



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

**WORKFORCE  
DEVELOPMENT**

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# **Reporting Work Registration on the One-Stop Management Information System Information Guide**

**Operations Division  
Data Performance & Reporting  
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## Background

Individuals filing for Unemployment Insurance (UI) benefits in Michigan are, in most instances, required to Register for Work. Registering for Work involves creating a profile on the Pure Michigan Talent Connect (PMTTC) site and completing a meeting or appointment with a Michigan Works! Agency (MWA) representative.

Previously, as part of the Work Registration process, individuals were required to report in person to an MWA. Along with the new Remote Confidential Information Page functionality on PMTC, the Work Registration process can be completed virtually. This guide provides instruction and information related to reporting individuals to the Unemployment Insurance Agency (UIA) that have successfully completed the Work Registration requirement.

After an individual files for UI benefits they will be instructed to Register for Work (unless this requirement is waived). They will be notified the Work Registration requirement will not be satisfied until they meet with an MWA representative either in-person or virtually.

## Work Registration Module

In Wagner-Peyser, under the “Special Functions” tab, a new module is available titled “Work Registration.” The module contains three tools/functions that will be explained in this guide:

- “Wagner-Peyser Registrations Tool”
- “Manual Entry Tool”
- “Transmission Status Search”



The “Wagner-Peyser Registrations Tool” and “Manual Entry Tool” are mechanisms to transmit individuals to the UIA that completed the Work Registration requirement. These tools take the place of the previous tool, “UA/ES Registration”.



The “Transmission Status Search” allows users to search for pending and submitted transmissions to UIA.

# Wagner-Peyser

Special Functions   Dashboard   Go To

- Staff Admin
- Online Reports
- RESEA Reports
- Work Registration
  - Wagner-Peyser Registrations Tool
  - Manual Entry Tool
  - Transmission Status Search



## Reporting Work Registrations to UIA

There are three options for reporting to the UIA that an individual has Registered for Work.

- 1) Wagner-Peyser Registration screen
- 2) Work Registration Module – “Wagner-Peyser Registrations Tool”
- 3) Work Registration Module – “Manual Entry Tool”

*\*For all options above, entering and saving the “Appointment Date” transmits the individual to UIA for successful completion of the Work Registration requirement.*

Multiple submissions of the Work Registration are allowable per individual if necessary.

Contact	Personal	Disability	Veteran	Assistance	Barriers	Education	Economic Status	Special	
* Last Name: ALBA		* First Name: JESSWIOA20		MI: <input type="text"/>					
* Address: 1234 OKEMOS									
* City: OKEMOS		* State: MI		* Zip: 48864					
* County: INGHAM		* Residence MWA: 17 - Capital Area Michigan Works!							
Home Phone: <input type="text"/>		Alt. Phone: <input type="text"/>							
E-mail: <input type="text"/>									
Service Information		First Reg Date	Current Reg Date	Staff	Location				
Registration		02/25/2021	02/25/2021	MADHU GOLLU	Arbor Circle				
Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp				
Active	33	MADHU GOLLU	02/25/2021 @ 03:59:50 PM	MADHU GOLLU	02/25/2021 @ 03:59:50 PM				
UI Work Registration		Appointment Date	UIA Transmission Date	Email Receipt Sent?					
		10/19/2021							

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Wagner-Peyser

Special Functions   Dashboard   Go To

- Staff Admin
- Online Reports
- RESEA Reports
- Work Registration
  - Wagner-Peyser Registrations Tool
  - Manual Entry Tool
  - Transmission Status Search

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## Reporting Work Registrations through a Wagner-Peyser Registration

Wagner-Peyser Registration screens have additional fields at the bottom of each tab that contain the following data regarding the Work Registrations:

- “Appointment Date”
- “UIA Transmission Date”
- “Email Receipt Sent?”

Contact	Personal	Disability	Veteran	Assistance	Barriers	Education	Economic Status	Special			
* Last Name:	ATHEY	* First Name:	TEST	MI:							
* Address:	97610 MAIN STREET										
* City:	LANSING	* State:	MI	* Zip:	48910						
* County:	INGHAM	* Residence MWA:	17 - Capital Area Michigan Works!								
Home Phone:		Alt. Phone:									
E-mail:											
<b>Service Information</b>		First Reg Date	Current Reg Date	Staff	Location						
Registration		10/16/2015	01/27/2021	CHRIS Y KIRGIOS	ACSET Admin Office						
Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp						
Active	33	PAULA EKLUND	10/16/2015 @ 07:43:15 AM	SUCHITA PRIYADARSHINI	10/01/2021 @ 02:18:32 PM						
Work Registration		Appointment Date	UIA Transmission Date		Email Receipt Sent?						
		Update		Reset Form	Cancel						
Customer Profile	Registration	Enter Activities	Update Activities	UI Elig. Issues	View Wagner-Peyser	Status	Outcome	Credentials	Enter Membership Codes	View Membership Codes	Data Validation
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Welfare Part. History	WIOA Part. History					

**“Appointment Date”:** The “Appointment Date” can be entered by an MWA representative to report the individual has completed the Work Registration process. Click “Update” to save the date entered. OSMIS will transmit this information to UIA at the end of the business day.

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	PAULA EKLUND	10/16/2015 @ 07:43:15 AM	SUCHITA PRIYADARSHINI	10/01/2021 @ 02:18:32 PM
Work Registration		Appointment Date	UIA Transmission Date		Email Receipt Sent?
		10/22/2021			

**“UIA Transmission Date”:** The UIA Transmission Date will be automatically entered by the system when the Work Registration is transmitted to UIA.

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	PAULA EKLUND	10/16/2015 @ 07:43:15 AM	SUCHITA PRIYADARSHINI	10/01/2021 @ 02:18:32 PM
Work Registration		Appointment Date	UIA Transmission Date		Email Receipt Sent?
		10/22/2021	10/22/2021 @ 07:00:00 PM		Yes

**“Email Receipt Sent?”:** A “Yes” or “No” will be automatically entered by the system if a Work Registration Email Receipt was sent to the individual. Work Registration Email Receipts are sent if there is a valid email address in the Wagner-Peyser registration and the transmission to UIA has occurred. See “Automated Work Registration Email Receipt” section for more information.

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	PAULA EKLUND	10/16/2015 @ 07:43:15 AM	SUCHITA PRIYADARSHINI	10/01/2021 @ 02:18:32 PM
Work Registration		Appointment Date	UJA Transmission Date	Email Receipt Sent?	
		10/22/2021	10/22/2021 @ 07:00:00 PM	Yes	

## Reporting Work Registrations through the Work Registration Module

The previous tool “UA/ES Registration” under the Wagner-Peyser Special Functions tab has been renamed “Work Registration” and includes two links for transmitting Work Registrations to UIA:

- “Wagner-Peyser Registrations Tool”
- “Manual Entry Tool”

The screenshot shows the Wagner-Peyser system interface. At the top, there is a navigation bar with the Michigan Works! logo, user information (MILogin ID: FLYNNT, FLYNNT (33 - MWA ADMIN)+), and a Logout button. Below this is a menu with tabs: Applicant Search, Case Management, Help/Info, On Demand Reports, Special Functions, Dashboard, and Go To. The Special Functions dropdown menu is open, showing options: Staff Admin, Online Reports, RESEA Reports, Work Registration, Wagner-Peyser Registrations Tool, Manual Entry Tool, and Transmission Status Search. A red arrow points to the Manual Entry Tool option, which is also highlighted with a red box.

## Wagner-Peyser Registrations Tool

The “Wagner-Peyser Registrations Tool” allows users to locate current Wagner-Peyser customers who may be required to Register for Work. MWAs can enter an Appointment Date and Save, and the Social Security Number and Appointment Date will be transmitted to UIA at the end of the business day. This tool contains a default list of Wagner-Peyser registrations where the individual has not been reported to UIA as completing the Work Registration Requirement. The earliest registration date in the tool will be 11/1/21. The MWA can modify the default parameters.

The “Wagner-Peyser Registrations Tool” defaults to show Wagner-Peyser registration records:

- From the current user’s MWA
- Registrations from the last 10 business days

MICHIGAN 12/19/99 **WORKS!** One Stop MIS | MILogin ID: FLYNNT | FLYNNT (33 - MWA ADMIN)+ | Logout | Wagner-Peyser

Applicant Search | Case Management | Help/Info | On Demand Reports | Special Functions | Dashboard | Go To

### Wagner-Peyser Registrations Tool

Wagner-Peyser Registrations Tool Criteria

Registration Date between: Sep 01, 2020 and Oct 20, 2021 | MWA: 33 - West Michigan Works | Claimant Name: -

Registration Date between: 09/01/2020 and 10/20/2021 | MWA: 33 - West Michigan Works | Claimant Name like:  | Search

If unable to find Claimant, use the Work Registration [Manual Entry Tool](#) to submit the SSN to UIA

Showing 1 to 50 of 131 entries | First Previous 1 2 3 Next Last | Search:

Row#	Claimant Name	Registration Date	Birth Date	MWA	SSN	Appointment Date	Action
1	ABRAMCZYK, TEST P.	12/23/2020	05/24/1982	33	xxx-xx-5232	<input type="text"/>	<a href="#">Go to Reg.</a>
2	ADKINS, TEST R.	12/23/2020	11/14/1985	33	xxx-xx-2595	<input type="text"/>	<a href="#">Go to Reg.</a>
3	ALEXANDER, TEST L.	01/27/2021	05/27/1973	33	xxx-xx-4026	<input type="text"/>	<a href="#">Go to Reg.</a>
4	ATHEY, TEST	01/27/2021	05/05/1980	33	xxx-xx-0340	<input type="text"/>	<a href="#">Go to Reg.</a>
5	AUE, TEST	01/27/2021	10/03/1956	33	xxx-xx-8523	<input type="text"/>	<a href="#">Go to Reg.</a>
6	AUGUSTINE, TEST	03/19/2021	10/15/1980	33	xxx-xx-9803	<input type="text"/>	<a href="#">Go to Reg.</a>
7	BARNER, CARLTIN	04/01/2021	09/26/1990	33	xxx-xx-4501	<input type="text"/>	<a href="#">Go to Reg.</a>

**Registration Date:** Users can modify the Registration Date to any date range within the prior 10 business days.

Wagner-Peyser Registrations Tool

Wagner-Peyser Registrations Tool Criteria

Registration Date between: Sep 01, 2020 and Oct 20, 2021 | MWA: 33 - West Michigan Works | Claimant Name: -

Registration Date between: 09/01/2020 and 10/20/2021 | MWA: 33 - West Michigan Works | Claimant Name like:  | Search

**MWA:** Users can search in any MWA to locate a specific individual, including out-of-state records (listed as MWA 98).

Wagner-Peyser Registrations Tool

Wagner-Peyser Registrations Tool Criteria

Registration Date between: Sep 01, 2020 and Oct 20, 2021 | MWA: 33 - West Michigan Works | Claimant Name: -

Registration Date between: 09/01/2020 and 10/20/2021 | MWA: 33 - West Michigan Works | Claimant Name like:  | Search

**Claimant Name like:** Users can search for an individual by entering the Last Name, or Last Name and First Name (example, enter *Smith*, or *Smith, John*). When using this field, the system will look across all MWAs by default.

Wagner-Peyser Registrations Tool

Wagner-Peyser Registrations Tool Criteria

Registration Date between: Sep 01, 2020 and Oct 20, 2021 | MWA: 33 - West Michigan Works | Claimant Name: -

Registration Date between: 09/01/2020 and 10/20/2021 | MWA: 33 - West Michigan Works | Claimant Name like:  | Search

Enter the "Appointment Date" for all applicable individuals and click the Save button at the bottom of the page. The "Appointment Date" field will accept any date in the previous 24 calendar days from the current date.

The user will receive a confirmation message. OSMIS will transmit this information to UIA at the end of the business day.

**Informational Message**

- A total of 3 Work Registration records have been successfully saved to the database.

## Manual Entry Tool

The Manual Entry Tool works similarly to the previous "UA/ES Registration" tool, with added functionality.

Row#	Social Security Number	Appointment Date
1.	123-45-6789	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>

Enter the "Social Security Number" and "Appointment Date." The "Appointment Date" field will accept any date in the previous 24 calendar days from the current date.

Click the Submit button to save the record. An informational message will appear confirming the data has been saved. OSMIS will transmit this information to UIA at the end of the business day.

**Informational Message**

- A total of 1 Work Registration records have been successfully added to the database.

## **Linking to Wagner-Peyser Registrations**

If the Social Security Number matches more than one Wagner-Peyser registration, a warning message will display asking the MWA to confirm which record should be linked to the Work Registration (or to decline linking to any Wagner-Peyser record).

If the Social Security Number does not match any Wagner-Peyser registration within the last 90 days, a message will display indicating that OSMIS is unable to link the Social Security Number to a Wagner-Peyser registration. The MWA will be provided a link to create a new Wagner-Peyser registration or the MWA can confirm to proceed without creating a registration (a Work Registration Email Receipt will not be sent to the individual).

MWAs are advised to use the “Wagner-Peyser Registrations Tool” for reporting Work Registrations. Otherwise, when using the “Manual Entry Tool”, link the Work Registration to a Wagner-Peyser registration.

## Transmission Status Search

The “Transmission Status Search” allows users to search for individuals who have completed the Work Registration requirement and are either pending a transmission to UIA or the transmission has been completed. The results will only show individuals for which a Wagner-Peyser registration has been linked to the Work Registration. The only instances for which Wagner-Peyser registrations are not linked to a Work Registration occur when the Social Security Number matches with more than one Wagner-Peyser registration, or the Social Security Number does not match with any Wagner-Peyser registration within the last 90 days. See the previous section “Linking to Wagner-Peyser Registrations” for more detail.

The “Transmission Status Search” contains the following selection criteria options:

- “Current Registration Begin Date”
- “Current Registration End Date”
- “Work Registration Status”
- “MWA”
- “Claimant Name”



The screenshot shows the "Transmission Status Search" form within the Michigan Works! One Stop MIS system. The header includes the Michigan Works! logo, the user's MILogin ID (FLYNNT), and their role (FLYNNT (33 - MWA ADMIN)+) with a Logout button. A navigation bar contains buttons for Applicant Search, Case Management, Help/Info, On Demand Reports, Special Functions, Dashboard, and Go To. The Wagner-Peyser logo is also present in the top right.

The search form itself is titled "Transmission Status Search" and contains the following fields:

- \* Current Registration Begin Date: 09/01/2020 (with a calendar icon)
- \* Current Registration End Date: 10/20/2021 (with a calendar icon)
- \* Work Registration Status: Pending transmission to UIA (dropdown menu)
- \* MWA: 33 - West Michigan Works (dropdown menu)
- Claimant Name: (text input field)

At the bottom of the form are "Submit" and "Reset Form" buttons.

**“Current Registration Begin Date”** – This field defaults to 10 calendar days prior to the current date. Enter the desired begin date of the Registration date range. The earliest date that can be entered is 11/1/20.

**“Current Registration End Date”** – This field defaults to the current date. Enter the desired end date of the Registration date range.

**“Work Registration Status”** – Select “Pending transmission to UIA” (entered in OSMIS but awaiting transmission) or “Transmitted to UIA” (successfully transmitted to UIA).

**“MWA”** – This field defaults to the user’s MWA. All MWAs can be chosen in addition to MWA 98 which represents out-of-state individuals.

**“Claimant Name”** – This field is optional and can be used to search for a specific individual. The user can enter the Last Name alone, or Last Name, First Name (separated by a comma).

# Automated Work Registration Email Receipt

OSMIS will generate a Work Registration Receipt and send to individuals who are reported to UIA as completing the Work Registration process. The email will contain the individual's name, Work Registration Appointment Date, and Date Transmitted to UIA. Individuals should be encouraged to save the email as documentation of completing the Work Registration requirement.

Sample Work Registration Email Receipt:

  
STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

GRETCHEN WHITMER  
GOVERNORSUSAN CORBIN  
DIRECTOR

<b>Claimant Name</b>	Last Name, First Name		
<b>Work Registration Appointment Date</b>	10/06/2021	<b>Date Transmitted to UIA</b>	10/18/2021 @ 07:42:01 PM

You have successfully completed the Register for Work process. Registering for work connects you to the reemployment experts. Your next steps include completing the weekly work search and bi-weekly certification to receive benefits. More information can be found at [www.michigan.gov/uia](http://www.michigan.gov/uia).

**Actively Search for Work Every Week and Inform the Unemployment Insurance Agency (UIA) of Your Work Search Activities**

You are required to actively seek work and report at least one weekly work search activity during your bi-weekly certification for benefits. Your benefits will not be paid until you report your work search activity for the week to UIA.

- Enter your work search activity in your Michigan Web Account Manager (MiWAM) account at [www.michigan.gov/uia](http://www.michigan.gov/uia).

OR

- Certify with the Michigan Automated Response Voice Interactive Network (MARVIN) by calling 1-866-638-3993. After completing the automated questions, you must stay on the line to be connected with a UIA agent to provide your work search information for each week. You must provide your work search activity for each week prior to benefits being released.

To avoid a delay in your certification processing by holding for an agent, you can complete your certifications online through your MiWAM account.

For assistance with completing your work search activities, you may reconnect with the reemployment experts at the Michigan Works! Agency nearest you, by calling 1-800-285-WORK (9675) or go online to [www.michiganworks.org](http://www.michiganworks.org).

If you have questions about your Unemployment Benefits or need further assistance, you may contact the UIA through your MiWAM account or by calling 1-866-500-0017.

*This is an automated message. Please do not respond or reply to this message.*

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Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
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The email will be sent to the email address on file on the Wagner-Peyser registration screen. The email will be sent from “Work Registration Email Receipt – [OSMISNoReply@michigan.gov](mailto:OSMISNoReply@michigan.gov)” and will have the subject of “Receipt for Work Registration”. Individuals should not reply to the sender but should follow the instructions on the email for any questions.

Receipt for Work Registration

 Work Registration Email Receipt <OSMISNoReply@michigan.gov>  
To

 Reply  Reply All  Forward 

Wed 10/20/2021 2:52 PM

## **Additional Information**

### **Application Express (APEX)**

The Work Registration Appointment Date will be available in APEX. The UIA Transmission Date will not be available, but transmission data can be accessed using the Transmission Status Search tool.

### **Correction of Data Submitted to UIA**

If an incorrect Social Security Number or Appointment Date is submitted to the UIA from the “Manual Entry Tool” on the Work Registration Module, or if an incorrect Appointment Date is submitted to the UIA in any of the three transmission options, utilize the “Manual Entry Tool” on the Work Registration Module to enter the correct Social Security Number and/or Appointment Date.