

Adults Quick Guide

Employment Status

Where known, a person's employment status should be recorded on their Mosaic record. This is essential for Learning Disabilities (LD) cases as is required for statutory reporting purposes.

A current employment status can be viewed within the **Demographic information** section on the **Person summary** screen.

Viewing and Recording an Employment Status

To view or record an employment status:

- Click **Person details > Employment status** in the extended sidebar menu

The **Employment status** screen displays.

An ended (historic) employment status will have an 'End Date' within the **Status History** table and current employment status will not.

- Click the **Add** button

The **Add employment status** screen displays.

Complete the fields on the screen.

- 'Start Date' and 'Employment Status' are both mandatory.
- 'End Date' should only be completed when ending an employment status.
- Click the **Save** button

The **Employment status** screen displays.

- Click the **OK** button to return to the **Person summary** screen

Ending and Updating an Employment Status

To end or update an employment status:

- Click **Person details > Employment status** in the extended sidebar menu

The **Employment status** screen displays.

- Click the **Edit Pencil** icon 

The **Amend employment status** screen displays

Edit the fields on the screen as necessary.

To end an employment status you must record a date in the 'End Date' field.

- Click the **Save** button

The **Employment status** screen displays.

- Click the **OK** button to return to the **Person summary** screen