

Local Hiring in B2Gnow

Monthly Employment Reports

If your contact is already set up in B2Gnow, these will be generated to be completed each month

Where to find:

These are labeled monthly employment reports and are found in the **Reviews** section of contacts and your home page along with employment analyses. They will not appear ahead of time, please check back at the beginning of each month to fill out for the reporting period (the full previous month).

Click “Edit,” under the actions, to complete.

Fields:

Pay attention to the “**Employment Report Instructions**” at the top of the form and help text on fields.

Reporting period = If you are filling out a report generated at the beginning of January 2025, the reporting period is December 2024. To keep formatting consistent, we have made this a date selection field, so select or type in a day in December 2024 (e.g. 12/1/2024). **All below information will be for activity during that month, for the work on the contract.**

1. How many workers from your company specifically, not subcontractors, worked on this contact during that month.
2. How many of those workers were Baltimore City residents? *This is not held to any percentage requirement.*
3. How many existing workers in your company did you assign to this project? This would be expected to be highest in the month you started work on the contract and might be zero for the rest of the contract. This number plus hires should add up to how many workers are on the contract.
4. How many new job openings were created this month for the contract. **Unless you have a waiver, you should be contacting MOED with these. This report should not be the first we hear about new job openings.**
5. How many of those job openings were listed with MOED? Unless you have a waiver, there shouldn't be a reason this isn't the same as number 4.
6. How many new hires this month for the contract? **You need to enter in the employee's information and assign them to the contract.**
7. How many of those new hires from question 6 were Baltimore City residents? This number can't be higher than your answer to question 6.