**W-2 Auxiliary Payment**

**Designated Approvers in CARES Mainframe**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**All authorized users and staff members are legally responsible for protecting the confidentiality of protected information.**

Instructions for completing this form can be found on page 2. If you fail to provide required information, your request will be denied. Send all requests to your supervisor. Supervisors send all requests to your authorized security officer, who should email the completed form to the [bwfworkprogramshd@wisconsin.gov](file:///C:\Users\schuisxtjw\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\U1O3NDCC\bwfworkprogramshd@wisconsin.gov).

This form must be used to add or delete approvers for the W-2 Auxiliary payments on CARES Mainframe screen BIAW.

**This form must be completed for each worker who will approve a W-2 Auxiliary Payment(s) in CARES Mainframe.**

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| **SECTION 1 – W-2 AGENCY/CONTRACTOR INFORMATION** | | | | |
| W-2 Agency/Contractor Name | | | | |
| W-2 Work Programs (WP) Office Number | | | | |
| **SECTION 2 – DESIGNATED APPROVERS IN CARES MAINFRAME** | | | | |
| Enter the worker name and CARES Mainframe ID below. Check the box to show if the request is to add or delete a worker on CARES Mainframe screen BIAW. | | | | |
| **Worker Name** | **CARES Mainframe ID** | | **Add** | **Delete** |
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| **Agency / Contractor Security Officer Information** | | | | |
| Name | | Telephone | | |
| Email | | | | |
| **SIGNATURE** | | | Date Signed | |

**This request MUST be signed by the W-2 Agency/Contractor Security Officer.**

**Form Instructions**

This form is for the W-2 Agency/Contractor to request the BWF Work Programs Help Desk of what approvers to add or delete for the W-2 Auxiliary Payment(s) on CARES Mainframe screen BIAW. The approver(s) listed on screen BIAW are the worker(s) with access to act on these payments for any office within the W-2 contract area.

Each W-2 Agency/Contractor must have at least one W-2 Auxiliary Payment approver. The maximum number of approvers allowed per W-2 Agency/Contractor is 10. If a W-2 Agency/Contractor has a large contract area, the maximum number of approvers is 14. Approvers may be supervisors, lead workers, or other appropriate staff with a clear understanding of the auxiliary payment and related approval responsibility.

* All fields must be completed.
* **Section 1 – W-2 Agency/Contractor Information**
  + When filling in the W-2 WP Office Number, enter the number for which the approver changes are requested. This is the four-digit office number that starts with 0 or 1.
* **Section 2 – Designated Approvers in CARES Mainframe** 
  + Query CARES Screens BIAW to Add or Delete an Approver

NOTE: Query is not required for first time set-up but is mandatory for any updates following the initial request.

Before completing this form, the requestor must query CARES Mainframe screen BIAW to review the current approvers listed. Approvers have access to all the offices in the W-2 contract area.

To query CARES Mainframe screen BIAW enter that code in the TRAN field and the applicable office number in the PARMS field, and press enter. That office’s information will be displayed, listing the CARES Mainframe IDs and name of the approvers currently designated for the W-2 contract area. Use this query process to help determine which approvers should be removed and/or added.

* + To “Add” or “Delete” an approver:

1. Select the W-2 Agency/Contractor Name, enter the W-2 WP Office Number in section 1.
2. Enter the worker name and CARES Mainframe ID in section 2.
   1. Indicate if the request is to add or delete the worker.
3. The W-2 Agency/Contractor Security Officer must sign the form.
4. Email ([bwfworkprogramshd@wisconsin.gov](file:///\\dcfint\home\DCF\thornaaimn\documents\Office%20documents\HD%20WG%20Work\bwfworkprogramshd@wisconsin.gov)) or FAX [(608) 327-6125] the form to the BWF Work Programs Help Desk.

For reporting incorrect information on CARES Mainframe screen BIAW or if a designated worker cannot access this screen in query mode, email the BWF Work Programs Help Desk at [bwfworkprogramshd@wisconsin.gov](file:///\\dcfint\home\DCF\thornaaimn\documents\Office%20documents\HD%20WG%20Work\bwfworkprogramshd@wisconsin.gov).