PBJ Staffing Data

Training Outline: Module 7

- PBJ Login
- Add Staffing Data
- Edit Staffing Data
- Delete Staffing Data
- Training Progression
- 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 Staffing Data

Under the Data Entry section Select the Staffing Hours Data option.

The Manual Staffing Hours Data Entry screen will be displayed.

Select the Facility that corresponds to the Staffing Data.

Select the Federal Fiscal Quarter that corresponds to the Staffing Data.

Select the Calendar Date that corresponds to the Staffing Data.

Search for the Employee ID that needs staffing hours added. The search function is a ‘smart search’ which means you could enter in the entire employee id or just a partial search. For example you could search for all employee id’s that have the number 1 in them.

The default number of employees displayed is 10. You can change the amount of employees you view at a time by selecting the View option and changing the value. You may also use the page functionality to navigate your employee list.

Select the Employee ID in the Staffing Details section.

Select the Labor Category/Job Title code from the dropdown list.

Enter the staffing hours for the employee.

If the employee has multiple job titles you can add additional job titles by selecting the plus sign next to the Add New Work Entry button. Providers do not need to split time of employees who may perform multiple duties throughout the day. Rather, providers are to report an employee's primary role each day. Providers may report multiple job titles for employees on separate days.

You will then Select the Labor Category/Job Title code from the dropdown list and enter the staffing hours for the employee for their second job title.

Edit Staffing Data

To update hours that have been entered you can highlight the existing hours and enter the correct hours. If you need to delete hours then you can highlight the existing hours and delete them out. This will update the hours for that day/job code to zero.

After you have entered staffing hours you will select the Save Changes button on the bottom of the staffing hours screen.

Delete Staffing Data

If you need to delete additional job titles you can select the red X if the changes haven't been saved. If the changes have been saved the red x is no longer available. If you need the job title removed you can leave it blank and it will automatically drop off after one week if no hours have been saved to that specific job title.

Training Progression

Following completion of this recorded training module, please view Module 8 "Census 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 system, contact the QTSO Help Desk by:

Phone at (800) 339-9313

E-mail at help@qtso.com