

## 8.2 Election Worker Training

Election worker records can be created and modified in WisVote to assist with tracking election assignments and election worker training information. Election workers can be assigned to a position, an election, reporting unit and polling place. Polling place locations and election plans should be setup in WisVote before creating election worker records.

### Election Workers Tile - System Views

The election workers tile has three system views. The Available Election Workers view is the default view. To switch views, click the name of the view and select the preferred view from the drop-down list.

<b>Available Election Workers</b>	Election worker records with an available worker status; it is the default view
<b>Unavailable Election Workers</b>	Election worker records with an unavailable worker status
<b>All Election Workers</b>	Election worker records with an available and unavailable worker status, and deactivated records

### Add a New Election Worker Record

1. Click the Election Workers tile
2. Click the +New button to add a New Election Worker
3. Enter Phone1 number
4. Enter the Last Name, First Name, Address and any additional information in the optional fields in the New Election Worker page

 *Only the Last Name, First Name and Address fields are required*



ELECTION WORKER

## New Election Worker

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**General**

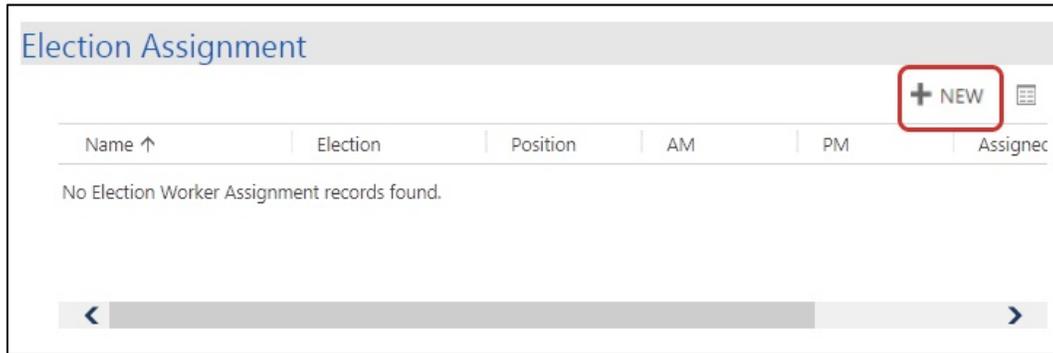
Last Name *	<input type="text"/>	Address *	<input type="text"/>	For All Future Election	<input type="checkbox"/>	Worker Status	Available
First Name *	<input type="text"/>	Email *	<input type="text"/>	Language	<input type="text"/>		
Middle Name	<input type="text"/>	Phone1	<input type="text" value="___-___"/>	Jurisdiction *	<input type="text" value="CITY OF FORT ATKIN"/>		
Date Of Birth	<input type="text"/>						
Social Security No	<input type="text"/>						

5. Click Save to save and add additional information to the record or Save & Close to save and return to the *Election Workers* view page

### Add an Election Worker Assignment

1. Click the Election Workers tile
2. Click the Election Worker Name in the Available Election Workers grid to open the Election Worker record

3. Click the Election Assignment tab to expand the view
4. Click the +New button to add a new election assignment record



5. In the new Election Assignment page, select the position assigned to the election worker in the Position field

6. Select the Election, and the Assigned Reporting Unit and Polling Place from the drop-down lists
7. Select the AM and/or PM box to indicate the time of day the election worker is assigned to work
8. Select the Political Party Nominee box for political party affiliated election workers, then select the political party they are affiliated with from the drop-down list
9. Enter any additional transportation or payroll information
10. Click Save to save and review the election worker assignment or Save & Close to save and return to the Election Worker Record

### Add an Election Worker Training Record

1. Click the Election Workers tile
2. Click the Election Worker Name in the list of Available Election Workers
3. Click the +New button below the Training tab to open the New Election Worker Training window

4. Enter the Class Description, Number of Hours, and the Date the training was completed  
**Note:** Future training dates cannot be entered

**ELECTION WORKER TRAINING**  
New Election Worker Training | Approval Status: Pending

**General**

Election Worker*	Suzy Smith	Date Attended*	--
Class Description*	<input type="text"/>	Term*	2015 - 2016
Hours*	--	Comments	--
Approval Status	Pending		

5. Click Save to save and review the training information or Save & Close to save and return to the Election Worker Record

## Update the Status of an Election Worker

Election workers are automatically assigned to a worker status of available when their record is created. If an election worker is not available to work at the present time but may be available again in the future, their status can be changed to unavailable. If an election worker is not available for the indefinite future their record can be deactivated.

1. Click the Election Workers tile
2. Click the Election Worker Name in the Available Election Workers grid
3. Click the Worker Status field to display the Worker Status options
4. Select Available or Unavailable to update the election worker status
5. Click Save to save and review the election worker record or Save & Close to save and return to the *Election Workers* view page



*Election workers can have a worker status of available or unavailable. However, an election worker record can be deactivated and reactivated.*

Worker Status

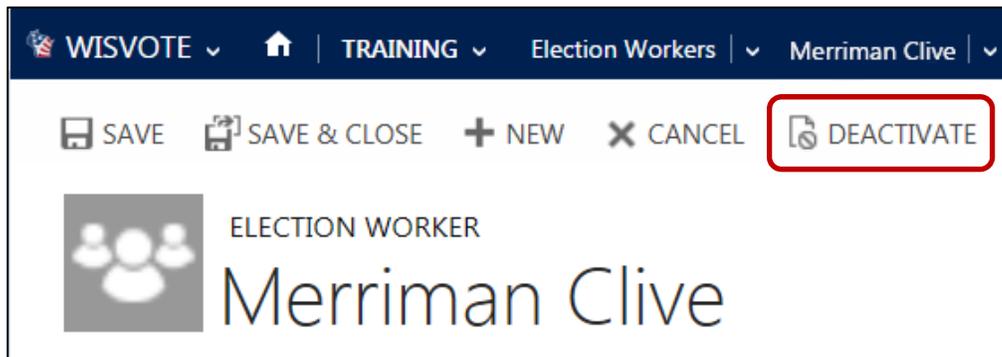
- Available
- Unavailable

## Deactivate an Election Worker Record

If an election worker is not available for the indefinite future their record can be deactivated.

1. Click the Election Workers tile
2. Click the Election Worker Name in the Available *Election Workers* grid

3. Click the Deactivate button at the top of the Election Worker Record



4. Review the deactivated record, then click Cancel to return to the *Election Workers* view page