

EMPLOYERS:

Quest will keep a history of all employers for this person.

FROM THE MENU: Person, Employers

ADD

<u>From date</u>	<u>Employer</u>	<u>Status</u>	<u>Status date</u>	<u>Income</u>
Add a new employer				
5/19/2003	Fort Wayne Community Schools	Employed	5/19/2003	\$9.82
	Miami Middle School. Also receives \$250/mo SS. \$552/mo FS.			

FROM THE PERSON DETAIL:

ADD

Employers	Add
5/19/2003 - Fort Wayne Community Schools; Employed as of 5/19/2003	
Miami Middle School. Also receives \$250/mo SS. \$552/mo FS.	

Add a new employer:

- **From Date:** Date employment started.
- **Employer:** You will need to click on Get Employer Name button and do a name search. Businesses are listed in the Last Name section.
[How do I add a name?](#)
- **Status:** Select the appropriate choice.
- **Status Date:** This is the date of the status. If the person gets fired from this job, we don't delete the job, we change the status from "employed" to "fired," and the status date is the date they were fired.
- **Income:** Enter the income. This can be annual, hourly or whatever your jurisdiction decides to track.
- **Notes:** Put any comments about employment or other sources of income.

Employer detail
Porsha Nicole Ware (File# 193080)
Please note that asterisks (*) indicate required fields.

From date:	<input type="text"/>
Employer:*	<input type="button" value="Get employer name"/>
Status:*	<input type="text" value="- Select -"/>
Status date:	<input type="text"/>
Income:	<input type="text" value="\$0.00"/>
Notes:	<input type="text"/>

Click on the UPDATE button or press ALT+U to save your changes.