



Incumbent Worker Training System (IWTS)

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IWTS: RESOURCES

INCUMBENT WORKER TRACKING SYSTEM (IWTS) GUIDE

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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. 07-09-33 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 do that project to use for additional employees 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

- Incumbent Worker Training System Training July 14, 2015
- Incumbent Worker System Training

Click to View Guide

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.

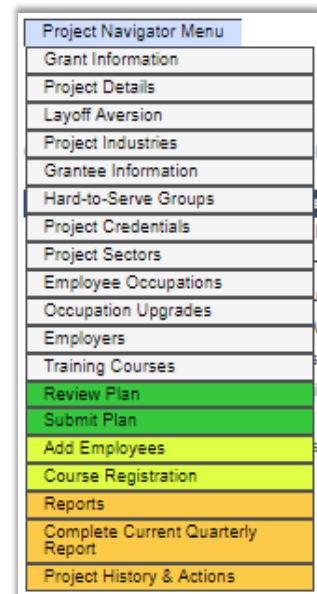
IWTS: PROJECT NAVIGATOR MENU

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



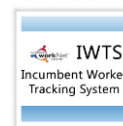
STEP ONE

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.

IWTS: PROJECT PLAN

- LWIAs using Formula Grant funds, select “Add New Project Plan.”
- All other grant recipients see the plan template already provided to them by DCEO. Click “Select.”
 - When the plan is initiated DCEO will identify at least one primary contact to complete the project plan. The primary contact will be sent an email by the IWTS with instructions to get started with the plan.
- You will either:
 - Select your plan from the list
OR
 - Click **Add New Project Plan**

Select	Delete	Grant LWA	Grantee LWA	Grant #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date
Select		Review	15	0	15881015 34 ***TEST Project for work/net testing *** ==> SQL04	Submitted	No	2015-	2016-
History					Formula			7/10/2018	07-01 06-30
AE TC					SIUC-Lincoln Land College				
CR								6:25:31 PM	

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.

Select	Delete	Grant LWA	Grantee LWA	Grant #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date
Select		Review	15	0	15881015 34 ***TEST Project for work/net testing *** ==> SQL04	Submitted	No	2015-	2016-
History					Formula			7/10/2018	07-01 06-30
AE TC					SIUC-Lincoln Land College				
CR								6:25:31 PM	

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

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?

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 shows the 'Incumbent Worker Grant Amount' section with a value of \$100,000.00. Below it is the 'Project Cost' field set to \$1,000.00 with an 'Update Costs' button. The 'Costs on other projects' field is \$116,979.00. The 'Balance' field is \$83,020.00. The 'Funds Use' section contains a text box with the text: 'The funds will be put to very effective and efficient use.' The 'Needs and Benefits' section contains a text box with the text: 'There is dire need and as a consequence great benefit to the area participants.' At the bottom, there is a 'History' section showing 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.

IWTS: LAYOFF AVERSION

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

- Click “Add.”
- Click “Next.”

The screenshot shows the 'Layoff Aversion' form. At the top right, there is a 'Required.' label. Below it are 'Previous' and 'Next' buttons. The main content area has a 'Project Navigator Menu' and a link to 'Click here for instructions on completing the Layoff Aversion page'. Below this is a table of 'At Risk Indicators' with columns for 'Actions', 'ID', 'At Risk Indicator', and 'Indicator Information'. The table contains 7 rows of indicators. The 6th row is selected, and its 'Indicator Information' is 'adding a risk in IEP'. Below the table is a text box for adding a description, with the instruction: 'Describe the risk. At risk indicators with descriptions can be added after a project has been accepted.' At the bottom right, there are 'Previous' and 'Next' buttons.

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	6	Strong Possibility of a Job if Worker Attains New Skills	adding a risk in IEP
Delete			
Edit	7	Other "At-Risk" Indicators	Describe the risk. At risk indicators with descriptions can be added after a project has been accepted.
Delete			

IWTS: PROJECT INDUSTRIES

Select from NAICS categories to select all codes that apply.

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

The left screenshot shows a search interface with a dropdown menu for 'Select a NAICS Category'. The dropdown is open, showing a list of categories from 11 to 54. The right screenshot shows the search results for '42 - Wholesale Trade'. It features a table with columns for 'Code' and 'Title'. The table contains three rows: 423 Merchant Wholesalers, Durable Goods; 424 Merchant Wholesalers, Nondurable Goods; and 425 Electronic Markets and Agents/Brokers. There are 'Save Checked Items' and 'Next' buttons visible.

Code	Title
423	Merchant Wholesalers, Durable Goods
424	Merchant Wholesalers, Nondurable Goods
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

The screenshot shows the 'Add/Edit Grantee' form. It includes the following fields and options:

- Organization:** Add/Edit Grantee
- Record is 2**
- Is this Organization an employer?:** Yes No
- Name:** SUC-Lincoln Land College
- Street Address:** 5250 Shepard Rd
- Street Address 2:**
- City:** Springfield
- State:** IL
- Zip Code:** 62703 5484
- Phone:** 217-111-2222
- Fax:**
- 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):** 11-222222
- UI Account Number:** 03376-1
- Is this location a worksite?:** 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."**

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):

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:

History Created: 3/31/2010 - Michael Parsons
 Last Updated: 5/13/2018 - Michael Parsons

IWTS: GRANTEE INFORMATION

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

Project Navigator Menu

Review the grantee organization and Contacts

Current Organization: SIUC-Lincoln Land College

Organization **Contacts** Work Site(s)

Contact List

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@siucowd.com

Page Size 10

Previous

Organization **Contacts** Work Site(s)

Add/Edit Contact

ID: 0

First (given) Name:

Last (family) Name:

Contact Type:

E-mail address:

Organization **Contacts** Work Site(s)

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:

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' and 'Previous' and 'Next' buttons. Below this is a link to 'Click for instructions on completing the Hard-To-Serve Page'. The main heading is 'Existing Project Hard-to-Serve Groups' with a sub-message: 'Currently there have been no records selected for the project.' Below this is a section titled 'Select Additional Codes' with a 'Save Checked Items' button and a 'Page Size' dropdown set to 25. A table lists six categories with checkboxes:

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, there are 'Previous' and 'Next' buttons.

IWTS: PROJECT SECTORS

Select Sectors.

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

The screenshot shows a web application interface for selecting project sectors. At the top, there is a 'Project Navigator Menu' and 'Previous' and 'Next' buttons. Below this is a link to 'Click for instructions on completing the Project Sectors Page'. The main heading is 'Existing Project Sectors' with a sub-message: 'Currently there have been no records selected for the project.' Below this is a section titled 'Select Additional Codes' with a 'Save Checked Items' button and a 'Page Size' dropdown set to 25. A table lists 16 categories with checkboxes:

Code	Title
<input type="checkbox"/> 1	Agriculture, Food and Natural Resources
<input type="checkbox"/> 2	Architecture and Construction
<input type="checkbox"/> 3	Arts, AV, 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

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

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 (16-0000)

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 (18-0000)

Management Occupations (11-0000)

Military Specific Occupations (94-0000)

Office and Administrative Support Occupations (43-0000)

Personal Care and Service Occupations (39-0000)

Search and Select Additional Codes

Select an Occupation Category Business and Financial Operations Occupations (13-0000)

Keyword filter

Search Reset

Save Checked Items Page Size (25)

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
<input type="checkbox"/>	13-1121 Fundraisers
<input type="checkbox"/>	13-1141 Compensation, Benefits, and Job Analysis Specialists
<input type="checkbox"/>	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 (16-0000)

Healthcare Practitioners and Technical Occupations (28-0000)

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 Business and Financial Operations Occupations (13-0000)

Keyword filter

Search Reset

Save Checked Items Page Size (25)

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"/>	13-1061 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*: 6250 Shepard Rd

Street Address 2: *

City*: Springfield

State*: IL

ZIP Code*: 62703 0454

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)*: 11-2222222
FEIN must be in the format **-*****

UI Account Number*: 038378-1
Account Number must be in the format ***** or *****-

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):

- 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 move 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: 9/13/2018 - Michael Parsons

Save Cancel

IWTS: EMPLOYER

Identify the primary and secondary employer contacts.

The screenshot displays the IWTS EMPLOYER interface. On the left, the 'Contact List' section shows a table with one contact: Michael Parsons, primary contact, with email mparsons@suuowv.com. The 'Add a New Contact' button is highlighted with an orange arrow pointing to the 'Add/Edit Contact' form on the right. The 'Add/Edit Contact' form includes fields for First (given) name, Last (family) name, Contact type (dropdown), and E-mail address. Below the main interface, a 'Search for Contact' form is also visible, with a 'Search for:' field and 'Search' and 'Close Search' buttons.

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. It includes a dropdown for 'Select a Work Site' (SUU Worksite - Springfield) and an 'Add New Worksite' button. Below this, there are fields for Name, Street Address, City, State, Zip Code, Phone, and Fax. The 'Agency Type' is set to 'Community Based Organization'. There are also fields for 'Enter the total number of employees at this location' (12) and 'Enter the total number of employees at this location that will receive training' (5). A rich text editor is provided for 'Provide a meaningful description of the impact of this training at this job site'. The form has 'Save' and 'Cancel' buttons at the bottom.

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 61701-8791	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."**

1

2

3

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

Save Checked Items Page Size 25

123

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

Course Sessions

Detail	Details	Start Date	Session Title	Instructor	Location/Address
Select	Details	2015-07-01	Afternoon Session	Bob Instructor	worktest 2456 Foundation Dr Springfield, IL 62704
Select	Details	2015-07-01	Morning Session	worktest	worktest 2456 Foundation Dr Springfield, IL 62704

Session Information

Session Start Date

Session End Date

Session Title

Instructor

Be prompt, be ready to contribute.

Instructor

First Name

Last Name

ID#

Phone: Extension

Fax:

Instructor Email

Location

Location Name

Address

City

State

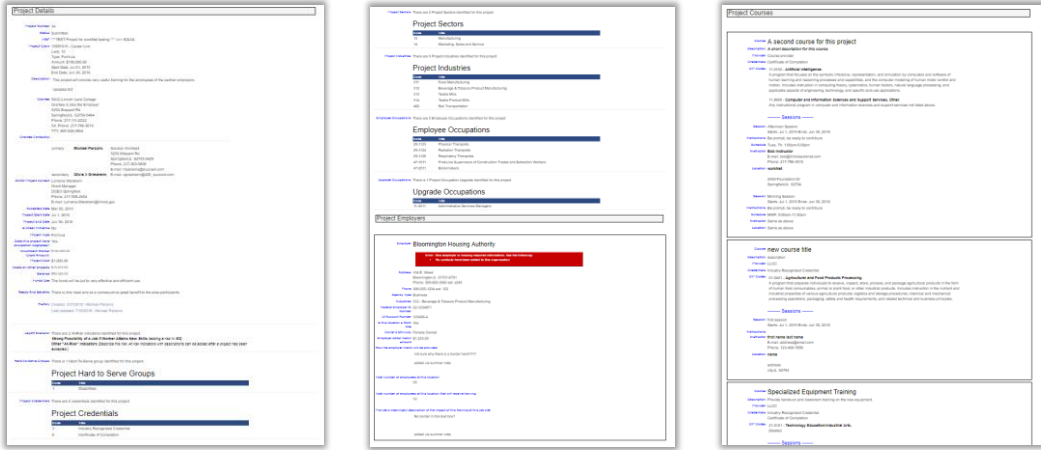
Zip

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

IWTS: REVIEW PLAN

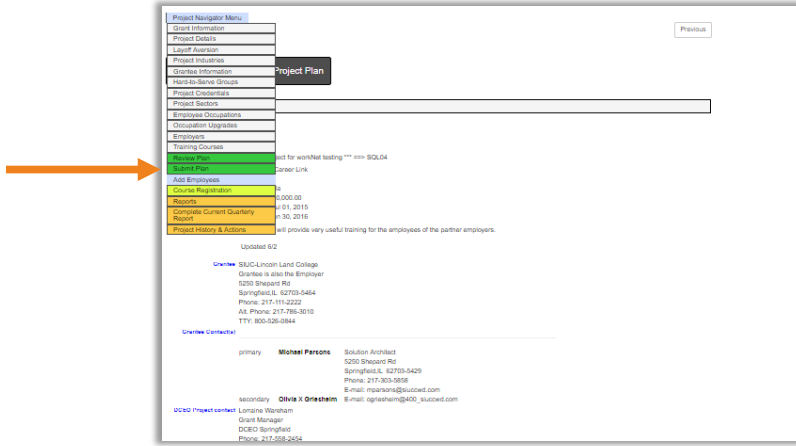
Generate the entire plan and print it.

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



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."



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

Step 2 - Optionally Filter Existing Employees

Filter Existing People by Keyword:

Search

Add a New Employee

Add existing person by SSN (From a previous project for this employer)

Add New Person

Upload Your Employee File ...

Employer: Illinois Manufacturers' Association

Worksite: Illinois Manufacturers' Association

Search for SSN

Get Person by SSN Close Search Add New Person

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

Add/Edit Employee

First (given) Name*

Last (family) Name*

E-mail address*

State Security Number*

SSN/State*

Gender*

Date of birth*

MONTH DAY YEAR

Job Title*

Military Status*

Disability Status*

Unemployment Category*

Employee Occupation:

Will Training Update Occupation

Upgrade Occupation:

Save Cancel Add New Person

- 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**

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.

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 'Course Registration Status' page in the IWTS system. It includes a table with the following columns: Work Site, Employer, Session Status, and Date. The table lists various course sessions, some of which are marked as 'Not Registered' or 'Man Session'. A 'Save Checked Items' button is located at the bottom of the table.

Work Site	Employer	Session Status	Date
Work Site 1	State, Ill	Not Registered	
SIUC/Lebanon Land College	Contract, LVND	Not Registered	
SIUC/Lebanon Land College	Contract, LVND	Not Registered	
Illinois Manufacturers' Association	Customer/PCA, worksh	Man Session	2015-02-10
Work site 1	Paul, Jane	Not Registered	
Work site 1	Jane, Mark	Not Registered	
Remove	Illinois Manufacturers' Association	Jane, Mark	Man Session
Remove	Illinois Manufacturers' Association	William, Dora, Lee	Man Session
Remove	SIUC/Lebanon Land College	Parsons, Dana	Man Session
Work site 1	Parsons, Jennifer	Not Registered	2015-02-10
SIUC/Lebanon	Parsons, Michael	Man Session	2015-02-10
SIUC/Lebanon Land College	Parsons, Taylor	Man Session	2012-05-05
Illinois Manufacturers' Association	Parsons, Jane	Man Session	2015-02-10
Work site 1	Parsons, Loretta	Not Registered	
Lawrence Adult Center	Trot, John	Man Session	2010-05-07
Work site 1	Winters, Mike	Not Registered	
Illinois Manufacturers' Association	Winters, Mike	Not Registered	

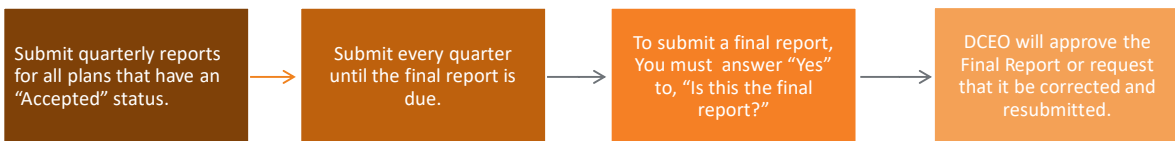
IWTS: SUBMIT QUARTERLY REPORTS



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.



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

IWTS: SUBMIT QUARTERLY REPORT

Complete all required information with "Status Report."

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."**

Name	Training Status
customer0814, worknet	Not Started
military0428a, test	In Progress
Parsons, Dane	Completed and Certificate of Completion Earned
Parsons, Michael	Completed and Credential Earned
Parsons, Taylor	Did not Complete Requirements
Pesci, Joe	Not Started
Test, John	Not Started
	Did not Complete Requirements

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' Outcomes**

Name Filter: Apply Filter Page Size: 25

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

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: 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 CFR820 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

Outcomes	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.

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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.