



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

JOBS REPORTING DATABASE COLLECTION

EXTERNAL USERS ACCESS

FOR

CONSULTANTS AND OTHER PROFESSIONALS

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ABOUT JRDC

The New Jersey Schools Development Authority (NJSDA) Jobs Reporting Database Collection System was created for the NJSDA to track and report information concerning workforce composition of all Consultants and Other Professionals contracted for NJSDA projects.

The application itself is a constantly evolving tool; occasionally the process is enhanced to provide for more efficient data entry and access. As changes are implemented, users will be notified of the changes and their impact upon specific processes.

CONSULTANTS AND OTHER PROFESSIONAL'S ROLE IN THE JRDC

On a monthly basis, Consultants and Other Professionals are required to file on-line job reporting information, which details actual workforce composition statistics for the previous month. The Consultants or Other Professional files this form online, with the data going directly into the JRDC system.

ACCESS AND LOGIN

The JRD is a Web-based application with the following requirements:

- Microsoft™ Internet Explorer version 5.0 (version 5.5 or higher is preferred)
- Access to the Internet
- A valid User login ID and Password for the JRDC Program

(If you do not yet have a JRDC Login and Password, see page 4 for directions to create a JRDC Account.)

No other software is required

The URL to access the Login screen is:

<https://www.njsda.gov/jrdc/login.aspx>

CONTACT SUPPORT

JRDC Helpdesk E-mail

jrdchelpdesk@njsda.gov

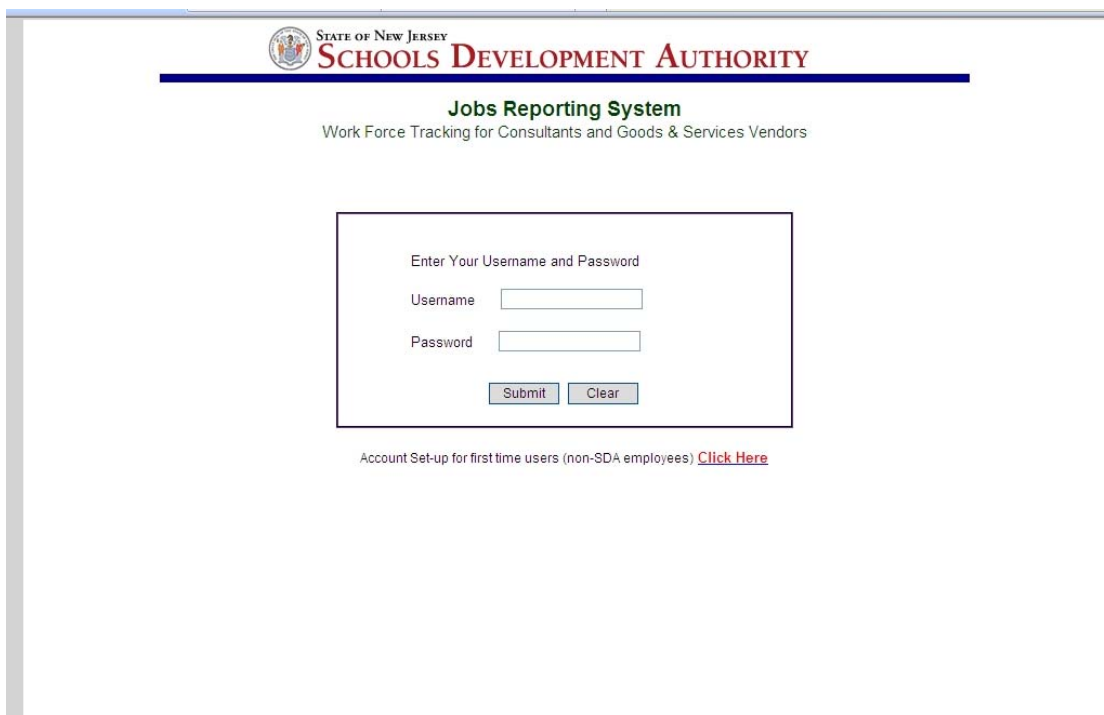
JRCD Helpdesk Phone

609.292.1680

CREATING A USER NAME AND PASSWORD

First time users will need to create a User Name and password to access the JRDC System.

1. Select [Click Here](#) to view first time user window



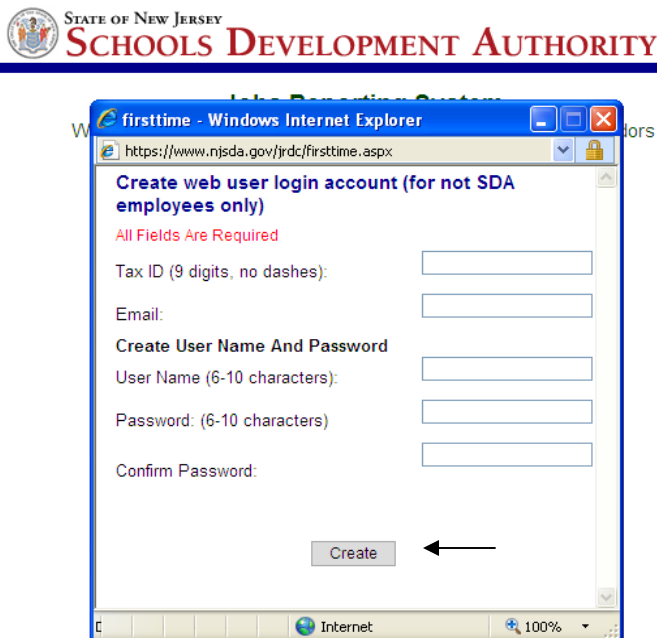
The screenshot shows the login page for the Jobs Reporting System. At the top, there is the State of New Jersey logo and the text "SEATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY". Below this is the title "Jobs Reporting System" and the subtitle "Work Force Tracking for Consultants and Goods & Services Vendors". The main content area contains a form titled "Enter Your Username and Password" with two input fields: "Username" and "Password". Below the fields are two buttons: "Submit" and "Clear". At the bottom of the form area, there is a link: "Account Set-up for first time users (non-SDA employees) [Click Here](#)".

2. Enter the following

- a. *Tax (federal) ID number*
- b. *Email* (the person who is the administrator or a general e-mail for the company)
- c. *User Name* (created by the administrator)
- d. *Password* (created by the administrator)

Note: The administrator is typically the individual who will do the data entry.

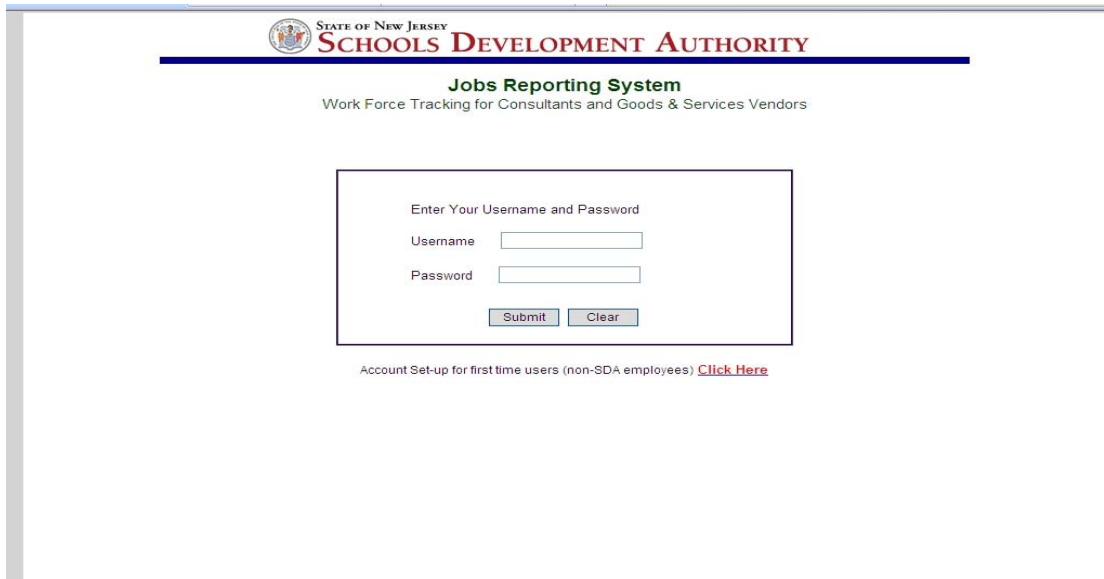
3. Select *Create*



User Name and Password are now created for Log-in.

MONTHLY RECORD DATA ENTRY

1. Enter *User Name* and *Password* to Log-in



The screenshot shows the login page for the Jobs Reporting System. At the top, it features the State of New Jersey logo and the text "STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY". Below this is the title "Jobs Reporting System" and the subtitle "Work Force Tracking for Consultants and Goods & Services Vendors". The main content area contains a box with the heading "Enter Your Username and Password". Inside this box are two input fields: "Username" and "Password", each followed by a text input box. Below the input fields are two buttons: "Submit" and "Clear". At the bottom of the page, there is a link: "Account Set-up for first time users (non-SDA employees) [Click Here](#)".

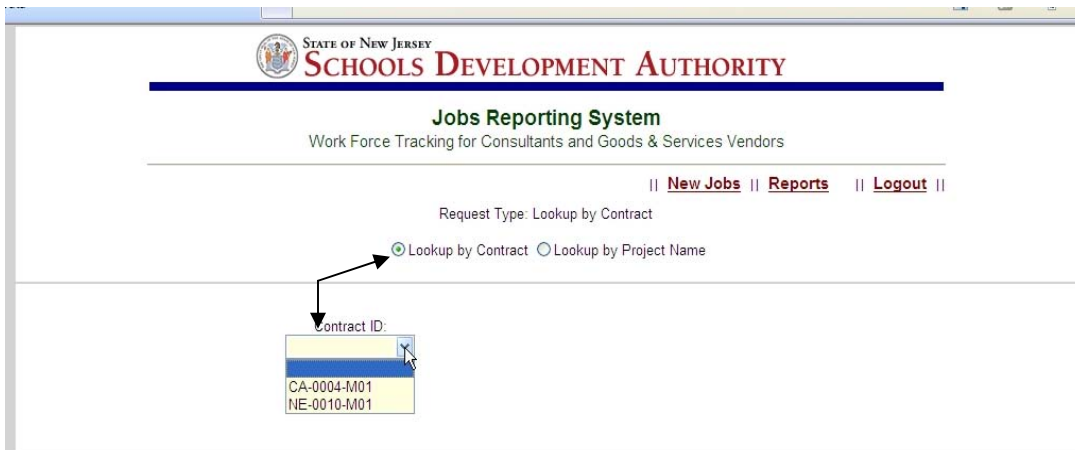
Job Reporting System screen will open, Select *New Jobs*



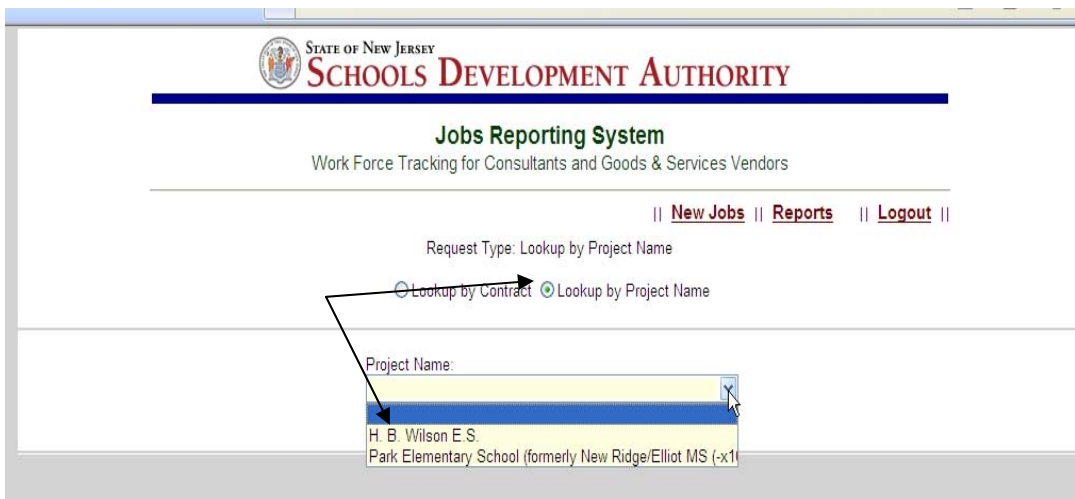
The screenshot shows the main menu of the Jobs Reporting System. It features the same header as the login page: "STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY" and "Jobs Reporting System" with the subtitle "Work Force Tracking for Consultants and Goods & Services Vendors". Below the header, there is a horizontal line and a menu bar with three items: "New Jobs", "Reports", and "Logout", each preceded and followed by double vertical bars. An arrow points to the "New Jobs" link.

2. Open record for entry by selecting either *Lookup by Contract* or *Lookup by Project Name*

By Contract



By Project



3. After selecting Contract/ Project Name for entry, Select *Enter Job Counts* to open data entry screen

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Jobs Reporting System
Work Force Tracking for Consultants and Goods & Services Vendors

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Request Type: Lookup by Contract

Lookup by Contract Lookup by Project Name

Hill International, Inc.

Contract ID: NE-0010-M01 Project Name: Park Elementary School (formerly New Ridge/Elliot MS (-x10))

→ Enter Job Counts

4. Data entry window will open, select *month* and *year*

|| [New Jobs](#) || [Reports](#) || [Logout](#) ||

Contract #: NE-0010-M01
Project Name: Park Elementary School (formerly New Ridge/Elliot MS (-x10)) School District: Newark Contact Fax: (856) 810-4082
Company Name: Hill International, Inc. Contact Name: Stuart Richter Contact Phone #: (856) 810-6290
Email address: agilfillan@njsda.gov [Edit Email](#)
Select month and year: Jul 2009 Check if this is the last submission for this contract / project

ENTER JOB COUNTS BELOW

Total Primary Employees	1	0	0
Woman Primary		0	
Minority Primary		0	
Total Support Employees	4	2	2
Women Support		2	
Minority Support		2	
Sub-Contract Total Employees	13	5	2
Woman Sub-Contract		5	
Minority Sub-Contract		2	
Total Jobs	18		
Total Woman	7		
Total Minority	4		

Sub-Consultants: Test Company 1 Test Company 2

Date: (the data acquired) 8/7/2009 Name: (the person who acquired the data) TonyGi

Clear Screen Continue with Save Exit

5. Enter the following:

- a. *Total Primary Employees* (tab to enter Woman Primary and Minority Primary)
- b. *Total Support Employees* (tab to enter Women Support and Minority Support)
- c. *Total Sub-Contract Employees* (tab to enter Woman Sub-Contract and Minority Sub-Contract)

NOTE: Woman Employees are Woman ONLY. Women are not counted as minority and woman (i.e. a Hispanic Woman is counted as a woman only and is not to be included in the minority count).

d. *Enter Sub-Consultants*

NOTE: If current month's submission is the last for this contract, place a check box where indicated

6. Select *Continue with Save*

7. Select *Save into Database* to save

Work Force Tracking for Consultants and Goods & Services Vendors

|| [New Jobs](#) || [Reports](#) || [Logout](#) ||

Please confirm the following data you just entered are correct.
Use the "Back" button to go back to the data entry page to make changes.
Click "Save into Database" button to save data.

Contract #:	NE-0010-M01
Project Name:	Park Elementary School (formerly New Ridge/Elliot MS (-x10))
Company Name:	Hill International, Inc.
School District:	Newark
Contact Name:	Stuart Richter
Contact Fax:	(856) 810-4082
Contact Phone #:	(856) 810-6290
Email:	agilfillan@njsda.gov
Month and Year	07/2009
Last submission for this contract / project	N
Total Primary Employees	1
Woman Primary	0
Minority Primary	0
Total Support Employees	4
Women Support	2
Minority Support	2
Sub-Contract Total Employees	13
Woman Sub-Contract	5
Minority Sub-Contract	2
Total Jobs	18
Total Woman	7
Total Minority	4
The date data acquired	8/7/2009
The person acquired data	TonyGi

Consultants

Test Company 1
Test Company 2

Back Save into Database

Record is saved

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Jobs Reporting System
Work Force Tracking for Consultants and Goods & Services Vendors

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Please confirm the following data you just entered are correct.
Use the "Back" button to go back to the data entry page to make changes.
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Project Name:	Park Elementary School (formerly New Ridge/Elliot MS (-x10))
Company Name:	Hill International, Inc.
School District:	Newark
Contact Name:	Stuart Richter
Contact Fax:	(856) 810-4082
Contact Phone #:	(856) 810-6290
Email:	agilfillan@njsda.gov
Month and Year	07/2009
Last submission for this contract / project	N
Total Primary Employees	1
Woman Primary	0
Minority Primary	0
Total Support Employees	4
Women Support	2
Minority Support	2
Sub-Contract Total Employees	13
Woman Sub-Contract	5
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Total Jobs	18
Total Woman	7
Total Minority	4
The date data acquired	8/7/2009
The person acquired data	TonyGi

MODIFYING A RECORD

If errors were made during entry, select *Back* to return to the previous data entry page. Make corrections and *Continue with Save*.

Work Force Tracking for Consultants and Goods & Services Vendors

|| [New Jobs](#) || [Reports](#) || [Logout](#) ||

Please confirm the following data you just entered are correct.
Use the "Back" button to go back to the data entry page to make changes.
Click "Save into Database" button to save data.

Contract #:	NE-0010-M01
Project Name:	Park Elementary School (formerly New Ridge/Elliot MS (-x10))
Company Name:	Hill International, Inc.
School District:	Newark
Contact Name:	Stuart Richter
Contact Fax:	(856) 810-4082
Contact Phone #:	(856) 810-6290
Email:	agilfillan@njsda.gov
Month and Year	07/2009
Last submission for this contract / project	N
Total Primary Employees	1
Woman Primary	0
Minority Primary	0
Total Support Employees	4
Women Support	2
Minority Support	2
Sub-Contract Total Employees	13
Woman Sub-Contract	5
Minority Sub-Contract	2
Total Jobs	18
Total Woman	7
Total Minority	4
The date data acquired	8/7/2009
The person acquired data	TonyGi

Consultants

Test Company 1
Test Company 2

→

REPORTS

1. Select Reports

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Work Force Tracking for Consultants and Goods & Services Vendors

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Please confirm the following data you just entered are correct.
Use the "Back" button to go back to the data entry page to make changes.
Click "Save into Database" button to save data.

Contract #: **NE-0010-M01**
Project Name: **Park Elementary School (formerly New Ridge/Elliot MS (-x10))**
Company Name: **Hill International, Inc.**
School District: **Newark**
Contact Name: **Stuart Richter**
Contact Fax: **(856) 810-4082**
Contact Phone #: **(856) 810-6290**
Email: **agilfillan@njsda.gov**
Month and Year: **07/2009**
Last submission for this contract / project: **N**
Total Primary Employees: **1**
Woman Primary: **0**
Minority Primary: **0**
Total Support Employees: **4**
Women Support: **2**
Minority Support: **2**
Sub-Contract Total Employees: **13**
Woman Sub-Contract: **5**
Minority Sub-Contract: **2**
Total Jobs: **18**
Total Woman: **7**
Total Minority: **4**
The date data acquired: **8/7/2009**
The person acquired data: **TonyGi**

2. Select *All* or,

Summary Report - Windows Internet Explorer
http://10.1.2.11/jrtd/SummaryRp.aspx

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All By Year and Month

School District	School Project	Project #	Vendor Name	Year	Month	Primary Total	Primary Women	Primary Minority	Support Total	Support Women	Support Minority	Sub-Consultant Total	Sub-Consultant Women	Sub-Consultant Minority	Total Employees	Total Employees (Women)	Total Employees (Minority)	
Camden City	H. B. Wilson E.S.	0880-350-01-0938	Hill International, Inc.	2009		4	4	1	2	3	3	0	1	1	0	6	5	2
Camden City	H. B. Wilson E.S.	0880-350-01-0938	Hill International, Inc.	2009		6	4	1	1	2	1	1	0	0	0	6	2	2
Newark	Park Elementary School (formerly New Ridge/Elliot MS (-x10))	3570-x10-01-0697	Hill International, Inc.	2009		4	7	2	2	8	2	3	14	14	0	29	18	5
Newark	Park Elementary School (formerly New Ridge/Elliot MS (-x10))	3570-x10-01-0697	Hill International, Inc.	2009		6	1	0	0	0	0	0	1	0	0	2	0	0
Newark	Park Elementary School (formerly New Ridge/Elliot MS (-x10))	3570-x10-01-0697	Hill International, Inc.	2009		7	1	0	0	4	2	2	13	5	2	18	7	4

Select *Month* and *Year* to open the Reports

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|| [New Jobs](#) || [Reports](#) || [Logout](#) ||

All By Year and Month Jun 2009

School District	School Project	Project #	Vendor Name	Year	Month	Primary Total	Primary Women	Primary Minority	Support Total	Support Women	Support Minority	Sub-Consultant Total	Sub-Consultant Women	Sub-Consultant Minority	Total Employees	Total Employees (Women)	Total Employees (Minority)
Camden City	H. B. Wilson E.S.	0680-350-01-0936	Hill International, Inc.	2009	6	4	1	1	2	1	1	0	0	0	6	2	2
Newark	Park Elementary School (formerly New Ridge/Elliot MS (-x10))	3570-x10-01-0697	Hill International, Inc.	2009	6	1	0	0	0	0	0	1	0	0	2	0	0

LOGOUT

1. Select *Logout*

The screenshot shows the 'Jobs Reporting System' interface. At the top, there are navigation links: **New Jobs**, **Reports**, and **Logout**. Below these links are radio buttons for 'All' and 'By Year and Month', with a dropdown menu showing 'Jun' and '2009'. An arrow points to the 'Logout' link.

School District	School Project	Project #	Vendor Name	Year	Month	Primary Total	Primary Women	Primary Minority	Support Total	Support Women	Support Minority	Sub-Consultant Total	Sub-Consultant Women	Sub-Consultant Minority	Total Employees	Total Employees (Women)	Total Employees (Minority)
Camden City	H. B. Wilson E.S.	0800-350-01-0938	Hill International, Inc.	2009	6	4	1	1	2	1	1	0	0	0	6	2	2
Newark	Park Elementary School (formerly New Ridge/Elliot MS (-x10))	3570-x10-01-0897	Hill International, Inc.	2009	6	1	0	0	0	0	0	1	0	0	2	0	0