








Incumbent Worker Training System (IWTS)

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – March 2018

IWTS: RESOURCES



INCUMBENT WORKER TRACKING SYSTEM (IWTS) GUIDE

[Back to Workforce and Education Partner Resources Home Page.](#)

Overview




The Illinois workNet Incumbent Worker Tracking System (IWTS) is the source for planning for and reporting on **Incumbent Worker** Training. See [DCEO Policy Letter No. 07-PL-33 Change 4](#) for more information.

The information in this guide is for state staff and Incumbent Worker Training (IWT) grantees:


- All Local Workforce Innovation Area grantees who have IWT included with their formula grants can identify staff responsible for completing the IWTS plans, employee information, and quarterly reports.
- DCEO staff or grantee initiate an IWT Plan for all other IWT grants. Each plan can have only 1 employer. Use the "Add an Additional Project for this Grant" option located on the project detail page to clone that project to use for additional employers as needed. Be sure to include the employer name in the plan title for easy identification. Grantees' primary contact is responsible for completing the IWTS plans, employee information, and quarterly reports.

Follow this link to login to IWTS.

Resources


-  [IWTS Updates](#)
-  [Frequently Asked Questions](#)
-  [Archived Training Videos](#)

Guidance

-  [Get Started with IWTS](#)
 - DCEO Contact Information
 - Steps for Using IWTS Plan & Reporting Tools
 - IWTS Quick Start Guide for Grant Recipients
 - IWTS Get Started PPT
 - IWTS Training Plan, Employee and Course Registration Fields and Instructions
 - Adding an Employer
 - Adding Employees
 - Adding Training Course Sessions
 - Submitting Quarterly Reports
 - Additional Information
 - IWTS Quick Start Guide for DCEO Staff
- [Illinois Talent Pipeline Partner Guide](#)
 - Find information about the Illinois Talent Pipeline Grant, Archived Webinars, Materials, FAQs, Updates and more.



Archived Webinars

Incumbent Worker Track System Videos



This webinar covered using Illinois workNet for the IWTS system.

More from this Playlist



[Incumbent Worker Tracking System Training July 16, 2015](#) [Incumbent Worker Tracking System Training](#)

[Click for User Guides](#)

IWTS: RESOURCES

Incumbent Worker Training System (IWTS) Guide:

<https://www.illinoisworknet.com/partners/programs/pages/Incumbent-Worker-Tracking.aspx/>

From the IWTS Guide you can access:

- IWTS Updates
- FAQs
- Archived Training Videos
- Getting Started with IWTS:
https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx
- Link to Access the Incumbent worker Training System: <https://apps.il-worknet.com/wnTools/IWTS/>

IWTS: PROJECT PLAN STATUS

Type of Grant/ Action that Changes Status	Initiated	In Process	Submitted	Reviewed with Request for Clarification	Accepted	Request to Modify	Completed	Cancelled	Access Reports
Non- Formula Grants	DCEO	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO
Formula Grants	Grantee	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO

Definitions
Initiated – DCEO staff person completed the required fields (i.e. IWDS grant selected, grantee organization selected or added and grantee contact with email address) and clicked to notify the grantee to submit the training project plan. Any LWIAs with incumbent worker training funds included with their formula grants can initiate training project plans.
In Process – Non-formula funds grantee is responding to a DCEO initiated request to complete a project plan. They have entered some information and saved it but have not submitted it to DCEO for review. For formula-funds grantees, the LWIA/LWIB is in process of setting up a project plan; they saved it, but have not submitted it to DCEO for review.
Submitted – Grantees (both formula and non-formula) have submitted a training project plan for DCEO to review. Grantees await a DCEO response at this point before proceeding with the project.
Reviewed with Request for Clarification – DCEO staff reviewed a submitted project plan and need further information or correction made prior to the grantee proceeding with the project.
Accepted – DCEO staff reviewed and accepted a project plan, including plans that were resubmitted after a request for clarification. Once accepted, the project plan fields are locked down so grantees cannot modify the plan. The grantees may continue to add employers, training programs, and other information, but they cannot alter a previously submitted plan. However, DCEO can change any plan after it is approved.
Request to Modify – If a change to a locked down training plan needs to be made by a grantee, they will submit a Request to Modify. DCEO will approve or deny the request. If approved, the grantee can make modification, if not, the training plan remains locked down.
Completed – The “final” quarterly report has been submitted.
Cancelled – The training plan cannot proceed, it is cancelled. Once a plan is submitted, only DCEO may delete cancelled plans.

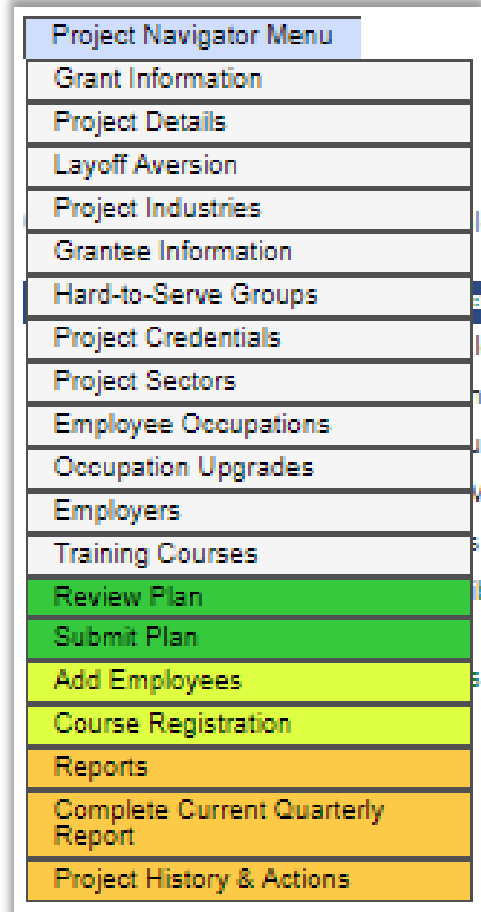
IWTS: PROJECT NAVIGATOR MENU

Each project plan has a “Project Navigator Menu” at the top left corner of the plan. Use this menu to access all information available about a plan.

This menu is only for the selected plan.

The menu has four sections:

1. Project Plan Screens
2. Review and Submit Project Plan
3. Add Employees and Course Registration
4. Plan Reports, Current Quarterly Report, and Project History & Actions



IWTS: SUBMIT YOUR INCUMBENT WORKER TRAINING PROJECT PLAN



IWTS: GETTING STARTED

Users must have an Illinois workNet account that has been granted access to the IWTS system.

- To gain access to the IWTS system email info@illinoisworknet.com



STEP ONE

Go to
www.illinoisworknet.com
and log into your Illinois
workNet account.



STEP TWO

Go to My Dashboard and
select Partner Tools.



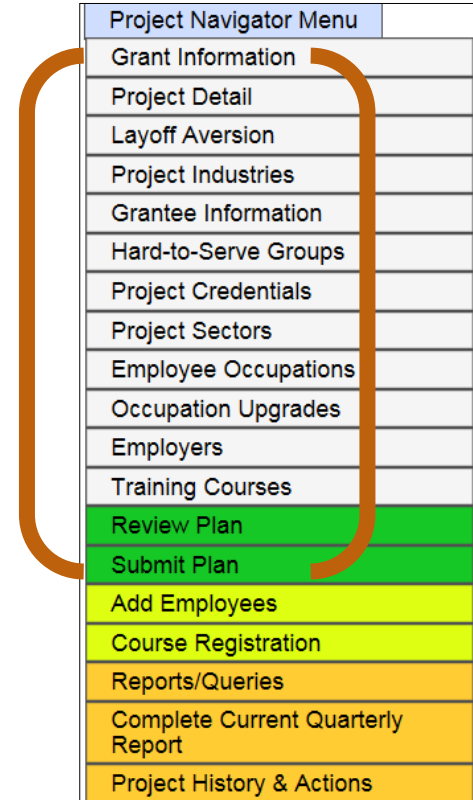
STEP THREE

Locate and select Incumbent
Worker Training System (IWTS).

<https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>

IWTS: HOW TO COMPLETE AN IWTS PLAN

- Plans are completed following the order of the “Project Navigator Menu.”
- To submit a plan for review by DCEO, a grantee completes everything up to and including “Submit Plan.”



Project Navigator Menu
Grant Information
Project Detail
Layoff Aversion
Project Industries
Grantee Information
Hard-to-Serve Groups
Project Credentials
Project Sectors
Employee Occupations
Occupation Upgrades
Employers
Training Courses
Review Plan
Submit Plan
Add Employees
Course Registration
Reports/Queries
Complete Current Quarterly Report
Project History & Actions

IWTS: BUILDING A PLAN

With every screen you will always do one of these to save your work:

If there is a “Save” button at the bottom of the screen, always click it.

“Add,” will add the items you selected to the plan.

“Select Checked Items,” will add all items you check to the plan.

- As you Save, you'll know your work saved if you see a green message indicating success. If you see a red message, make the corrections listed and save your corrections.
- As you Add or Select, you'll see the items listed at the top of the page.
- You can select “Review Plan” as you go if you want reassurance.
- To move on to the next screen, you can click “Next” or use the “Project Navigator Menu”.
- In the top right corner of the plan, you will always see the most current status for the plan.

- You will either:

Incumbent Training Projects Search

Initiate an Incumbent Worker Training Project

Add New Project Plan

Project Number Go To Project Number

Select a Status

Select a Grantee

Select a Sector

Select a Grantee LWIA

Select a Grant LWIA

Project Type ☐ Formula ☐ Non-Formula ☐ Both

Is Green Initiative ☐ No ☐ Yes ☐ Both

Keyword filter

Page 1 of 42 1 2 3 4 5 6 7 8 9 10 20 40 Next Last Page Go To Page Size 25

Select	Delete	Grant Lwia	Grantee Lwia	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date
Select		Review	15	0	15681015	34 ***TEST Project for workNet testing *** ==> SQL04 SIUC-Lincoln Land College	Submitted 7/10/2018 6:25:31 PM	No	2015- 07-01	2016- 08-30

History
AE TC
CR

IWTS: PROJECT PLAN

Additional Actions:

- Click **“Select”** to go to a plan’s entry screens.
- Click **“History”** to see the plan’s timeline.
- Click **“Review”** to see all of the plan.

Access:

- Grantees only see their plan(s).
- DCEO staff see all plans.

Incumbent Training Projects Search

[Initiate an Incumbent Worker Training Project](#)
[Add New Project Plan](#)

Project Number

Select a Status

Select a Grantee

Select a Sector

Select a Grantee LWIA

Select a Grant LWIA

Project Type ☐ Formula ☐ Non-Formula ☒ Both

Is Green Initiative ☐ No ☐ Yes ☒ Both

Keyword filter

Page 1 of 42

Page Size

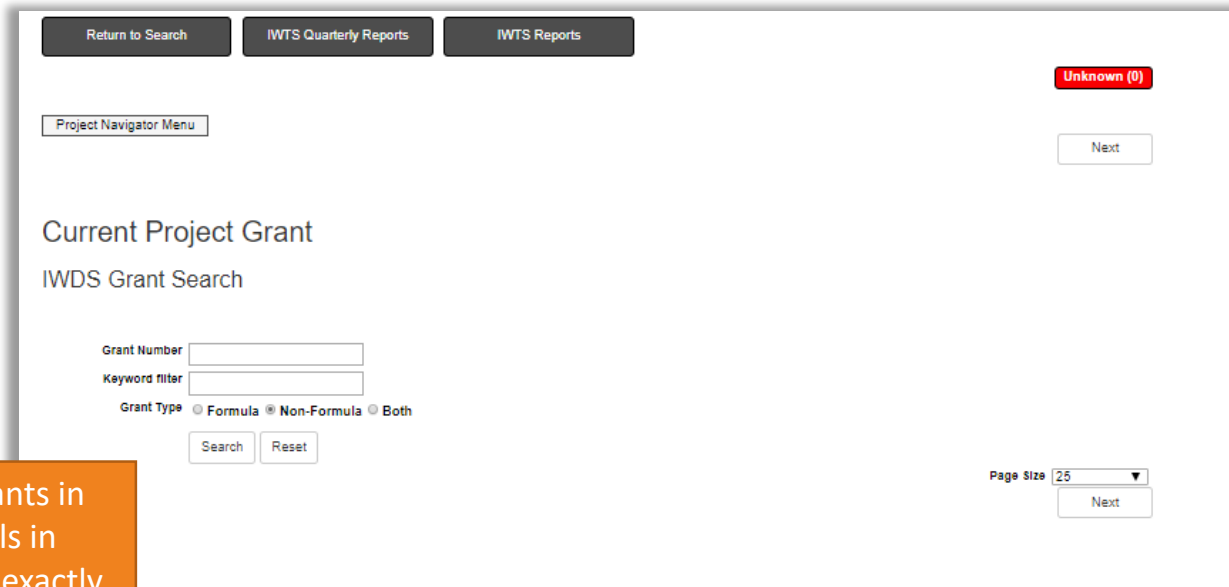
Select	Delete	Grant Lwia	Grantee Lwia	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date
Select	Review	15	0	15681015	34	***TEST Project for workNet testing *** ==> SQL04	Submitted	No	2015- 7/10/2018	2016- 07-01 08-30
Formula SIUC-Lincoln Land College										
6:25:31 PM										

[AE TC](#)
[CR](#)

IWTS: GRANT INFORMATION

This is pre-filled for all grants except LWIA Formula Grants.

- For LWIA Formula Grants:
 - Grant Number
 - Grant Type
 - Search and Select



The screenshot shows the IWTS Grant Search interface. At the top, there are three buttons: "Return to Search", "IWTS Quarterly Reports", and "IWTS Reports". Below these is a "Project Navigator Menu" button. On the right side, there is a red button labeled "Unknown (0)" and a "Next" button. The main section is titled "Current Project Grant" and "IWDS Grant Search". It contains input fields for "Grant Number" and "Keyword filter". Below these is a "Grant Type" section with radio buttons for "Formula", "Non-Formula", and "Both". At the bottom of this section are "Search" and "Reset" buttons. On the right side, there is a "Page Size" dropdown menu set to "25" and a "Next" button.

Searches grants in IWDS and fills in information exactly as in IWDS.

IWTS: PROJECT DETAILS

- Project Number – Assigned by IWTS.
- Title
- Project Grant – From first screen.
- Description
- DCEO Project Contact
- Status – Automatically changes.
- Accepted Date – fills automatically when DCEO accepts the project.
- Project Start Date
- Project End Date
- Is Green Initiative
- Does this project have occupation upgrades?

Project Details

Project Number 34

Title* ***TEST Project for workNet testing *** ==> SQL04

Project Grant [Career Link](#)

Description

B **I** **U** **↵** **≡** **≡** **≡** **%** **✕** **</>** **↺** **↻**

This project will provide very useful training for the employees of the partner employers.
Updated 6/2

Grantee [SIUC-Lincoln Land College](#)

DCEO Project contact [Lorraine Wareham](#)
[Click for more details.](#)

Status [Submitted](#)

Accepted Date Mar 05, 2015

Project Start Date 7/1/2015

Project End Date 6/30/2018

Is Green Initiative ☐ Yes ☒ No

Project Type [Formula](#)

Does this project have occupation Upgrades? ☒ Yes ☐ No

IWTS: PROJECT DETAILS CONTINUED

- Incumbent Worker Grant Amount
 - Project Cost
 - Costs on other projects – IWTS fills this in.
 - Balance – IWTS calculates this.
 - Funds Use
 - Needs and Benefits
-
- Click “Save.”
 - Click “Next.”

The screenshot displays the 'Project Details' form in the IWTS system. At the top, the 'Incumbent Worker Grant Amount' is set to \$100,000.00. Below this, the 'Project Cost' is entered as \$1,000.00, with an 'Update Costs' button to its right. The 'Costs on other projects' field shows \$15,975.00, with a 'View Related Projects' link. The 'Balance' is calculated as \$83,025.00. The form includes two text areas: 'Funds Use' and 'Needs And Benefits'. The 'Funds Use' text area contains the text 'The funds will be put to very effective and efficient use.' The 'Needs And Benefits' text area contains the text 'There is dire need and as a consequence great benefit to the area participants.' At the bottom, the 'History' section shows the record was created on 3/31/2010 by Michael Parsons and last updated on 7/10/2018 by Michael Parsons. There are 'Save' and 'Delete' buttons, and 'Previous' and 'Next' navigation buttons at the bottom right.

Incumbent Worker Grant Amount: \$100,000.00

Project Cost: \$1,000.00 [Update Costs](#)

Costs on other projects: \$15,975.00 [View Related Projects](#)

Balance: \$83,025.00

Funds Use

The funds will be put to very effective and efficient use.

Needs And Benefits

There is dire need and as a consequence great benefit to the area participants.

History Created: 3/31/2010 - Michael Parsons
Last Updated: 7/10/2018 - Michael Parsons

[Save](#) [Delete](#)

[Previous](#) [Next](#)

IWTS: LAYOFF AVERSION

Select from pre-defined at risk indicators and enter an additional description in the text box.

- Click “Add.”
- Click “Next.”

Required.

Project Navigator Menu

PreviousNext

Layoff Aversion

[Click here for instructions on completing the Layoff Aversion page](#)

Actions	ID	At Risk Indicator	Indicator Information
Add	1	Declining Sales	
Add	2	Supply Chain Issues	
Add	3	Adverse Industry Market Trends	
Add	4	Changes in Management Philosophy or Ownership	
Add	5	Worker Does Not Have In-Demand Skills	
Edit Delete	6	Strong Possibility of a Job if Worker Attains New Skills	adding a risk in IE9
Edit Delete	7	Other "At-Risk" Indicators	Describe the risk. At risk indicators with descriptions can be added after a project has been accepted.

PreviousNext

IWTS: PROJECT INDUSTRIES

Select from NAICS categories to select all codes that apply.

- Click “Select Checked Items.”
- Click “Next.”

Search and Select Additional Codes

Select a Naics Category

Keyword filter

- 11 - Agriculture, Forestry, Fishing & Hunting
- 21 - Mining
- 22 - Utilities
- 23 - Construction
- 31 - Manufacturing
- 32 - Manufacturing 32
- 33 - Manufacturing 33
- 42 - Wholesale Trade
- 44 - Retail Trade
- 45 - Retail Trade 45
- 48 - Transportation and Warehousing
- 49 - Transportation and Warehousing 49
- 51 - Information
- 52 - Finance and Insurance
- 53 - Real Estate and Rental and Leasing
- 54 - Professional and Technical Services

Search and Select Additional Codes

Select a Naics Category

Keyword filter

Save Checked Items

Page Size

<input type="checkbox"/>	Code	Title
<input type="checkbox"/>	423	Merchant Wholesalers, Durable Goods
<input type="checkbox"/>	424	Merchant Wholesalers, Nondurable Goods
<input type="checkbox"/>	425	Electronic Markets and Agents/Brokers

IWTS: GRANTEE INFORMATION

Identify grantee organization information:

- Is this Organization an employer
- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Employer Industry
- FEIN
- UI Account Number
- Is this location a worksite

Organization Contacts Work Site(s)

Add/Edit Grantee

[Why can't I edit locked fields?](#)
Complete all required fields below, and then click Save.

Record Id 2

[Is this Organization an employer?:](#)
☒ Yes ☐ No

Name:

Street Address:

Street Address 2:

City:

State:

ZIP Code:

Phone: Ext.:

Phone must be in format ###-###-####.

Fax:

Fax must be in format ###-###-####.

Agency Type:

[Employer Industry \(select all that apply\):](#)

- ☐ Beverage & Tobacco Product Manufacturing
- ☐ Food Manufacturing
- ☒ Rail Transportation
- ☐ Textile Mills
- ☐ Textile Product Mills

Federal Employer ID Number (FEIN):

Number (FEIN): FEIN must be in the format ##-#####

UI Account Number:

Account Number must be in the format #####-# or #####-#

[Is this location a Work Site?:](#)
☒ Yes ☐ No

IWTS: GRANTEE INFORMATION

- Owner's Ethnicity
- Dollar amount contributed by employer
- How the employer match will be provided
- Enter the Total Number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of this training at this job site.
- Click "Save."

The screenshot shows a web form titled "Owner's Ethnicity (Check all that apply)*". It includes checkboxes for White, Black, Hispanic, American Indian or Alaskan Native, Asian, Prefer not to answer, Hawaiian or Pacific Island, and Female Owned. Below this is a field for "Enter the match as a dollar amount contributed by the employer (or leave as 0.00 if there is no match amount)*" with a value of \$0.00. The next section is "How the employer match will be provided*" with a rich text editor. This is followed by two numeric input fields: "Enter the total number of employees at this location*" (value 0) and "Enter the total number of employees at this location that will receive training*" (value 0). The final section is "Provide a meaningful description of the impact of this training at this job site*" with a rich text editor containing the word "impact". At the bottom, a "History" section shows "Created: 3/31/2010 - Michael Parsons" and "Last Updated: 8/13/2018 - Michael Parsons". There are "Save" and "Remove" buttons at the very bottom.

Owner's Ethnicity (Check all that apply)*

☐ White ☐ Black

☐ Hispanic ☐ American Indian or Alaskan Native

☐ Asian ☒ Prefer not to answer

☐ Hawaiian or Pacific Island ☐ Female Owned

Enter the match as a dollar amount contributed by the employer (or leave as 0.00 if there is no match amount)*

\$0.00

How the employer match will be provided*

Enter the total number of employees at this location*

0

Enter the total number of employees at this location that will receive training*

0

Provide a meaningful description of the impact of this training at this job site*

impact

History Created: 3/31/2010 - Michael Parsons
Last Updated: 8/13/2018 - Michael Parsons

Save Remove

IWTS: GRANTEE INFORMATION

Identify the primary and secondary grantee contacts. Primary contacts receive emails from the system.

The screenshot displays the IWTS Grantee Information interface. The main window shows the 'Contact List' for the 'SIUC-Lincoln Land College' organization. It includes a 'Add a New Contact' section with buttons for 'Search for Existing Person' and 'Add New Person'. Below this is a table with one record for Michael Parsons, a primary contact with the email mparsons@siucwd.com. Two orange arrows originate from the 'Add New Person' button and point to the 'Add/Edit Contact' modal window. Another orange arrow points from the 'Search for Existing Person' button to the 'Search for Contact' modal window. Both modal windows are shown as overlays on the right side of the main interface.

Project Navigator Menu

[Review the grantee organization and Contacts](#)

Current Organization: SIUC-Lincoln Land College

Organization | **Contacts** | Work Site(s)

Contact List

[Grantee Contact Instructions](#)

Add a New Contact
Add a new contact by searching for an existing account (recommended) or by adding a new person.

[Search for Existing Person](#) | [Add New Person](#)

Found 1 records.

Select	Remove	Name	Type	Email
Select	Remove	Parsons, Michael	primary	mparsons@siucwd.com

[Refresh](#)

Page Size: 15

Add/Edit Contact

ID: 0

First (given) Name:

Last (family) Name:

Contact Type: << Select one >> ▼

E-mail address:

[Save](#) [Cancel](#) [Add New Person](#)

Search for Contact

Search for an existing accounting using a first name, last name, email address, or parts of an email address (ex: "johnsmith@").

Search for:

[Search](#) [Close Search](#)

IWTS: HARD-TO-SERVE GROUPS

Select all applicable hard-to-serve groups for employees who will get training from this project.

- Click “Save Checked Items.”
- Click “Next.”

Required if any of these groups are applicable.

The screenshot shows a web application interface for selecting hard-to-serve groups. At the top, there is a 'Project Navigator Menu' button and 'Previous' and 'Next' navigation buttons. Below this is a link: 'Click for instructions on completing the Hard-To-Serve Page'. The main heading is 'Existing Project Hard-to-Serve Groups', followed by the text 'Currently there have been no records selected for the project.' Below this is a section titled 'Select Additional Codes'. On the left of this section is a red button labeled 'Save Checked Items'. On the right is a 'Page Size' dropdown menu set to '25'. Below these is a table with three columns: a checkbox column, a 'Code' column, and a 'Title' column. The table contains six rows of data.

<input type="checkbox"/>	Code	Title
<input type="checkbox"/>	1	Disabilities
<input type="checkbox"/>	2	Ex-Offenders
<input type="checkbox"/>	3	Low Income
<input type="checkbox"/>	4	Minorities
<input type="checkbox"/>	5	Veterans
<input type="checkbox"/>	6	Youth

At the bottom right of the form, there are 'Previous' and 'Next' navigation buttons.

IWTS: PROJECT SECTORS

Select Sectors.

- Click “Save Checked Items.”
- Click “Next.”

Project Navigator Menu

PreviousNext

[Click for instructions on completing the Project Sectors Page](#)

Existing Project Sectors

Currently there have been no records selected for the project.

Select Additional Codes

Save Checked Items

Page Size25

	Code	Title
<input type="checkbox"/>	1	Agriculture, Food and Natural Resources
<input type="checkbox"/>	2	Architecture and Construction
<input type="checkbox"/>	3	Arts, A/V Technology and Communications
<input type="checkbox"/>	4	Business, Management and Administration
<input type="checkbox"/>	5	Education and Training
<input type="checkbox"/>	6	Finance
<input type="checkbox"/>	7	Government and Public Administration
<input type="checkbox"/>	8	Health Science
<input type="checkbox"/>	9	Hospitality and Tourism
<input type="checkbox"/>	10	Human Services
<input type="checkbox"/>	11	Information Technology
<input type="checkbox"/>	12	Law, Public Safety and Security
<input type="checkbox"/>	13	Manufacturing
<input type="checkbox"/>	14	Marketing, Sales and Service
<input type="checkbox"/>	15	Science, Technology, Engineering, Energy, and Mathematics
<input type="checkbox"/>	16	Transportation, Distribution and Logistics

Save Checked Items

PreviousNext

IWTS: EMPLOYEE OCCUPATIONS

Select all employee occupations for all employees to get training.

- Click “Select Checked Items.”
- Click “Next.”

Search and Select Additional Codes

Select an Occupation Category

Keyword filter

Architecture and Engineering Occupations (17-0000)

Arts, Design, Entertainment, Sports, and Media Occupations (27-0000)

Building and Grounds Cleaning and Maintenance Occupations (37-0000)

Business and Financial Operations Occupations (13-0000)

Community and Social Service Occupations (21-0000)

Computer and Mathematical Occupations (15-0000)

Construction and Extraction Occupations (47-0000)

Education, Training, and Library Occupations (25-0000)

Farming, Fishing, and Forestry Occupations (45-0000)

Food Preparation and Serving Related Occupations (35-0000)

Healthcare Practitioners and Technical Occupations (28-0000)

Healthcare Support Occupations (31-0000)

Installation, Maintenance, and Repair Occupations (49-0000)

Legal Occupations (23-0000)

Life, Physical, and Social Science Occupations (16-0000)

Management Occupations (11-0000)

Military Specific Occupations (65-0000)

Office and Administrative Support Occupations (43-0000)

Personal Care and Service Occupations (36-0000)

Search and Select Additional Codes

Select an Occupation Category

Keyword filter

Search Reset

Save Checked Items

Page Size 25

Code	Title
13-0000	Business and Financial Operations Occupations
13-1011	Agents and Business Managers of Artists, Performers, and Athletes
13-1021	Buyers and Purchasing Agents, Farm Products
13-1022	Wholesale and Retail Buyers, Except Farm Products
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products
13-1031	Claims Adjusters, Examiners, and Investigators
13-1032	Insurance Appraisers, Auto Damage
13-1041	Compliance Officers
13-1051	Cost Estimators
13-1071	Human Resources Specialists
13-1074	Farm Labor Contractors
13-1075	Labor Relations Specialists
13-1078	Human Resources, Labor Relations, And Training Specialists, All Other
13-1081	Logisticians
13-1111	Management Analysts
13-1121	Meeting, Convention, and Event Planners
13-1131	Fundraisers
13-1141	Compensation, Benefits, and Job Analysis Specialists
13-1151	Training and Development Specialists

IWTS: OCCUPATION UPGRADES

In the Project Detail section, if the answer to the question “Does this project have occupation upgrades?” is yes, select all applicable occupations.

- Click “Save Checked Items.”
- Click “Next.”

Search and Select Additional Codes

Select an Occupation Category

Keyword filter

- Architecture and Engineering Occupations (17-0000)
- Arts, Design, Entertainment, Sports, and Media Occupations (27-0000)
- Building and Grounds Cleaning and Maintenance Occupations (37-0000)
- Business and Financial Operations Occupations (13-0000)
- Community and Social Service Occupations (21-0000)
- Computer and Mathematical Occupations (15-0000)
- Construction and Extraction Occupations (47-0000)
- Education, Training, and Library Occupations (25-0000)
- Farming, Fishing, and Forestry Occupations (45-0000)
- Food Preparation and Serving Related Occupations (35-0000)
- Healthcare Practitioners and Technical Occupations (29-0000)
- Healthcare Support Occupations (31-0000)
- Installation, Maintenance, and Repair Occupations (49-0000)
- Legal Occupations (23-0000)

Search and Select Additional Codes

Select an Occupation Category

Keyword filter

Page Size

1 2

	Code	Title
<input type="checkbox"/>	13-0000	Business and Financial Operations Occupations
<input type="checkbox"/>	13-1011	Agents and Business Managers of Artists, Performers, and Athletes
<input type="checkbox"/>	13-1021	Buyers and Purchasing Agents, Farm Products
<input type="checkbox"/>	13-1022	Wholesale and Retail Buyers, Except Farm Products
<input type="checkbox"/>	13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products
<input type="checkbox"/>	13-1031	Claims Adjusters, Examiners, and Investigators
<input type="checkbox"/>	13-1032	Insurance Appraisers, Auto Damage
<input type="checkbox"/>	13-1041	Compliance Officers
<input type="checkbox"/>	13-1051	Cost Estimators
<input type="checkbox"/>	13-1071	Human Resources Specialists
<input type="checkbox"/>	13-1074	Farm Labor Contractors
<input type="checkbox"/>	13-1075	Labor Relations Specialists
<input type="checkbox"/>	13-1078	Human Resources, Labor Relations, And Training Specialists, All Other
<input type="checkbox"/>	13-1081	Logisticians
<input type="checkbox"/>	13-1111	Management Analysts
<input type="checkbox"/>	13-1121	Meeting, Convention, and Event Planners

IWTS: EMPLOYERS

Enter information about each employer:

- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Employer Industry
- FEIN
- UI Account Number
- Is this location a worksite

Organization List Organization Contacts Work Site(s)

Add/Edit Employers

[Why can't I edit locked fields?](#)
Complete all required fields below, and then click Save.

Record Id 2

Name*: SIUC-Lincoln Land College

Street Address*: 5250 Shepard Rd

Street Address 2:

City*: Springfield

State*: IL

ZIP Code*: 62703 5484

Phone*: 217-111-2222 Ext.:

Phone must be in format ###-###-####.

Fax:

Fax must be in format ###-###-####.

Agency Type* Illinois workNet Center

[Employer Industry \(select all that apply\)*:](#)

☐ Beverage & Tobacco Product Manufacturing

☐ Food Manufacturing

☒ Rail Transportation

☐ Textile Mills

☐ Textile Product Mills

Federal Employer ID Number (FEIN)*: FEIN must be in the format ##-#####

11-2222222

UI Account Number*: UI Account Number must be in the format #####-# or #####-

938378-1

[Is this location a Work Site*:](#) ☒ Yes ☐ No

IWTS: EMPLOYERS

- Owner's Ethnicity
- Dollar amount contributed by employer
- How the employer match will be provided
- Enter the Total Number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of this training at this job site
- Click "Save."

Owner's Ethnicity (Check all that apply):

<input type="checkbox"/> White	<input type="checkbox"/> Black
<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> Asian	<input checked="" type="checkbox"/> Prefer not to answer
<input type="checkbox"/> Hawaiian or Pacific Island	<input type="checkbox"/> Female Owned

Enter the match as a dollar amount contributed by the employer (or leave as 0.00 if there is no match amount):

\$0.00

How the employer match will be provided:

Enter the total number of employees at this location*:

0

Enter the total number of employees at this location that will receive training*:

0

Provide a meaningful description of the impact of this training at this job site*:

impact

History Created: 3/31/2010 - Michael Parsons
Last Updated: 6/13/2018 - Michael Parsons

Save Cancel

IWTS: EMPLOYER

Identify the primary and secondary employer contacts.

The screenshot displays the IWTS EMPLOYER interface. The main window shows the 'Contact List' for the 'SIUC-Lincoln Land College' organization. It includes a 'Project Navigator Menu' at the top left, a 'Previous' button at the top right, and a 'Review the grantee organization and Contacts' link. The 'Current Organization' is 'SIUC-Lincoln Land College'. The 'Contact List' section has a 'Grantee Contact Instructions' link and an 'Add a New Contact' section with 'Search for Existing Person' and 'Add New Person' buttons. Below this, it says 'Found 1 records.' and displays a table with one record: 'Parsons, Michael' with a 'primary' type and email 'mparsons@siucwd.com'. The table has columns for 'Select', 'Remove', 'Name', 'Type', and 'Email'. A 'Page Size' dropdown is set to '15'. A 'Refresh' button is at the bottom left. Two modal windows are overlaid on the right. The top modal is titled 'Add/Edit Contact' and has tabs for 'Organization', 'Contacts', and 'Work Site(s)'. It contains fields for 'ID: 0', 'First (given) Name:', 'Last (family) Name:', 'Contact Type:' (a dropdown menu), and 'E-mail address:'. It has 'Save', 'Cancel', and 'Add New Person' buttons. The bottom modal is titled 'Search for Contact' and also has tabs for 'Organization', 'Contacts', and 'Work Site(s)'. It contains a 'Search for:' text input field and 'Search' and 'Close Search' buttons. An orange arrow points from the 'Add New Person' button in the 'Add a New Contact' section to the 'Add/Edit Contact' modal.

Project Navigator Menu

Previous

Review the grantee organization and Contacts

Current Organization: SIUC-Lincoln Land College

Organization Contacts Work Site(s)

Contact List

Grantee Contact Instructions

Add a New Contact

Add a new contact by searching for an existing account (recommended) or by adding a new person.

Search for Existing Person Add New Person

Found 1 records.

Select	Remove	Name	Type	Email
Select	Remove	Parsons, Michael	primary	mparsons@siucwd.com

Page Size 15

Refresh

Previous

Add/Edit Contact

Organization Contacts Work Site(s)

ID: 0

First (given) Name:

Last (family) Name:

Contact Type: << Select one >>

E-mail address:

Save Cancel Add New Person

Search for Contact

Organization Contacts Work Site(s)

Search for an existing accounting using a first name, last name, email address, or parts of an email address (ex: "john.smith@").

Search for:

Search Close Search

IWTS: EMPLOYER

Enter all work sites for each employer:

- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Enter the total number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of the training at this job site
- Click “Save.”
- Click “Next.”

The screenshot shows the 'Add/Edit Work Site' form in the IWTS system. At the top, there are tabs for 'Organization List', 'Organization', and 'Work Site(s)', with 'Work Site(s)' being the active tab. Below the tabs is the title 'Add/Edit Work Site' and a link for 'Worksite Instructions'. A dropdown menu for 'Select A Work Site:' is set to 'SIUC worksite - Springfield', with an 'Add New Worksite' button below it. A note states 'Complete all required fields below, and then click Save.' The form contains several fields: 'Record Id' (5387), 'Name' (SIUC worksite), 'Street Address' (5250 Shepard Rd), 'Street Address 2', 'City' (Springfield), 'State' (IL), 'ZIP Code' (62703 5426), 'Phone' (217-303-5858), 'Ext.' (empty), 'Fax' (empty), and 'Agency Type' (Community Based Organization). Below these are three instructions: 'Enter the total number of employees at this location:' (12), 'Enter the total number of employees at this location that will receive training:' (3), and 'Provide a meaningful description of the impact of this training at this job site:' (td some day). A 'History' section shows 'Created: 7/7/2013 - Michael Parsons' and 'Last Updated: 7/7/2013 - Michael Parsons'. At the bottom are 'Save' and 'Cancel' buttons. The overall page layout includes a top navigation bar and a bottom bar with 'Previous' and 'Next' buttons.

Organization List Organization Work Site(s)

Add/Edit Work Site

[Worksite Instructions](#)

Select A Work Site: SIUC worksite - Springfield ▼
Add New Worksite

Complete all required fields below, and then click Save.

Record Id 5387
Name: SIUC worksite
Street Address: 5250 Shepard Rd
Street Address 2:
City: Springfield
State: IL
ZIP Code: 62703 5426
Phone: 217-303-5858 Ext.:
Phone must be in format ###-###-####.
Fax:
Fax must be in format ###-###-####.
Agency Type: Community Based Organization ▼

Enter the total number of employees at this location:
12

Enter the total number of employees at this location that will receive training:
3

Provide a meaningful description of the impact of this training at this job site:
td some day

History Created: 7/7/2013 - Michael Parsons
Last Updated: 7/7/2013 - Michael Parsons

Save Cancel

Previous Next

IWTS: EMPLOYERS

All employers will save to the Organization List

Organization List

Project Employers

Select	Remove	ID	Name/Address	Type
Select	Remove	146	Bloomington Housing Authority 104 E. Wood Bloomington, IL 61701-6791	Employer
Select	Remove	945	Illinois Manufacturers' Association 220 East Adams St. Springfield, IL 62701-8401	Employer
Select		2	SIUC-Lincoln Land College 5250 Shepard Rd Springfield, IL 62703-5464	Both

Reminder: Additional employers must be added to a new project, not to an existing project. See help at the top of the page.

Previous

Next

IWTS: TRAINING COURSES

Enter training course information:

- Title, Description, Provider Name
- Course Credentials
- Classification of Instructional Programs (CIP)

- Click “Save.”
- Click “Save Checked Items.”

Project Navigator Menu

Previous Next

Click for instructions on completing the Project Employers Page - updated

Current Courses

Select	Delete	Course ID	Course Title	Provider Name
Select	Delete	145	A second course for this project (5)	Course provider
Select	Delete	1133	new course title (1)	LLCC
Select	Delete	1134	Specialized Equipment Training (0)	LLCC
Select	Delete	11	the main course (8)	td

Page Size: 25

A second course for this project

Course Parts

Step 1 - Course

Step 2 - Course Credentials

Step 3 - Course CIP Details

Step 4 - Course Sessions

Course

Course ID: 145

Course Title: A second course for this project

Provider Name: Course provider

Course Description: A short description for this course

History: Created: 5/7/2010 - Michael Parsons
Last Updated: 2/24/2015 - Michael Parsons

Save Delete Refresh New Course

Previous Next

Course Parts

Step 1 - Course

Step 2 - Course Credentials

Step 3 - Course CIP Details

Step 4 - Course Sessions

Credentials for this Course

Click for instructions on identifying Credential(s) for the current Course

Existing Course Credential Codes

Remove	Code	Title
Remove	6	Certificate of Completion

Select Additional Codes

Save Checked Items

Page Size: 25

Code	Title
3	Industry Recognized Credential

Course Parts

Step 1 - Course

Step 2 - Course Credentials

Step 3 - Course CIP Details

Step 4 - Course Sessions

CIP Codes for this Course

Click for instructions on identifying CIP Code(s) for the current Course

Existing Course CIP Codes

Remove	Code	Title
Remove	11.0102	Artificial Intelligence. A program that focuses on the symbolic inference, representation, and simulation by computers and software of human learning and reasoning processes and capabilities, and the computer modeling of human motor control and motion. Includes instruction in computing theory, cybernetics, human factors, natural language processing, and applicable aspects of engineering, technology, and specific end-use applications.
Remove	11.9999	Computer and Information Sciences and Support Services, Other. Any instructional program in computer and information sciences and support services not listed above.

Search and Select Additional Codes

Select a CIP Family: Select a CIP Family

Keyword Title

Search Reset

Page Size: 25

IWTS: TRAINING COURSES

Classification of Instructional Programs (CIP)

- Click “Save Checked Items.”

Search and Select Additional Codes

Select a CIP Family Agriculture, Agriculture Operations, and Related Sciences. ▼

Keyword filter

Page Size 25 ▼

Code	Title
<input type="checkbox"/> 01.0102	Agribusiness/Agricultural Business Operations. A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.
<input type="checkbox"/> 01.0599	Agricultural and Domestic Animal Services, Other. Any instructional program in agricultural and domestic animal services not listed above.
<input type="checkbox"/> 01.0801	Agricultural and Extension Education Services. A program that prepares individuals to provide referral, consulting, technical assistance, and educational services to gardeners, farmers, ranchers, agribusinesses, and other organizations. Includes instruction in basic agricultural sciences, agricultural business operations, pest control, adult education methods, public relations, applicable state laws and regulations, and communication skills.
<input type="checkbox"/> 01.0401	Agricultural and Food Products Processing. A program that prepares individuals to receive, inspect, store, process, and package agricultural products in the form of human food consumables, animal or plant food, or other industrial products. Includes instruction in the nutrient and industrial properties of various agricultural products; logistics and storage procedures; chemical and mechanical processing operations; packaging; safety and health requirements; and related technical and business principles.
<input type="checkbox"/> 01.1104	Agricultural and Horticultural Plant Breeding. A program that focuses on the application of genetics and genetic engineering to the improvement of agricultural plant health, the development of new plant varieties, and the selective improvement of agricultural plant populations. Includes instruction in genetics, genetic engineering, population genetics, agronomy, plant protection, and biotechnology.

IWTS: TRAINING COURSES

For every training course, identify every session's:

- Start Date
- End Date
- Session Title
- Instructor Information
- Location Information

EXAMPLE – If a session is offered over three separate time frames, enter each session's information.

- Click "Save."
- Click "Next."

Course Parts

Step 1 - Course

Step 2 - Course Credentials

Step 3 - Course CIP Details

Step 4 - Course Sessions

Select	Delete	Start Date	Session Title / Instructor	Location/Address
Select	Delete	2015-07-01	Afternoon Session Bob Instructor	workNet 2450 Foundation Dr, Springfield, IL 62704
Select	Delete	2015-07-01	Morning Session Bob Instructor	workNet 2450 Foundation Dr, Springfield, IL 62704

Session Information

Session Start Date: 7/1/2015

Session End Date: 6/30/2016

Session Title: Afternoon Session

Instructions: Be prompt, be ready to contribute

Instructor

First Name: Bob

Last Name: Instructor

Title:

Phone (area: 666-666-6667): 217-786-3010 Extension:

Fax (ext: 666-666-6667):

Instructor Email: bob@ilinoisworknet.com

Location

Location Name: workNet

Address: 2450 Foundation Dr

Address2:

City: Springfield

State: IL

Zipcode: 62704

History: Created: 5/15/2012 - Michael Parsons
Last Updated: 7/13/2015 - Jerome Grimmer

Save Delete Add New Session Clone Session

Previous Next

Generate the entire plan and print it.

- Scroll down to see if there are any errors.
- You can print it on paper or print it to a PDF file.

Project Review

There are 2 Project Industries identified for this project

Project Industries

Code

Industry

13

Manufacturing

14

Marketing, Sales and Service

Project Insurance There are 5 Project Industries identified for this project

Project Industries

Code

Industry

311

Food Manufacturing

312

Beverage & Tobacco Product Manufacturing

313

Tobacco Mills

314

Tobacco Product Mills

482

Rail Transportation

Employee Occupations There are 5 Employee Occupations identified for this project

Employee Occupations

Code

Occupation

25-1124

Physical Transporters

25-1126

Relational Transporters

25-1128

Machinery Operators

47-6011

First-Line Supervisors of Construction Trades and Extraction Workers

47-2011

Boilermakers

Upgrade Occupations There is 1 Project Occupation Upgrade identified for this project

Upgrade Occupations

Code

Occupation

13-0011

Administrative Services Managers

Project Employers

Employer

Bloomington Housing Authority

Enter the employer's mailing/physical address. Use the following:

or provide the web address for the organization

Address

355 S. 38th

Bloomington, IL 61704-6791

Phone: 309-523-2350 ext. 3400

Phone

309-555-1234 ext. 123

Agency

Business

Industry

112, Beverage & Tobacco Product Manufacturing

Federal Employer ID

22-1234567

Number

US Account Number

1234564

Is the location a plant

Yes

Owner's/Manager's Personal Contact

Employer contact info: \$1,233.00 amount

How the employer match will be provided

not sure why there is a dollar here????

added on summer 1986

1996 number of employees at the location

15

1996 number of employees at the location that received training

12

Provide a meaningful description of the impact of the training at the job site

No dollar in this text box?

added on summer 1986

Project Courses

Course A second course for this project

Description: A short description for this course

Provider: Course provider

Certificate: Certificate of Completion

UT Code: 11-0102 Artificial Intelligence

A program that focuses on the symbolic inference, representation, and simulation by computers and software of human learning and reasoning processes and capabilities, and the computer modeling of human motor control and motion. Includes instruction in computing theory, cybernetics, human factors, natural language processing, and applicable aspects of engineering, technology, and specific end-use applications.

11-3999 Computer and Information Sciences and Support Services, Other.

Any instructional program in computer and information sciences and support services not listed above.

———— Sessions ————

Session: Afternoon Session

Starts: Jul 1, 2015 **Ends:** Jun 30, 2016

Instructor(s): Be prompt, be ready to contribute

Schedule: Tues, Th, 1:00pm-3:00pm

Instructor: **Bob Inghilter**

E-mail: bob@robwinkind.com

Phone: 215-766-3810

Location: **warrent**

2400 Foundation Dr

Springfield, IL 62704

Session: Morning Session

Starts: Jul 1, 2015 **Ends:** Jun 30, 2016

Instructor(s): Be prompt, be ready to contribute

Schedule: MWF 9:00am-11:30am

Instructor: Same as above

Location: Same as above

Course new course title

Description: description

Provider: LLC2

Certificate: Industry Recognized Credential

UT Code: 01-001 Agriculture and Food Products Processing

A program that prepares individuals to: harvest, harvest, store, process, and package agricultural products in the form of human food consumables, animal or plant food, or other industrial products; include instruction in the nutrient and industrial properties of various agricultural products; legislative and storage procedures; chemical and mechanical processing operations; packaging, safety and health requirements; and related technical and business practices.

———— Sessions ————

Session: Trial session

Starts: Jul 1, 2015 **Ends:** Jun 30, 2016

Instructor(s):

Instructor: **First name last name**

E-mail: info@llc2.com

Phone: 121-455-7890

Location: **name**

address

city, IL 62704

Course Specialized Equipment Training

Description: Provides lapboard and classroom training on the new equipment.

Provider: LLC2

Certificate: Industry Recognized Credential

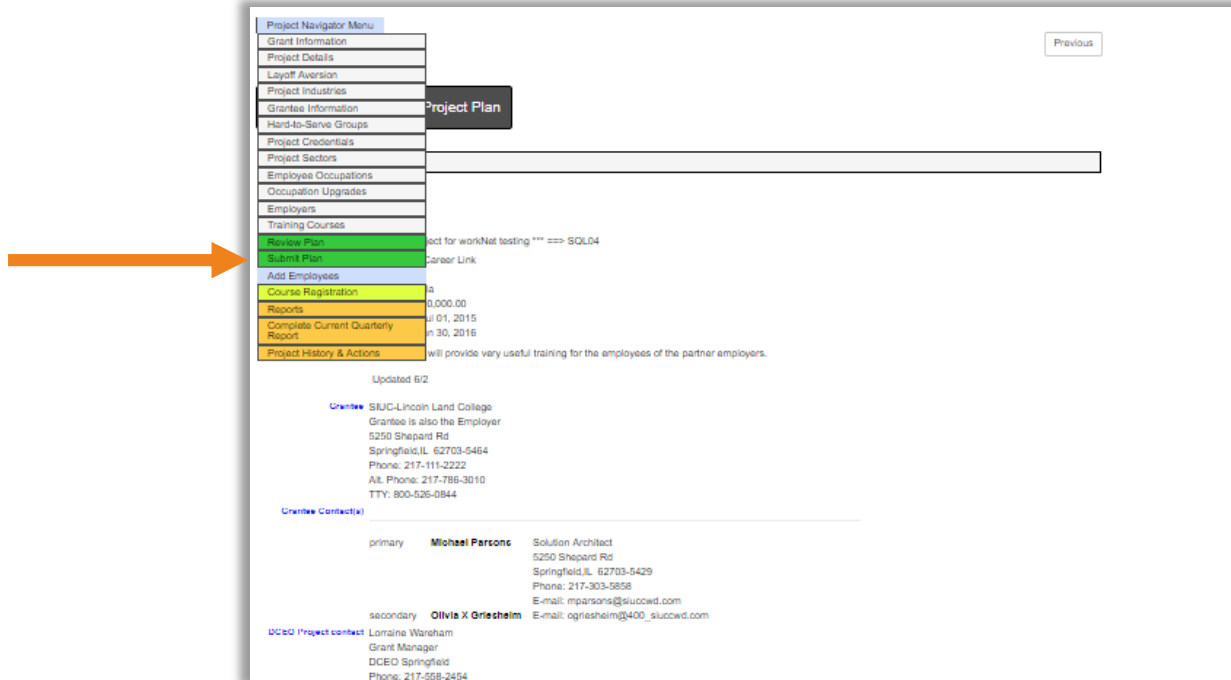
Certificate of Completion

UT Code: 21-0101 Technology Education/Industrial Arts

Detailed

IWTS: SUBMIT PLAN TO DCEO

Grantee clicks “Submit Plan” and is presented with a confirmation screen. On submit, DCEO contact is emailed and status changes to “Submitted.”



The screenshot displays the 'Project Plan' confirmation screen in the IWTS system. The left-hand menu is visible, with the 'Submit Plan' button highlighted in blue. An orange arrow points to this button. The main content area shows the project details for 'SIUC-Lincoln Land College'. The 'Grantee' is listed as 'SIUC-Lincoln Land College', and the 'Grantee is also the Employer' is confirmed. The contact information for the grantee is provided, including the address, phone, and TTY. The 'DCEO Project contact' is listed as 'Lorraine Wareham', 'Grant Manager', 'DCEO Springfield', with phone number '217-558-2454'. The 'Project History & Actions' section shows a list of actions, including 'Review Plan', 'Submit Plan', 'Add Employees', 'Course Registration', 'Reports', 'Complete Current Quarterly Report', and 'Project History & Actions'. The 'Submit Plan' action is highlighted in blue. The 'Project Plan' status is 'Submitted'.

Project Plan

Project for workNet testing "" ==> SQL04

Career Link

Updated 6/2

Grantee SIUC-Lincoln Land College
Grantee is also the Employer
5250 Shepard Rd
Springfield, IL 62703-5464
Phone: 217-111-2222
Alt. Phone: 217-786-3010
TTY: 800-526-0844

Grantee Contact(s)

primary **Michael Parsons** Solution Architect
5250 Shepard Rd
Springfield, IL 62703-5429
Phone: 217-303-5858
E-mail: mparsons@slucwd.com

secondary **Olivia X Griesheim** E-mail: ogriesheim@slucwd.com

DCEO Project contact Lorraine Wareham
Grant Manager
DCEO Springfield
Phone: 217-558-2454

IWTS: ADD EMPLOYEES



IWTS: ADD EMPLOYEES WHO ARE RECEIVING TRAINING

Add employees after your plan is “Accepted.” There are two options for how you add employees:

Option 1

- Enter each employee one at a time.

Option 2

- Bulk upload multiple employees.

Either way, add all of the employees at one time or continuously add employees who will receive training as those employees are identified.

IWTS: OPTION 1 MANUAL ENTRY

1. Select the employer and worksite.
2. Search for existing employees or add new.

Project Navigator Menu

[Help for adding and managing Employees](#)

Employee List

Step 1 - Select Employer and Work Site

[Employee Instructions](#)

Employer:

Work Site:

Step 2 - Optionally Filter Existing Employees

Filter Existing Employees by Keyword:

Add a New Employee

Add a new employee(s) by searching ("New") for an existing person by SSN (ex. from a previous project), by adding a new person, or by uploading an employee file.

Employer: Illinois Manufacturers' Association

Worksite: Illinois Manufacturers' Association

Search for SSN:

Date of Birth:

Select Add next to individual that displays in list. Click "Save"

Add/Edit Employee

ID: 0

First (given) Name*:

Last (family) Name*:

E-mail address*:

Social Security Number*:

Include dashes, ex: 888-23-4567

Zip Code*:

Gender*:

Date of Birth*: MONTH DAY YEAR

<< Select >>

Job title*:

Military Status*: << Select >>

Disability Status*: << Select >>

Disability Category*: << Select >>

Ethnicity: ☐ White ☐ Black ☐ Hispanic ☐ American Indian or Alaskan Native ☐ Asian ☐ Prefer not to answer ☐ Hawaiian or Pacific Island

[Select an Employee Occupation](#)

Employee Occupation:

Will Training Update Occupation: ☐ No ☐ Yes

Upgrade Occupation:

☐ Check this box if you are going to add multiple employees (or add a new employee after saving the current employee)

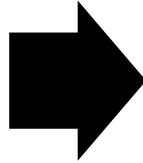
- Check box if adding multiple employees.
- Click "Save."
- Click "Add New Person."

IWTS: OPTION 2 BULK UPLOAD

If you bulk upload employees there will be two steps:

Step 1

- Complete the bulk upload



Step 2

- Identify each Employee Occupation.

IWTS: OPTION 2 BULK UPLOAD

Step 1: Complete the bulk upload; get sample files from the IWTS Guide.

1. Create an xml, excel, or csv file of your employee records.
2. Each record **MUST** include the following fields:
(for csv & excel files use field name headers)
 - ssn
 - firstName
 - lastName
 - zipCode
 - birthDate
 - ethnicity
 - militaryStatus
 - disabilityStatus
 - disabilityCategory
 - gender
3. Click "Upload Excel, CSV or XML File" button.
4. Browse computer and select file for upload and click "Open".
5. Click "Upload File" button.
6. Click "View Data" button to verify data is correct.
7. Click "Import Data" button.
8. Take note of system status. It will alert you to any errors and number of records imported.
9. Close window.
10. Click "Refresh" button on Employee screen.

IWTS: OPTION 2 BULK UPLOAD

Step 2: Identify each Employee Occupation.

- Click “Update Checked Items.”

[Mass Updates of Employee Occupation](#)

Employee Occupation*: Boilermakers (47-2011)

Will Training Update Occupation ☒ No ☐ Yes

Upgrade Occupation: Select an Upgrade Occupation

[Close Panel](#)

Update Checked Items

Page Size 15

<input type="checkbox"/>	Select	Remove	Name	Employee Occupation	Will Training Update Occ.	Completed Training Occupation
<input type="checkbox"/>	Select	Remove	customer0814, worknet			
<input type="checkbox"/>	Select	Remove	military0428a, test	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers (51-2011)	Yes	First-Line Supervisors of Construction Trades and Extraction Workers (47-1011)
<input type="checkbox"/>	Select	Remove	Pesci, Joe	Actors (27-2011)	Yes	Boilermakers (47-2011)

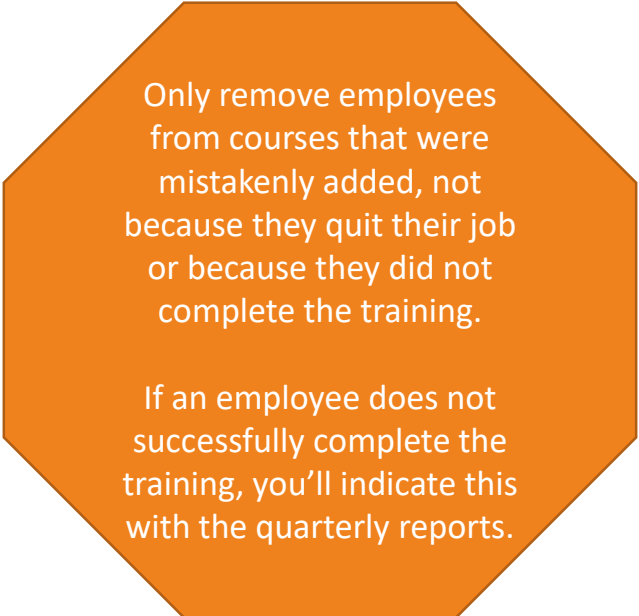
IWTS: ADD EMPLOYEES TO COURSE AND SESSIONS



IWTS: COURSE REGISTRATION

This is where you will:

- Add employees to Course Sessions.
- Make corrections to remove employees from Course Sessions.

An orange octagonal callout box with a thin black border, containing two paragraphs of white text.

Only remove employees from courses that were mistakenly added, not because they quit their job or because they did not complete the training.

If an employee does not successfully complete the training, you'll indicate this with the quarterly reports.

IWTS: COURSE REGISTRATION

Employees are added to courses.
This information should be added ongoing as it occurs.

- Course and Session.
- Select Employer.
- Select Worksite.
- Select those NOT in course.
- Select all employees to add to the course.
- Alternatively, if you've mistakenly added an employee to the wrong course, select:
 - Only those in the course.
 - Select "Remove" adjacent to the person.

The screenshot displays the IWTS Course Registration interface. At the top, there is a 'Project Navigator Menu' and a 'Previous' button. Below these, there are links for 'Review the grantee organization and Contacts' and 'Click for instructions on adding employees to courses'.

Step 1. Select a Course and Session

Select a [the main course (8)]
Course/Session: [Main Session]

Step 2. Select an Employer and Work Site

Employer: [Select an Employer]
Work Site: []
For Employees - Show: ☐ Only those NOT in course ☐ Only those IN course ☒ All Employees
Employee filter: [] Optionally enter the first few characters of a last name to limit the records returned.
[Show Employees]

Course Registration Status
Course: the main course
Session: Main Session
[Save Checked Items] Enrolling Registration Handling: ☐ Automatically move to selected session ☒ Do NOT move worker to selected session

Found 17 records

	Work Site	Student	Session Status	Registration Date
<input type="checkbox"/>	BHA site 1	Bodi, Jim	Not Registered	
<input type="checkbox"/>	SIUC-Lincoln Land College	Cordova, Linda	Not Registered	
<input type="checkbox"/>	SIUC-Lincoln Land College	Cordova, Linda	Not Registered	
<input type="checkbox"/>	Illinois Manufacturers' Association	customer0814, worknet	Main Session	2015-02-16
<input type="checkbox"/>	BHA site 1	Fran, Jane	Not Registered	
<input type="checkbox"/>	BHA site 1	Joe, Hank	Not Registered	
<input type="checkbox"/>	Remove	Illinois Manufacturers' Association	Joe, Hank	2016-02-19
<input type="checkbox"/>	Illinois Manufacturers' Association	military0428a, test	Main Session	2012-06-08
<input type="checkbox"/>	Remove	SIUC-Lincoln Land College	Parsons, Dane	2012-05-15
<input type="checkbox"/>	BHA site 1	Parsons, Johanne	Not Registered	
<input type="checkbox"/>	SIUC worksite	Parsons, Michael	Main Session	2015-02-15
<input type="checkbox"/>	SIUC-Lincoln Land College	Parsons, Taylor	Main Session	2012-05-05
<input type="checkbox"/>	Illinois Manufacturers' Association	Pesci, Joe	Main Session	2015-02-15
<input type="checkbox"/>	BHA site 1	Pollock, Lacey	Not Registered	
<input type="checkbox"/>	Lawrence Adult Center	Test, John	Main Session	2010-05-07
<input type="checkbox"/>	BHA site 1	Williams, Mike	Not Registered	
<input type="checkbox"/>	Illinois Manufacturers' Association	Williams, Mike	Not Registered	

[Save Checked Items]

Previous

IWTS: SUBMIT QUARTERLY REPORTS



IWTS: **SUBMIT QUARTERLY REPORT**

Quarterly Reports are automatically generated for all “Accepted” projects.

- Access your current Quarterly Report any time from your “Project Navigator Menu” or select “IWTS Quarterly Reports” from the left navigation menu.
- An email will be sent to the grant recipient's primary contact when it’s due.
- The schedule is available from the Quarterly Report and the IWTS Guide.

Submit quarterly reports for all plans that have an “Accepted” status.



Submit every quarter until the final report is due.



To submit a final report, You must answer “Yes” to, “Is this the final report?”



DCEO will approve the Final Report or request that it be corrected and resubmitted.

IWTS: **SUBMIT QUARTERLY REPORT**

Each quarterly report has four sections that need to be completed as seen with the tabs below:

1. Status Report
2. Workers Training Status
3. Workers Training Outcome
4. Review and Submit

6/30/2013 (Submitted)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcome](#) [Review and Submit](#)

Search for Report
[Click here for Instructions](#)

Select a Grantee:
Select a Grantee ▼
Select an LWIA: Select an LWIA ▼
Search

Select a Project*:
Select a Project
Select a Report*: ▼

IWTS: SUBMIT QUARTERLY REPORT

Complete all required information with “Status Report.”

Search [Status Report](#) [Workers Training Status](#) [Workers Training Outcome](#) [Review and Submit](#)

Status Report

[Click here for Instructions](#)

ProjectId: 308
Report Period: 6/30/2013
Ending:
Id: 859
Report Status: Submitted
IWDS Grant #: 12681007
Preparer Name: Amy Santacaterina
Company Name: The Chicago Cook workforce Partnership
Training Name: 7 Mile Solutions-Integrated Management Systems

Is this the final report? ☒ Yes ☐ No

Actual Cost of: 19,760.00

Project #:
Project Status: On Schedule

Project Overview:

Training Plus inc. completed the Integrated Management System training for 7 Mile solutions. the training featured course work in ISO 9001, AS9100, ISO 13485 and FDA 21 CFR820 and ITAR.

Words: 30 Characters: 183

Outcomes Achieved:

The training was completed and 14 people attended and successfully completed.

Quarter Progress:

All completed.

Words: 2 Characters: 13

Obstacles

Description:

The only obstacle was learning the reporting and tracking function in Illinois WorkNet for incumbent working. We had some technical difficulty delaying some reporting.

Words: 24 Characters: 168

Benefits

Description:

7 mile solutions anticipates greater efficiency and productivity will result from the training.

IWTS: SUBMIT QUARTERLY REPORT

For each course, select each “Workers Training Status”:

- Not Started
- In Progress
- Completed and [credentials added to the plan] Earned
- Did not complete requirements
- Click “Update Workers.”

6/30/2011 (In Progress)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcome](#) [Review and Submit](#)

Incumbent Workers Training Status

[Click here for Instructions](#)

Select a course*:

Name Filter:

Training Completion Status*:

Page Size:

<input type="checkbox"/>	Name	Training Status
<input type="checkbox"/>	customer0814, worknet	<div>Not Started</div>
<input type="checkbox"/>	military0428a, test	<div>In Progress</div>
<input type="checkbox"/>	Parsons, Dane	<div>Completed and Certificate of Completion Earned</div>
<input type="checkbox"/>	Parsons, Michael	<div>Completed and Credential Earned</div>
<input type="checkbox"/>	Parsons, Taylor	<div>Did not Complete Requirements</div>
<input type="checkbox"/>	Pesci, Joe	<div>Not Started</div>
<input type="checkbox"/>	Test, John	<div>Not Started</div>
<input type="checkbox"/>		<div>In Progress</div>
<input type="checkbox"/>		<div>Not Started</div>
<input type="checkbox"/>		<div>Did not Complete Requirements</div>

IWTS: SUBMIT QUARTERLY REPORT

For all employees who have completed the training, update all “Workers Training Outcomes” with all that apply:

- Retained Earnings
 - Wage Increase
 - Promotion
- Click “Update Workers.”

7 Mile Solutions-Integrated Management Systems

6/30/2013 (Submitted)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcome](#) [Review and Submit](#)

Incumbent Workers Training Outcome

[Click here for Instructions](#)

Training Outcome*: ☐ Retained Employment ☐ Wage Increase ☐ Promotion [Alter Checked Records' Outcome](#)

Name Filter: [Apply Filter](#) Page Size:

Name	Training Outcome
<input type="checkbox"/> Alvarez, Dacnisa	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Ambrose, John	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Brown, Veronica	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Cabrale, Jose	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Carrillo, Maria	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Chagolla, Elia	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Guzman, Nest	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Hanlon, Thomas	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Juarez, Carlos	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Losh, Glen	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> McCracken, Shawn	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Michels, Paul	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input checked="" type="checkbox"/> Promotion
<input type="checkbox"/> Pineda, Urbano	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Wilhelm, Richard	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion

IWTS: SUBMIT QUARTERLY REPORT

The grantee reviews the quarterly report and then submits:

- Scroll all the way down and correct errors before submitting.
- Once you submit, your DCEO contact is automatically notified.

- Click “Submit.”

7 Mile Solutions-Integrated Management Systems

6/30/2013 (Submitted)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcome](#) [Review and Submit](#)

Project Status

Project Id: 308
Report Period: 6/30/2013
Ending:
Id: 859
Report Status: Submitted
IWDS Grant #: 12681007
Preparer Name: Amy Santacaterina
Company Name: The Chicago Cook workforce Partnership
Training Name: 7 Mile Solutions-Integrated Management Systems
Project Status: On Schedule
Overview: Training Plus inc. completed the Integrated Management System training for 7 Mile solutions. the training featured course work in ISO 9001, AS9100, ISO 13485 and FDA 21 CRR820 and ITAR/
Outcomes Achieved: The training was completed and 14 people attended and successfully completed.
Quarter Progress: All completed.
Obstacles: The only obstacle was learning the reporting and tracking function in Illinois
Description: WorkNet for incumbent working. We had some technical difficulty delaying some reporting.
Benefits Description: 7 mile solutions anticipates greater efficiency and productivity will result from the training.

Incumbent Worker Status Summary

Course: Integrated Management System

Training Status	Count
Completed and Certificate of Completion Earned	14

Incumbent Worker Outcome Summary

Outcome	Count
<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion	13
<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input checked="" type="checkbox"/> Promotion	1

IWTS: CONTACTS

The following contacts are with Illinois Department of Commerce and Economic Opportunity (DCEO), Office of Employment and Training (OET):

Gary Eicken - WIA/WIOA discretionary funds: Gary.Eicken@illinois.gov

Keelin Valenti - Formula grant questions: Keelin.Valenti@illinois.gov

Lorraine Wareham - Layoff aversion/Rapid Response grant questions:
Lorraine.Wareham@illinois.gov

For general technical information and access to IWTS tools, send an email to
info@illinoisworknet.com.

FOLLOW US!

Subscribe to our Newsfeed or check us out on Social Media



HOME: <https://www.illinoisworknet.com/>



EMAIL: info@illinoisworknet.com



MORE INFO: https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx



FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



GOOGLE+



PINTEREST

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of www.illinoisworknet.com.