEES/EMPLOYEE MANAGEMENT REHIRE

To rehire an individual click the REHIRE button next to the individual's name,



ACTIONS	LAST NAME	FIRST NAME	SSN	DATE OF BIRTH	STATUS	CLASSIFICATION	SHELTERED WORK
Rehire	ADKINS	WILLIAM	1616	08/15/1969	CERTIFIED	TERMINATED	777-008 CAPITOL PF
Terminate	ANDERSEN	ALEX	3855	12/13/1991	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	ARCHER	CHARLIE	3487	08/13/1956	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	BABB (DRAFFEN)	MARK	9630	12/02/1977	CERTIFIED	WORKING	777-008 CAPITOL PF
Terminate	BECK	SUSAN	9508	02/26/1979	CERTIFIED	WORKING	777-008 CAPITOL PF

Enter the "rehire date" then click REHIRE.



Workshop 777-000 Sheltered Workshop

EMPLOYEE MANAGEMENT

Employee Management - Rehire

Enter the date of rehire for William Adkins.

Rehire Date:

Rehire Cancel

ACTIONS	LAST NAME	FIRST NAME	SSN	DATE OF BIRTH	STATUS	CLASSIFICATION	SHELTERED WORK
Rehire	ADKINS	WILLIAM	1616	08/15/1969	CERTIFIED	TERMINATED	777-008 CAPITOL PF

NOTE: The rehire date CAN be back-dated as far back as the first day of the previous month. If you need to back date a rehire date any further please contact DESE at sesw@dese.mo.gov or (573) 751-0622.

EMPLOYEES/TRANSFER

To transfer certified individuals click the + sign next to EMPLOYEES on the left navigation pane and then click TRANSFER.

TRANSFER

Type the employee's social security number and click the search button to find an employee.

Social Security Number

Search

Verify the employee information and click the "Transfer" button to move the employee to your workshop.

Transfer

Last Name

First Name

Enter the individual's social security number and click SEARCH. If the individual is certified and in the system, their basic information will display below the search button.

Search

Verify the employee information and click the "Transfer" button to move the employee to your workshop.

Transfer

Social Security Number XXX-XX-0485

Last Name ABBOTT

First Name KAREN

Middle Name

Transferring From HEARTLAND INDUSTRIES

Transferring To CAPITOL PROJECTS INC

Start Date (first day with new workshop)

Transfer

Verify the information then click the TRANSFER button to transfer the individual to your workshop.

NOTE: All transfer dates are system generated based on the date that the action is performed in the system so you must transfer individuals on the date they begin working at your workshop.

DAILY ATTENDANCE CALENDAR/VIEW

The daily attendance page is where you will enter the time worked in the current month for each employee and submit your state aid request. The page will default to the current week and month. You can choose to view a specific week within your chosen month or the entire month as a whole.

To view/enter time for a specific month choose the appropriate month from the “Month” drop down box and choose “ALL” from the week drop down box, then click “SELECT” to display the entire chosen month.

Daily Attendance

Currently viewing ORIGINAL Status: SUBMITTED

Year 2019	Number Of Certified Employees	89	ORIGINAL	SUBMITTED 12/6/2019	
Month November	Average Hourly Wage	\$4.84			
Week -All-	Approved Regular Hours	8183:50			
Select	Total Hours Exceeding Approved	00:00			
Last Name	Approved Vocational Hours	00:00			
	Total Hours	8183:50			
	Requested Funds	\$28,643.42			
	Amount Paid to Certified Employees				
					\$39,592.83

To view/enter time for a specific week choose the appropriate week from the “Week” drop down box and then click “SELECT” to display the chosen week.

Daily Attendance

Currently viewing ORIGINAL Status: SUBMITTED

Year 2019	Number Of Certified Employees	89	ORIGINAL	SUBMITTED 12/6/2019	
Month November	Average Hourly Wage	\$4.84			
Week 11/1/2019 - 11/2/2019	Approved Regular Hours	8183:50			
Select	Total Hours Exceeding Approved	00:00			
Last Name	Approved Vocational Hours	00:00			
	Total Hours	8183:50			
	Requested Funds	\$28,643.42			
	Amount Paid to Certified Employees				
					\$39,592.83

DAILY ATTENDANCE ENTERING TIME

Scroll down to find the employee table and either click the + sign next to the individual's name you wish to enter time for or click the SHOW ALL button to enter time for all employees.

Save Submit Show All

Next > Last >>		Total Hours: 08:43	
+ ANDERSEN, ALEX 3855			
DATE	REGULAR HOURS	VOCATIONAL HOURS	
Sunday 07/09/2017	06:43	02:00	Total Hours For Day: 08:43
Monday 07/10/2017	:--:	:--:	Total Hours For Day: 00:00
Tuesday 07/11/2017	:--:	:--:	Total Hours For Day: 00:00
Wednesday 07/12/2017	:--:	:--:	Total Hours For Day: 00:00
Thursday 07/13/2017	:--:	:--:	Total Hours For Day: 00:00
Friday 07/14/2017	:--:	:--:	Total Hours For Day: 00:00
Saturday 07/15/2017	:--:	:--:	Total Hours For Day: 00:00
+ ARCHER, CHARLIE 3487		Total Hours: 00:00	
+ ASHLOCK, HAILEY 7012		Total Hours: 00:00	

Enter the number of regular hours and the number of vocational training hours (if any) for each employee for each day of the month worked. **IMPORTANT: THIS PAGE DOES NOT CURRENTLY AUTOSAVE SO YOU MUST CLICK SAVE UPON COMPLETION AND/OR BEFORE NAVIGATING AWAY FROM THE PAGE!**

NOTE: Enter ALL hours worked in real time (example: six hours and 43 minutes should be entered as 6:43).

NOTE: Do not include vocational training hours in the regular hours, these hours should be separate and will automatically be added together in the TOTAL HOURS FOR DAY field.

Save Submit Show All

Next > Last >>		Total Hours: 08:43	
- ANDERSEN, ALEX 3855			
DATE	REGULAR HOURS	VOCATIONAL HOURS	
Sunday 07/09/2017	06:43	02:00	Total Hours For Day: 08:43
Monday 07/10/2017	:--:	:--:	Total Hours For Day: 00:00

DAILY ATTENDANCE ENTERING TIME

Total hours for each individual for the time entered will display at the top right corner of each employee's table.

Save Submit Show All

Next > Last >>		Total Hours: 08:43	
- ANDERSEN, ALEX 3855			
DATE	REGULAR HOURS	VOCATIONAL HOURS	
Sunday 07/09/2017	Total Hours For Day: 08:43 <input type="text" value="06:43"/>	<input type="text" value="02:00"/>	
Monday 07/10/2017	Total Hours For Day: 00:00 <input type="text" value=":"/>	<input type="text" value=":"/>	
Tuesday 07/11/2017	Total Hours For Day: 00:00 <input type="text" value=":"/>	<input type="text" value=":"/>	
Wednesday 07/12/2017	Total Hours For Day: 00:00 <input type="text" value=":"/>	<input type="text" value=":"/>	
Thursday 07/13/2017	Total Hours For Day: 00:00 <input type="text" value=":"/>	<input type="text" value=":"/>	
Friday 07/14/2017	Total Hours For Day: 00:00 <input type="text" value=":"/>	<input type="text" value=":"/>	
Saturday 07/15/2017	Total Hours For Day: 00:00 <input type="text" value=":"/>	<input type="text" value=":"/>	

Save Submit Show All

Next > Last >>		Total Hours: 08:43
+ ANDERSEN, ALEX 3855		Total Hours: 08:43
+ ARCHER, CHARLIE 3487		Total Hours: 00:00
+ ASHLOCK, HAILEY 7012		Total Hours: 00:00
+ BABB (DRAFFEN), MARK 9630		Total Hours: 00:00
+ BECK, SUSAN 9508		Total Hours: 00:00
+ BERNSKOETTER, BEATRICE 7889		Total Hours: 00:00
+ BISGES, BERNIECE 5425		Total Hours: 00:00
+ BOCK, TRAVIS 2021		Total Hours: 00:00
+ BOND, WILLIAM 8834		Total Hours: 00:00
+ BRENNEKE, HALEY 4932		Total Hours: 00:00
Next > Last >>		

Save Submit Show All

DAILY ATTENDANCE ENTERING TIME

The totals table at the top of the page will automatically calculate/update the totals upon clicking the SAVE button.

Code Name Select

Daily Attendance

Currently viewing ORIGINAL Status: SUBMITTED

Year
2019

Month
November

Week
-All-

Select

Last Name

Search

Number Of Certified Employees	89
Average Hourly Wage	\$4.84
Approved Regular Hours	8183:50
Total Hours Exceeding Approved	00:00
Approved Vocational Hours	00:00
Total Hours	8183:50
Requested Funds	\$28,643.42

ORIGINAL SUBMITTED 12/6/2019

Amount Paid to Certified Employees

\$39,592.83

To view/enter time for a single specific employee, enter the last name in the search box and click the SEARCH button.

Last Name: Search

Total Wages Paid to Certified Employees:

No hours to submit

Save Submit Show All

+ DOE, JON 6789
Total Hours: 00:00

Save Submit Show All

DAILY ATTENDANCE SUBMITTING TIME

Once all time has been entered for the month, fill in the TOTAL WAGES PAID TO CERTIFIED EMPLOYEES and click the SUBMIT button. ***NOTE: if you click the SAVE button before clicking SUBMIT, the amount will revert back to zero and your submission will not go through***

NOTE: Do not include holiday/vacation/sick pay; only enter wages paid for hours worked.

Last Name Search

Total Wages Paid to Certified Employees 53467.98
 No hours to submit

Save Submit Show All

Next > Last >>	Total Hours
+ ANDERSEN, ALEX 3855	Total Hours: 08:43
+ ARCHER, CHARLIE 3487	Total Hours: 00:00
+ ASHLOCK, HAILEY 7012	Total Hours: 00:00
+ BABB (DRAFFEN), MARK 9630	Total Hours: 00:00
+ BECK, SUSAN 9508	Total Hours: 00:00
+ BERNSKOETTER, BEATRICE 7889	Total Hours: 00:00
+ BISGES, BERNIECE 5425	Total Hours: 00:00
+ BOCK, TRAVIS 2021	Total Hours: 00:00
+ BOND, WILLIAM 8834	Total Hours: 00:00
+ BRENNKE, HALEY 4932	Total Hours: 00:00
Next > Last >>	

Save Submit Show All

During the payment processing period, which begins at 2:00 P.M. on the 3rd (third) working day of each month and typically lasts 3-5 business days, you will not be able to submit any timesheets or revisions however, you will be able to save revisions and time entered.

NOTE: If you do not SUBMIT your daily attendance by 2:00 P.M. on the 3rd (third) working day of each month (a list of current state aid due dates can be found on our website at <https://dese.mo.gov/special-education/sheltered-workshops/state-aid-due-dates>), your state aid deposit will be delayed by a month or more, depending on when your submission is made.

DAILY ATTENDANCE REVISING A TIMESHEET

You may revise a previously submitted timesheet by selecting the month that you'd like to revise on the calendar and then clicking the REVISE button, which will bring up a copy of the last submitted timesheet. Make any necessary revisions and click the SAVE or SUBMIT button.

Currently viewing ORIGINAL Status: SUBMITTED

Year
2019

Month
November

Week
-All-

Select

Last Name

Search

Number Of Certified Employees	89
Average Hourly Wage	\$4.84
Approved Regular Hours	8183:50
Total Hours Exceeding Approved	00:00
Approved Vocational Hours	00:00
Total Hours	8183:50
Requested Funds	\$28,643.42

Amount Paid to Certified Employees
\$39,592.83

ORIGINAL SUBMITTED 12/6/2019

Revise Show All

Next > Last >>	
ABNEY, JUSTIN 2357	Total Hours: 00:00
ADKINS, WILLIAM 8383	Total Hours: 95:00
ANDERSEN, ALEX 6144	Total Hours: 107:00
ARCHER, CHARLIE 6512	Total Hours: 109:15

If there are any previous revisions, a revision table will display on the top right of the screen. Click on the most recently submitted version (you may only revise the last submitted timesheet) and then make any necessary revisions, and click the SAVE or SUBMIT button.

Daily Attendance

Currently viewing REVISION 1 Status: SUBMITTED

Year
2019

Month
October

Week
-All-

Select

Last Name

Number Of Certified Employees	21
Average Hourly Wage	\$3.54
Approved Regular Hours	2130:00
Total Hours Exceeding Approved	00:00
Approved Vocational Hours	00:00
Total Hours	2130:00
Requested Funds	\$7,455.00

Amount Paid to Certified Employees
\$7,544.42

REVISION 1	SUBMITTED 12/6/2019	
ORIGINAL	SUBMITTED 11/5/2019	

STATE AID SUMMARY

This is a summary page of your monthly state aid requests. To view the summary, choose the month and year you wish to view and click the SELECT button (to view data for months prior to September 2019, you must click on "GO TO OLD STATE AID SUMMARY PAGE" in the top left corner above the month/year selection boxes).

The summary will display the number of hours claimable for state aid and the total amount due for those hours, plus/minus any adjustments (such as prior month revisions), plus any remaining allocation amount added to your request.

NOTE: This page will only display once a payment for the chosen month has been processed by DESE.

Go to old State Aid Summary page

Payment Month
December

Payment Year
2019

Select

Number of Certified Employees: 20
Total Wages Paid to Certified Employees: \$5,469.12
Average Hourly Wage: \$3.32

	Hours Worked	Amount
Approved Regular Hours	1647:00	\$5,764.50
Vocational Training Hours	00:00	\$0.00
Hours Over Maximum	00:00	\$0.00
Total Hours	1647:00	\$5,764.50
Adjustments		\$2,646.00
October Revision	\$2646	
Total State Aid		\$8,410.50
Remaining Allocation		\$1,479.72
Total Payment		\$9,890.22

Certificate of Authority Renewal

Your Certificate of Authority expires 4 months after the end of your fiscal year and you must submit the documents listed below by the due date each year in order to renew your certificate. Your due date is the expiration date of your current certificate and can also be found on the Contact Information page. All instructions and documents necessary to renew your Certificate of Authority can also be found on our website at <https://dese.mo.gov/special-education/sheltered-workshops/renewal-certificate-authority>.

Information and documents required to renew your Certificate of Authority:

- A prepared budget for the current fiscal year (manually entered into the system by the workshop),
- A listing of board members; including names, addresses, offices held, telephone numbers, and expiration dates of terms of office (manually entered into the system by the workshop),,
- A listing of management and supervisory staff; including positions, normal work locations, and length of service (manually entered into the system by the workshop),
- [Official signature sheet](#) (uploaded into the system by the workshop),
- Signed [assurance of compliance form](#) (uploaded into the system by the workshop),
- Copy of CURRENT Department of Labor 14C US-DOL Commensurate Wage Certificate(uploaded into the system by the workshop),
- Audit of the previous fiscal year ((uploaded into the system by the workshop and MUST clearly identify the following):
 - ✓ Gross Contract Sales
 - ✓ Cost of Goods Sold: Material Costs, Direct Labor, Certified Employee Wages, Staff Wages, and Administrative Wages
 - ✓ DESE Income
 - ✓ SB-40 Income

To submit the required documents, choose the appropriate fiscal year to view the submission checklist then click on the hyperlink of the section you want to complete.

- Home
- Contact Information
- Employee Pre-Application Assignment
- Awaiting Certification
- Employees
- Daily Attendance
- State Aid Request
- Payment
- Certificate of Authority Renewal
- Certificate of Authority Approval
- Maintenance
- Message Board
- Report Menu
- FAQs
- DESE Web Application Menu
- Logon/Logoff

AUDIT AND RENEWAL AUTHORITY SUBMISSION



Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year | 2018 (July 1, 2017 - June 30, 2018) |

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	10/31/2018	Complete and submit
Audit Uploads	Not completed	10/31/2018	Complete and submit
Contact Page	Needs Review.		Review and Save Contact Information.

NOTE: You do not have to submit everything at once, you just have to have everything in the checklist completed before you will be able to submit.

Certificate of Authority Renewal RENEWAL AUTHORITY

The Renewal Authority link will take you to a page where you will enter your budget and upload your Signature Sheet, Assurance of Compliance, and Commensurate Wage Certificate.

Check the box to update/enter your budget, enter the effective dates, enter your budget information and click the SAVE button at the bottom of the budget grid.

RENEWAL AUTHORITY

Complete the following section to initiate the certification process. After you complete each of the following sections, click the "Save" button to update your Workshop Contact Information. Your submission will not be complete until you've updated the Contact Information page.

BUDGET INFORMATION SECTION

ACTUAL PRIOR YEAR	
<input checked="" type="checkbox"/> Check the box to update Actual Budget	
Fiscal Year: 2019 Actual Budget last updated date: 10/31/2019 9:18:13 AM	
Effective Dates	
Begin Date:	<input type="text" value="7/1/2018"/>
End Date:	<input type="text" value="6/30/2019"/>
Income	
State Aid	<input type="text" value="58,478.00"/>
Local Aid	<input type="text" value="247,000.00"/>
Business Income	<input type="text" value="3,795.00"/>
Grants	<input type="text" value="0.00"/>
Total Income	309,273.00
Expenses	
Salaries	
Executive/Manager Salary	<input type="text" value="49,846.00"/>

PROJECTED YEAR	
<input type="checkbox"/> Check the box to update Projected Budget	
Fiscal Year: 2020 Projected Budget last updated date: 10/31/2019 9:18:21 AM	
Effective Dates	
Begin Date:	<input type="text" value="7/1/2019"/>
End Date:	<input type="text" value="6/30/2020"/>
Income	
State Aid	<input type="text" value="130,000.00"/>
Local Aid	<input type="text" value="300,000.00"/>
Business Income	<input type="text" value="90,000.00"/>
Grants	<input type="text" value="10,000.00"/>
Total Income	530,000.00
Expenses	
Salaries	
Executive/Manager Salary	<input type="text" value="49,846.00"/>

Below the budget section you will upload your Official Signature Sheet, Assurance of Compliance form, and US DOL 14c Commensurate Wage Certificate (follow the instructions on the pages to complete the uploads).

NOTE: There is a link to the Official Signature Sheet and Assurance of Compliance forms on this page. They can also be found on our website at <https://dese.mo.gov/special-education/sheltered-workshops/renewal-certificate-authority>.

Certificate of Authority Renewal AUDIT UPLOADS

The Audit Uploads link will take you to a page where you will upload your audit.

AUDIT AND RENEWAL AUTHORITY SUBMISSION



Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	10/31/2018	Complete and submit
Audit Uploads	Not completed	10/31/2018	Complete and submit
Contact Page	Needs Review.		Review and Save Contact Information.

Click the BROWSE button, select the appropriate file, and click ATTACH FILE.

AUDIT DATA UPLOAD

Click the "Browse" button to upload your audit data. You may add multiple attachments by clicking the "Add Attachment" button. All attachments must be PDF documents.

Audit Year: 2018

NOTE: All files must be PDF, and multiple files must be uploaded separately by clicking BROWSE and ATTACH FILE for each file.

Certificate of Authority Renewal CONTACT PAGE

The Contact Information page must be updated at least within 30 days prior to the submission of your renewal documents. You may either access the Contact Information page directly from the left navigation menu or by clicking on the Contact Page link in the checklist.

AUDIT AND RENEWAL AUTHORITY SUBMISSION



Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Not completed	10/31/2018	Complete and submit
Audit Uploads	Not completed	10/31/2018	Complete and submit
Contact Page	Needs Review.		Review and Save Contact Information.

Submit

NOTE: Once an item on the checklist is completed, the "Action to be Taken" column will update to "No Action Necessary".

NOTE: Once all checklist items are completed the SUBMIT button will be activated for you to click to submit your renewal documents to DESE for processing.

Certificate of Authority Renewal DOCUMENTS

Once your Certificate of Authority has been issued, it along with any supporting documentation will be available at the bottom of the Certificate of Authority Renewal page under DOCUMENTS.

AUDIT AND RENEWAL AUTHORITY SUBMISSION



Select the applicable year from the 'Fiscal Year' drop down box to view current or prior year information. For the current year, click the hyperlink to complete each portion of the renewal authority process and then click submit.

Fiscal Year

CHECK LIST	STATUS	DUE DATE	ACTION TO BE TAKEN
Renewal Authority	Certified	10/31/2019	
Audit Uploads	Certified	10/31/2019	
Contact Page	Needs Review.	11/21/2019	Review and Save Contact Information.

Documents

DOCUMENT NAME	DATE ISSUED	COMMENT
Certificate of Authority Letter	10/31/2019	APPROVED AND ISSUED DAN
Certificate of Authority	10/31/2019	

*NOTE: In order to print your Certificate of Authority you must ensure that your pop-up blockers are turned off as the certificate will open in a new browser window. You will also need to save/download the certificate as a PDF and print directly from the saved PDF, NOT from the browser window.

