

PBJ Employee Data

Training Outline: Module 6

PBJ Login

Add Employee Data

Edit Employee Data

Delete Employee Data

QTSO Help Desk Support

PBJ Login

To log into the PBJ system, select the PBJ Submissions link and the QIES National System Login page displays.

If you are unable to login you can go to the QIES User Maintenance application to reset your User ID/Password.

Enter your QIES User ID in the User ID field.

Enter the password for your QIES User ID.

Select the Login button and the U.S. Government-Authorized Use Only pop-up window is presented. Review the contents of the window.

Select the OK button and the PBJ Home page is presented.

Add Employee Data

Under the Data Entry section select the Employee Data option.

The Manual Employee Data Entry screen will be displayed.

You can choose to see Terminated Employees in the employee list by selecting the Include Terminated Employees checkbox.

Select the Facility from the dropdown to view the corresponding Employee List.

The Employee List page will be displayed.

To add a new employee, select the Add New Employee option.

The Add New Employee page will display.

All fields marked with an asterisk will be required.

After all required fields are filled out select the Save New Employee button.

A confirmation message will be displayed confirming the employee record has been saved.

Edit Employee Data

If you need to edit existing employee information, go to the Employee List and select Edit.

After you have made the correction select the Save Changes button.

Delete Employee Data

If you need to delete an existing employee you can go to the Employee List and select Delete. Only employees without staffing hours saved can be deleted.

Training Progression

Following completion of this recorded training module, please view Module 7 “Staffing Data”. Please note: You can perform a combination of manual data entry and XML submissions.

QTSO Help Desk Support

If you require assistance with the PBJ submission system, contact the QTSO Help Desk by:

Phone at (800) 339-9313

E-mail at help@qtso.com