



## Step-by-Step Instructions for Trainee Tracking and Reimbursement

### EMPLOYER INSTRUCTIONS

Employers should follow these instructions to receive reimbursement for training (\$700) and to receive their trainee success bonus (\$300). This process will also ensure that your trainees will not be charged for their tests in TMU. WisCaregiver Careers pays Headmaster directly for the tests.

Six months after the conclusion of training, this process must be repeated for employers to receive reimbursement for the \$500 WisCaregiver bonus and the \$500 mentor bonus (if participating in optional mentor programming).

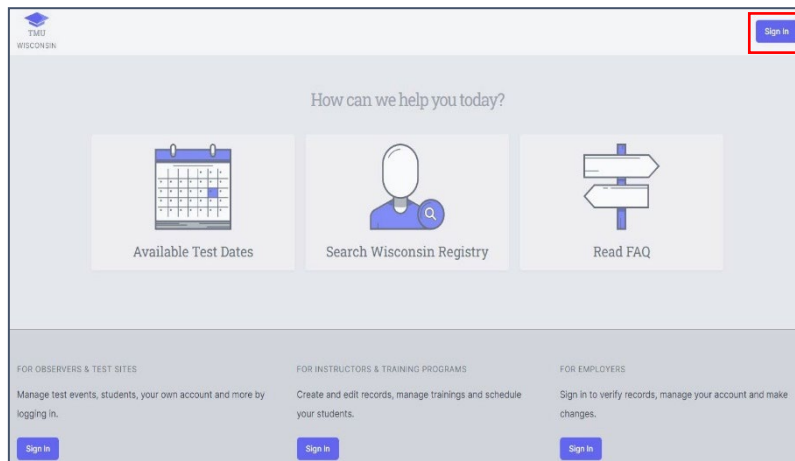
Once these steps are completed, your reimbursements will be sent to you automatically. Employers do not need to submit invoices or requests for reimbursements. Our payment processor will reach out to the employer using the information on file in TMU to collect the information needed to process reimbursements. If you would like your payment sent to another address, please contact [info@wiscaregivercna.com](mailto:info@wiscaregivercna.com) for assistance.

### STEP 1:

Upon the conclusion of training, the employer should direct the trainee to complete the steps outlined under the trainee section of this guide. Employers cannot complete their steps until the trainee completes theirs.

### STEP 2:

- Sign into your Employer record in TMU© at <https://wi.tmuniverse.com>:



### Sign In

USERNAME OR EMAIL

PASSWORD

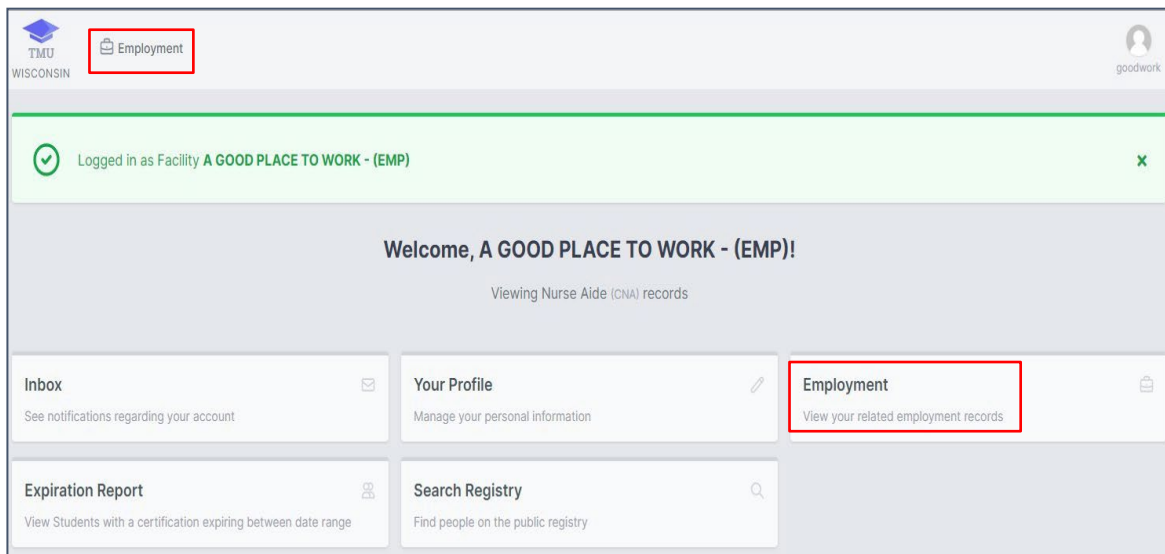
REMEMBER ME

[Forgot Your Password?](#)

If you have forgotten your password, click on 'Forgot Your Password?' and follow the screens to receive a password reset link.

### **STEP 3**

- Click on 'Employment':



The screenshot shows a user dashboard for 'Facility A GOOD PLACE TO WORK - (EMP)'. The user is logged in as 'A GOOD PLACE TO WORK - (EMP)'. The dashboard includes a navigation menu with 'Inbox', 'Your Profile', 'Employment', 'Expiration Report', and 'Search Registry'. The 'Employment' link is highlighted with a red box. The 'Employment' link text is 'View your related employment records'.

## **STEP 4**

- Under 'Employment Funding', you will find any candidates awaiting verification.
- Click on 'Verify' for the candidate whose status is pending.

TMU WISCONSIN

Employment

goodwork

Home > Employment

A GOOD PLACE TO WORK - (EMP) Active Active Archived

Employment Renewals

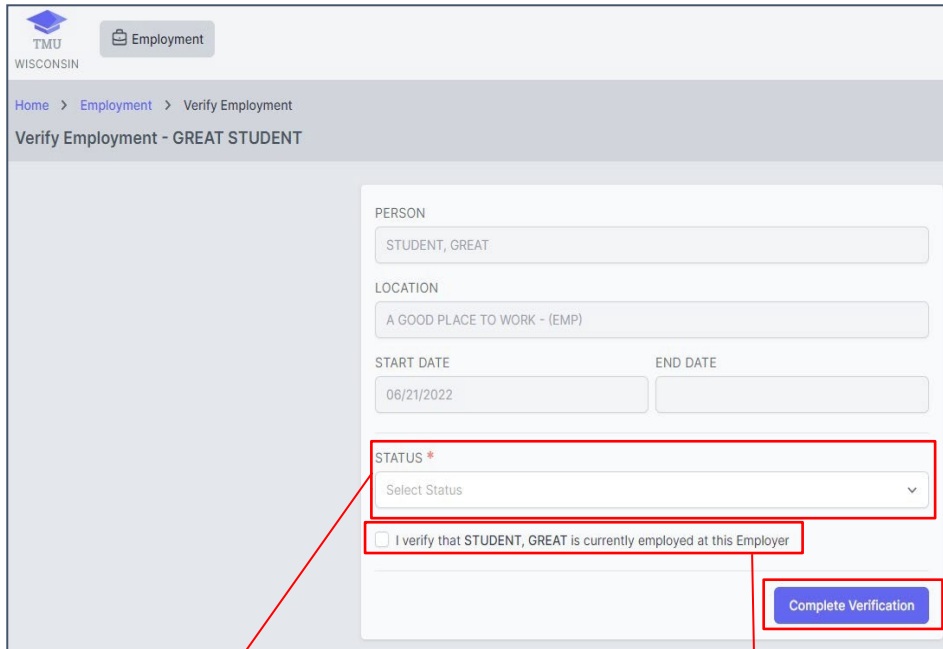
No employment history

Employment Funding

PERSON	STATUS	VERIFIED	
GREAT STUDENT	Pending	<a href="#">Verify</a>	
Jessica Smith - Student	Approved	06/15/2022 13:38 PM	

## Step 5

- Select “Approved” under the ‘Select Status’ drop-down list.
- Check the box verifying that the student is employed with you.
- Click on ‘Complete Verification’.



TMU  
WISCONSIN

Employment

Home > Employment > Verify Employment

Verify Employment - GREAT STUDENT

PERSON  
STUDENT, GREAT

LOCATION  
A GOOD PLACE TO WORK - (EMP)

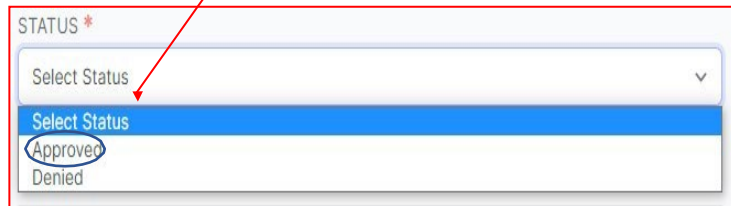
START DATE  
06/21/2022

END DATE

STATUS \*  
Select Status

I verify that STUDENT, GREAT is currently employed at this Employer

Complete Verification



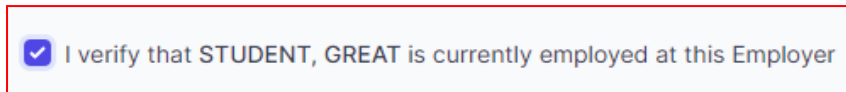
STATUS \*

Select Status

Select Status

Approved

Denied



I verify that STUDENT, GREAT is currently employed at this Employer

## **STEP 6**

- You will get an 'Approved employment' message.
- The trainee's Employment Funding status will update to 'Approved'.
  - In TMU©, the trainee's testing fees have been marked as paid.
  - The trainee is now able to schedule their certification tests free of charge. TMU© will bypass the payment screen upon checkout.

The screenshot shows the user interface of the WisCaregiver Careers portal. At the top left, there is a TMU logo and a navigation menu with 'Employment' selected. The user's name 'goodwork' is visible in the top right. The breadcrumb trail is 'Home > Employment'. The main heading is 'A GOOD PLACE TO WORK - (EMP)' with a green 'Active' status tag. There are tabs for 'Active' and 'Archived'. A notification box at the top left contains an information icon and the text 'Approved employment'. Below this, the 'Employment Renewals' section shows 'No employment history'. The 'Employment Funding' section contains a table with the following data:

PERSON	STATUS	VERIFIED	
Jessica Smith - Student	Approved	06/15/2022 13:38 PM	
GREAT STUDENT	Approved	06/21/2022 09:21 AM	

### **And You're Done!**

Your trainee will appear on our reimbursement report once they pass their certification tests. Our payment processors will contact you using the information on file in TMU© to set up your payment account.

## **TRAINEE INSTRUCTIONS**

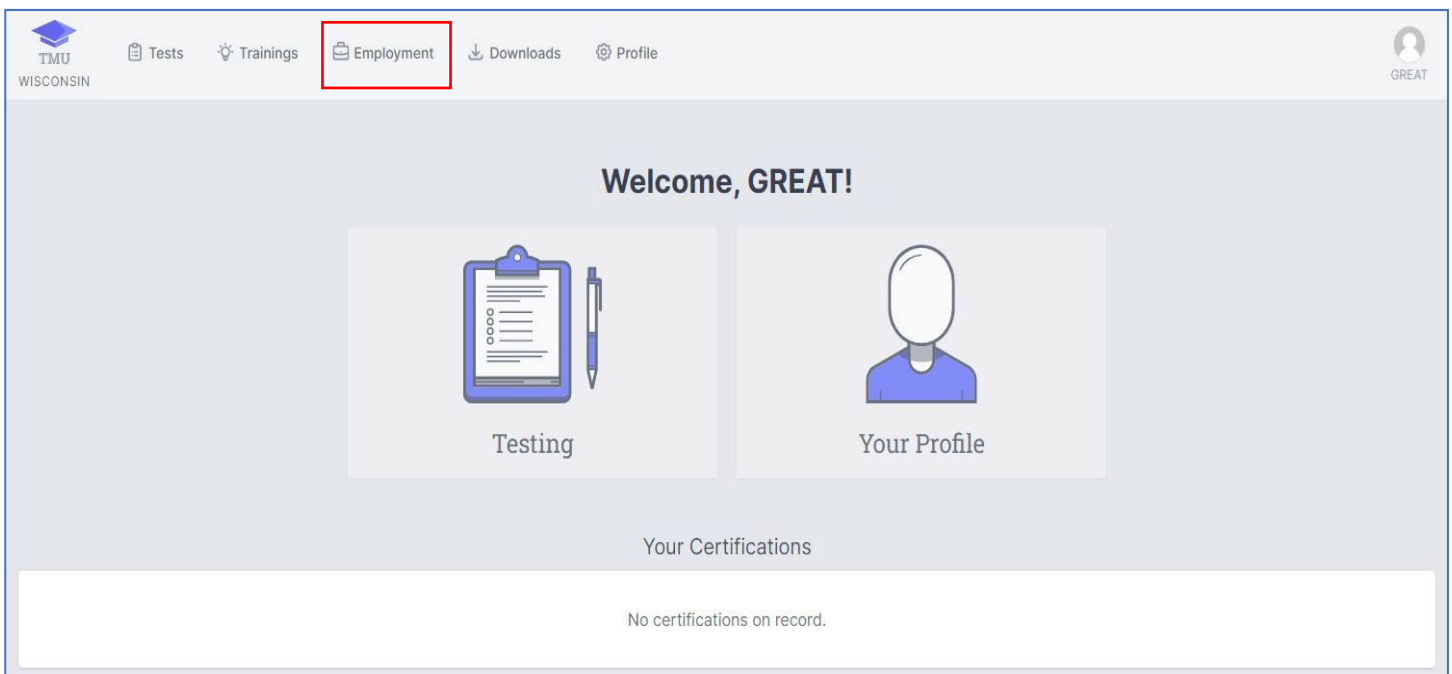
When the WisCaregiver CNA Trainee goes into TMU to complete their TMU profile, they should follow the directions below to receive their free CNA certification test. Once their WisCaregiver Employer verifies the trainee's employment in TMU©, this process is complete, and the trainee can schedule their test in TMU© free of charge.

### **STEP 1**

Sign in to TMU© at <https://wi.tmuniverse.com>.

### **STEP 2**

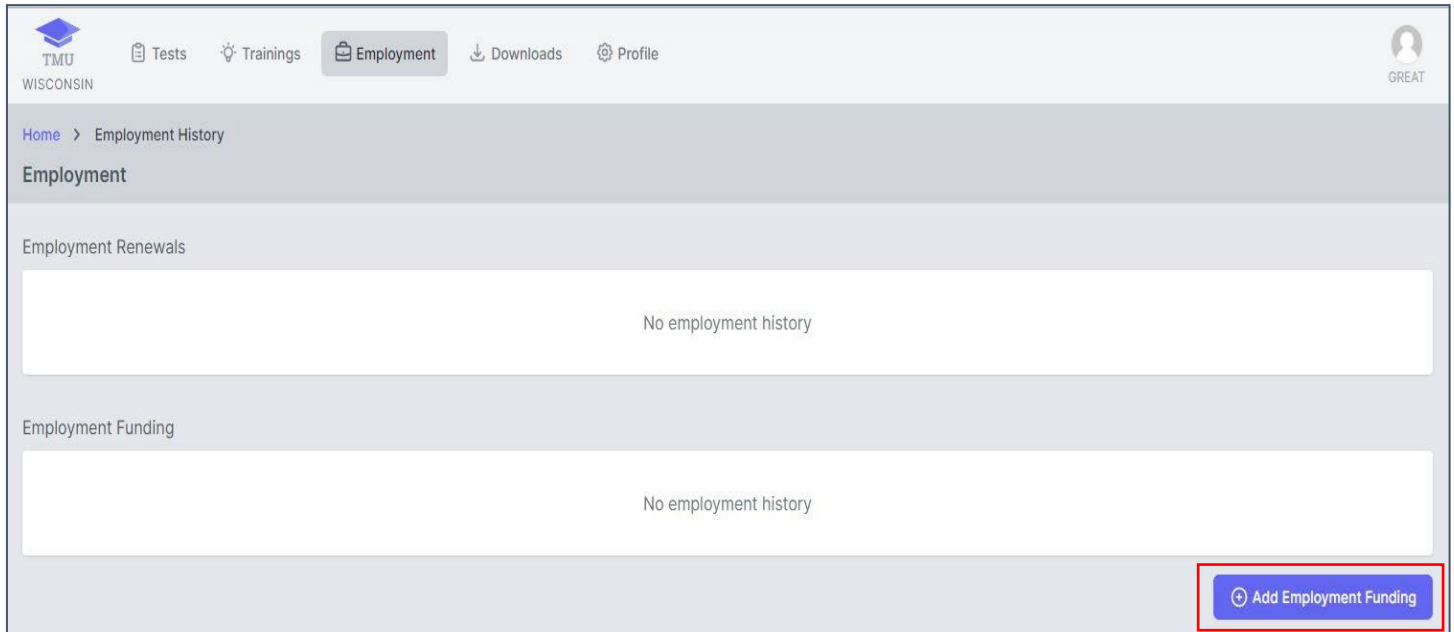
- Click on the 'Employment' tab



The screenshot shows the TMU WISCONSIN user interface. At the top, there is a navigation bar with icons for Tests, Trainings, Employment (highlighted with a red box), Downloads, and Profile. The main content area features a welcome message "Welcome, GREAT!" and two primary action buttons: "Testing" (represented by a clipboard icon) and "Your Profile" (represented by a person icon). Below these buttons is a section titled "Your Certifications" which currently displays "No certifications on record."

### **STEP 3**

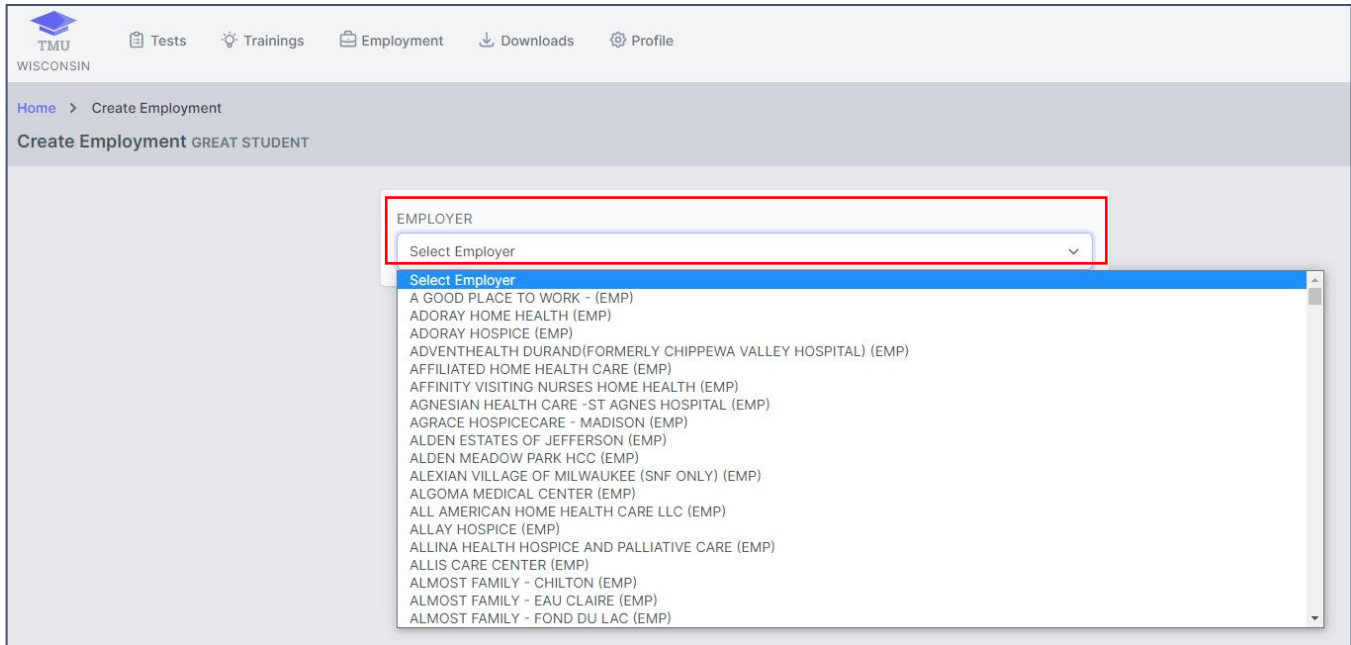
- Click on 'Add Employment Funding'



The screenshot shows the user interface of the WisCaregiver Careers portal. At the top, there is a navigation bar with the following items: a TMU logo, 'WISCONSIN', 'Tests', 'Trainings', 'Employment' (highlighted), 'Downloads', and 'Profile'. On the right side of the navigation bar, there is a user profile icon labeled 'GREAT'. Below the navigation bar, the breadcrumb trail reads 'Home > Employment History'. The main content area is titled 'Employment' and contains two sections: 'Employment Renewals' and 'Employment Funding'. Both sections display a message: 'No employment history'. In the bottom right corner of the page, there is a blue button with a plus icon and the text 'Add Employment Funding', which is highlighted with a red rectangular box.

## STEP 4

- Click on your employer from the 'Select Employer' drop-down list



TMU WISCONSIN

Tests Trainings Employment Downloads Profile

Home > Create Employment

Create Employment GREAT STUDENT

EMPLOYER

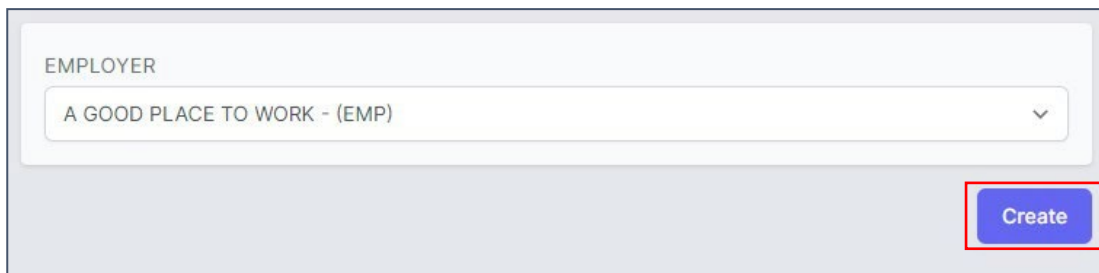
Select Employer

Select Employer

- A GOOD PLACE TO WORK - (EMP)
- ADORAY HOME HEALTH (EMP)
- ADORAY HOSPICE (EMP)
- ADVENTHEALTH DURAND(FORMERLY CHIPPEWA VALLEY HOSPITAL) (EMP)
- AFFILIATED HOME HEALTH CARE (EMP)
- AFFINITY VISITING NURSES HOME HEALTH (EMP)
- AGNESIAN HEALTH CARE -ST AGNES HOSPITAL (EMP)
- AGRACE HOSPICECARE - MADISON (EMP)
- ALDEN ESTATES OF JEFFERSON (EMP)
- ALDEN MEADOW PARK HCC (EMP)
- ALEXIAN VILLAGE OF MILWAUKEE (SNF ONLY) (EMP)
- ALGOMA MEDICAL CENTER (EMP)
- ALL AMERICAN HOME HEALTH CARE LLC (EMP)
- ALLAY HOSPICE (EMP)
- ALLINA HEALTH HOSPICE AND PALLIATIVE CARE (EMP)
- ALLIS CARE CENTER (EMP)
- ALMOST FAMILY - CHILTON (EMP)
- ALMOST FAMILY - EAU CLAIRE (EMP)
- ALMOST FAMILY - FOND DU LAC (EMP)

## STEP 5

- Click 'Create':



EMPLOYER

A GOOD PLACE TO WORK - (EMP)

Create



## STEP 6

- You will get a 'Successfully created employment' message.
- The Employment Funding status is 'Pending – Awaiting Verification'.

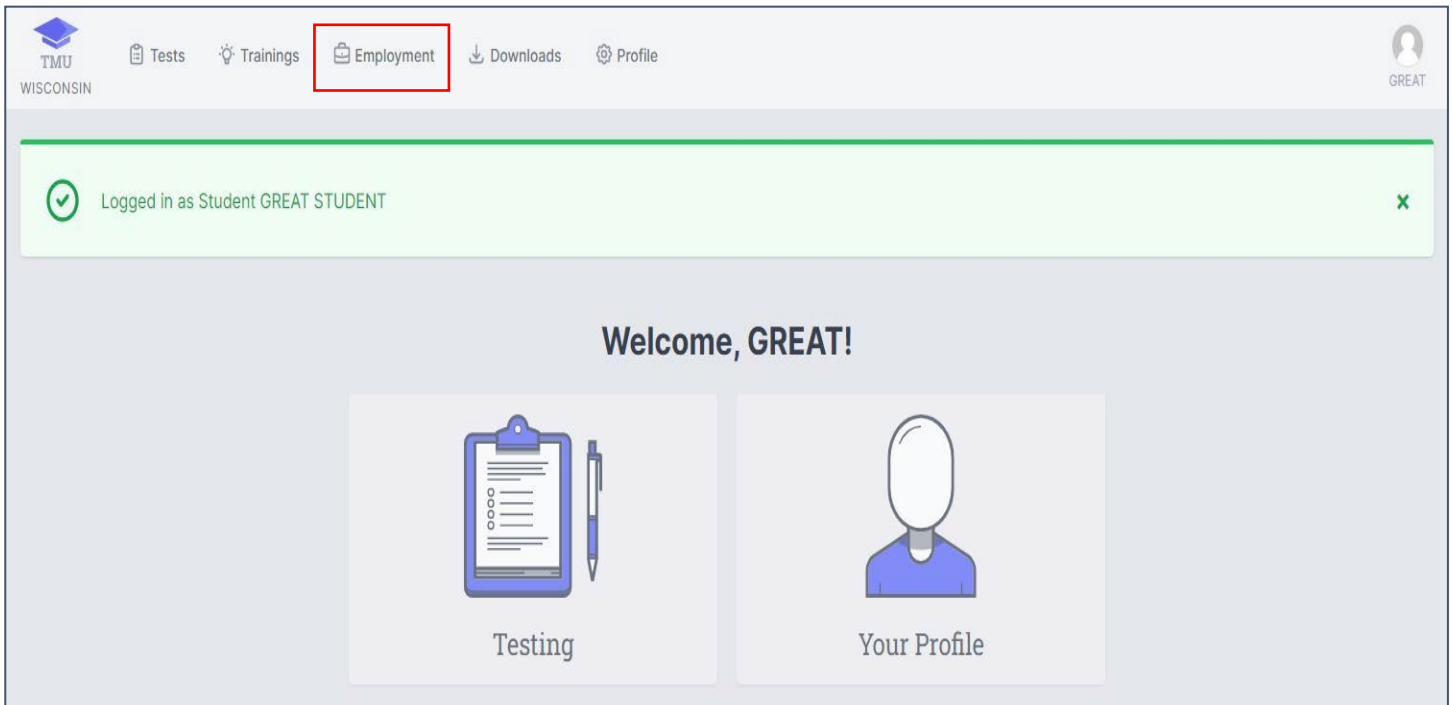
The screenshot shows the user interface of the WisCaregiver Careers website. At the top, there is a navigation bar with the TMU WISCONSIN logo and menu items: Tests, Trainings, Employment (highlighted), Downloads, and Profile. A user profile icon labeled 'GREAT' is in the top right corner. Below the navigation bar, the breadcrumb trail reads 'Home > Employment History'. The main heading is 'Employment'. A green notification banner at the top left contains a checkmark icon and the text 'Successfully created employment.', which is highlighted with a red box. Below this, the 'Employment Renewals' section shows 'No employment history'. The 'Employment Funding' section contains a table with the following data:

PERSON	STATUS	VERIFIED	
GREAT STUDENT A GOOD PLACE TO WORK - (EMP)	Pending	Awaiting Verification	

The 'Pending' and 'Awaiting Verification' cells in the table are highlighted with a red box. At the bottom right of the table area, there is a blue button labeled 'Add Employment Funding'.

Once your WisCaregiver Employer has approved your employment, (see EMPLOYER INSTRUCTIONS, page 1), you will be able to schedule your certification test free of charge.

- Click on 'Employment'



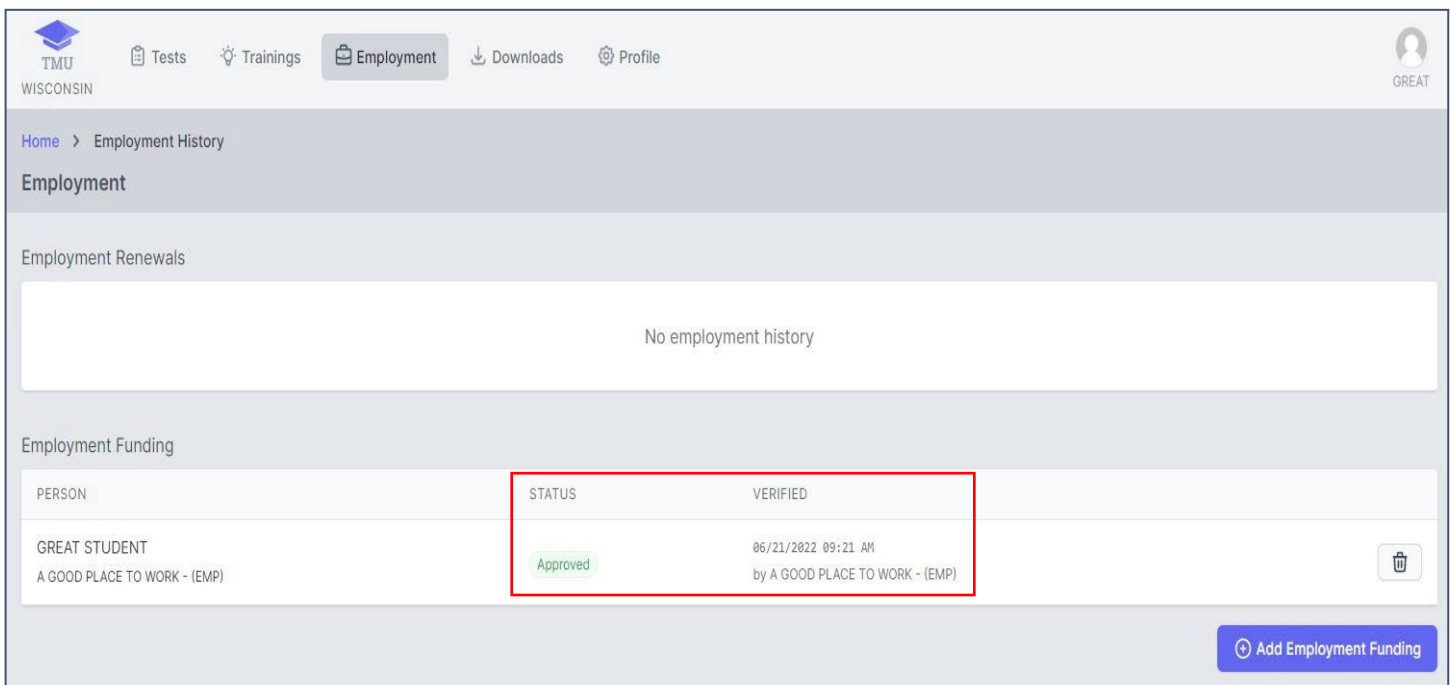
TMU WISCONSIN Tests Trainings **Employment** Downloads Profile GREAT

Logged in as Student GREAT STUDENT

### Welcome, GREAT!

Testing Your Profile

- Under Employment Funding the status will be 'Approved':



TMU WISCONSIN Tests Trainings **Employment** Downloads Profile GREAT

Home > Employment History

### Employment

Employment Renewals

No employment history

Employment Funding

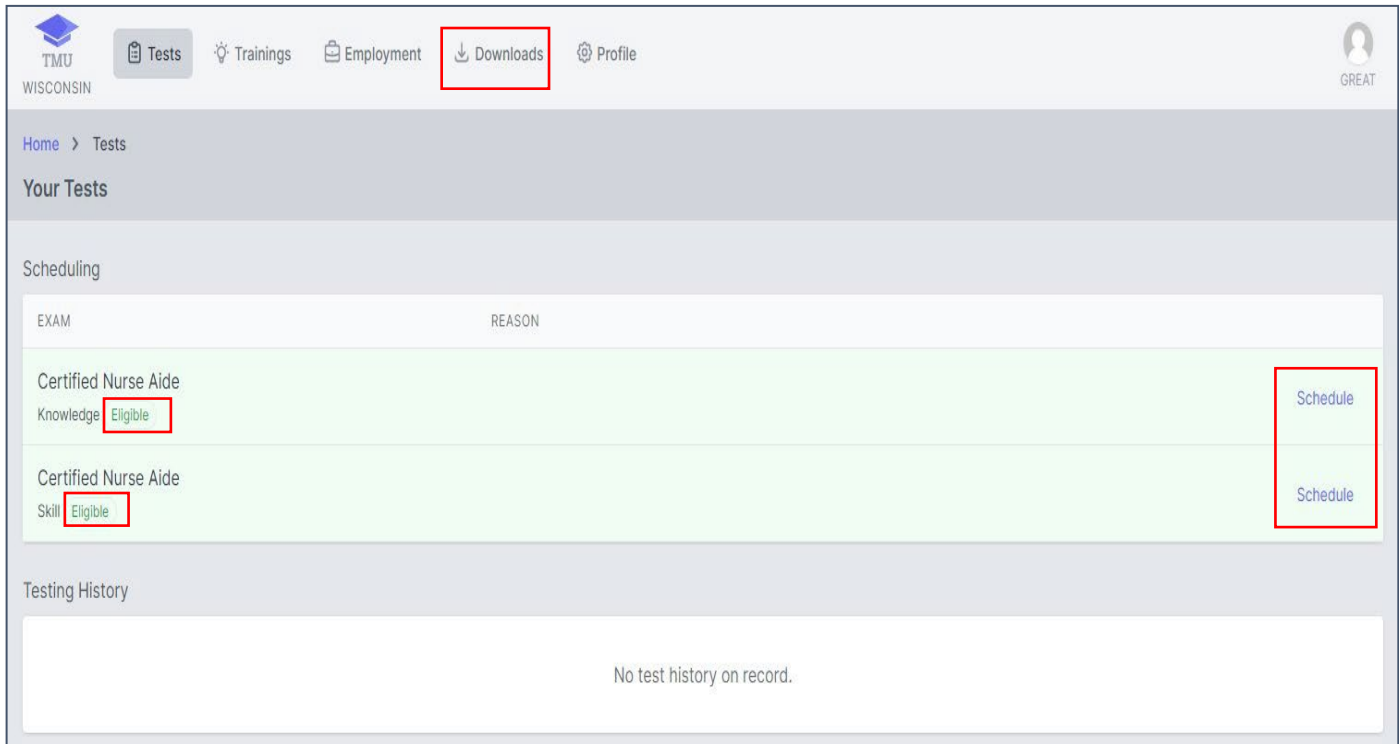
PERSON	STATUS	VERIFIED
GREAT STUDENT A GOOD PLACE TO WORK - (EMP)	Approved	06/21/2022 09:21 AM by A GOOD PLACE TO WORK - (EMP)

Add Employment Funding

**To schedule into a test event:**

Follow the instructions on how to schedule into a test in the Wisconsin Candidate Handbook, available at [www.hdmaster.com](http://www.hdmaster.com), (click on Wisconsin), or available in the Downloads section of your TMU record.

In the Tests tab of your TMU record, next to the Exam type, 'Eligible' means fees have been marked as paid through the WisCaregiver Trainee Tracking process.



TMU WISCONSIN Tests Trainings Employment Downloads Profile GREAT

Home > Tests

### Your Tests

Scheduling

EXAM	REASON	
Certified Nurse Aide Knowledge	Eligible	Schedule
Certified Nurse Aide Skill	Eligible	Schedule

Testing History

No test history on record.

For assistance with any step of this process, please contact us at [info@wiscaregivercna.com](mailto:info@wiscaregivercna.com) or 1-833-315-CARE (2273).