

**PWYW PROCESS FLOW – SAMPLE EMPLOYER CASE** (Updated 6/13/14)

	<b>1. Identify Employer</b>	<b>2. Hold Intro Conversation with Key Employer Contact(s)</b>	<b>3. Confirm Successful New Hire</b>	<b>4A. Get Random Package #</b>	<b>4B. Customize &amp; Deliver Contribution Request</b> (Do this step together with previous one)	<b>5A. Track and Record Employer Response</b>	<b>5B. Record Your Qualitative Observations</b> (Do this step together with previous one)
<b>Timeframe</b>		New employer- within 1 month of first hire. For existing employers, can discuss intro message at any time.	4-6 weeks after new job start date	Within 1-2 months of new job start date	Within 1-2 months of new job start date	Within 2-3 days of receiving response	Within 2-3 days of receiving response
<b>Guidance Highlights</b> (See PWYW training webinar for more details)	- Existing employers - New employers (triggered by new participant hire)	In-person or phone conversation (not email)	Confirm with either employer or worker	Employers with more than 1 hire during project should receive same package each time.	Match the package # (1-4) with the correct package of email + contribution invoice	Send reminder email if no response after 2 weeks; Record as non-responding after 2 months	Capture and document employer responses and your own observations on Tab 2
<b>Core Product to Use</b> (Posted on <a href="#">PWYW Knowledge Center</a> site)	None	Introduction Message Points	Only the data tracking tool (see below)	<a href="#">PWYW Randomization site</a>	PWYW message packages 1-4; Guide to Handling Scenarios	Only the data tracking tool (see below)	Only the data tracking tool (see below)
<b>Data Entry Fields on Data Tracking Tool</b>	Use ETO system to track						