

Submitting ODFJS File

- 1. Generate the ODJFS Report for verification purposes.
 - Go to the Reports Tab and choose ODJFS Reporting/ODJFS Report
 - Select appropriate year
 - Select appropriate quarter

1st Quarter (January - March)

2nd Quarter (April - June)

3rd Quarter (July - September)

4th Quarter (October - December)

- Select sort option
 - Employee ID
 - Employee Name
- Click Generate Report
- Verify information is accurate. Can be run as many times as necessary until all information is correct.

- 2. Create submission file.
 - Select appropriate year
 - Select appropriate quarter

1st Quarter (January - March)

2nd Quarter (April - June)

3rd Quarter (July - September)

4th Quarter (October - December)

- Select sort option
 - Employee ID
 - Employee Name
- Transmitter's Name - will automatically populate from System/Configuration/ODJFS Configuration
- Transmitter's Phone Number - will automatically populate from System/Configuration/ODJFS Configuration
- Transmitter's Phone Extension - will automatically populate from System/Configuration/ODJFS Configuration
- Transmitter's Email - will automatically populate from System/Configuration/ODFJS Configuration
- Click Generate Submission File
- Save file to your computer

ODJFS Report Options

Save and Recall:

Year: *

Quarter: *

Sort By: *

The fields below are used only when generating a submission file:

Transmitter's Name:

Transmitter's Phone Number:

Transmitter's Phone Extension:

Transmitter's Email:

3. Submit file to [The Source](#) (Ohio Department of Job and Family Services) using the file

type of ICESA.