Questions and Answers: Employer Profile Webinar 29 June 2022

Employer Profile

Can Network Providers only see Employer Profiles that are relevant to them?

No, an Employer Profile is viewable to all Network Providers regardless of which Network Provider created the profile. However, the Contacts section within the Employer Profile is Network Provider-specific.

Will all Network Providers be able to see the notification email addresses added to an Employer Profile?

Yes, all Network Providers can see the notification email addresses.

Which contact name will appear on the claim application in ADMS? Will the employer record in TYIMS get updated each time a new employer contact is added in ADMS?

There can only be one contact for an employer record in TYIMS and this is the contact used for a claim application. ADMS will set this contact in TYIMS based on the most recent contact flagged as the primary contact in the Employer Profile.

If an email address isn't entered into the email notifications section, will it default to one of the contact emails from the Employer Profile?

Usually no, however, this section was initially prepopulated with a known email address for any BAC/CAC eligible employers. The order in which this email address was derived is as follows:

1. Primary contact in ADMS
2. Default contact in TYIMS
3. Any contact that has an email address (excluding workplace contacts)

You can edit, delete, or add a new notification email address.

Is the ANZSCO code automatically selected based on the qualification?

No, the ANZSCO code is not automatically selected based on the qualification. The Network Provider selects the appropriate ANZSCO on the Training Contract.

Will all new Employer Profiles show in TYIMS?

Yes, an Employer ID will be the same in TYIMS and ADMS. Please note, Employer Profiles created via the Training Contract will not be viewable in TYIMS until the Training Contract is at the 'Ready for Review' status.

Is there an audit function where you can see what changes were made and when?

No, a user can only manually record changes by adding comments to an employer record.

Can you edit a comment the following day or does it have to be within a specific time frame?

Yes, you can edit or delete any comments you have added at any time.