

NEG Flood

Payroll Upload Training



What We Will Cover



- Accessing NEG Information
- Viewing Participants
- Payroll Records
- Importing Options

A screenshot of the National Emergency Grant website. The page features the Illinois workNet logo at the top left, a search bar and language selector (Spanish) at the top right, and a navigation menu with links for Home, Eligibility, Map, and FAQ. The main heading is "NEG Disaster Project", followed by a paragraph of text explaining the grant's purpose and a link to "Local Government Worksite and Workers Eligibility". Below this are three large buttons: "Local Government Worksite and Workers Eligibility" (with a checkmark icon), "See All Participating Counties" (with a location pin icon), and "Frequently Asked Questions" (with a question mark icon). The footer contains five columns of links: Partners, About This Site, Communication, Pathways, and Website Policies.

Spanish

Search...

Home Eligibility Map FAQ

NEG Disaster Project

As a result of severe storms and flooding across Illinois in late April and early May 2013, FEMA declared 40 counties Public Assistance disaster areas, allowing local governments to receive assistance with clean-up efforts. The Department of Commerce and Economic Opportunity (DCEO) was recently awarded up to \$2 million in grant funds by the U.S. Department of Labor to assist local governments by providing temporary workers to help return communities to pre-disaster condition.

There are job openings now for eligible workers! Use our website to learn about the program, review eligibility, and find a location to apply.

Local Government Worksite and Workers Eligibility

See All Participating Counties

Frequently Asked Questions

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NEG Flood Grant



Access the NEG Disaster Project at:
www.ilworknetNEG.com

Access the NEG partner guide at the bottom of the page.

National Emergency Grant ILLINOIS workNet[®] CENTER

Spanish [v] [▶]
Search...

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NEG Disaster Project

As a result of severe storms and flooding across Illinois in late April and early May 2013, FEMA declared 40 counties Public Assistance disaster areas, allowing local governments to receive assistance with clean-up efforts. The Department of Commerce and Economic Opportunity (DCEO) was recently awarded up to \$2 million in grant funds by the U.S. Department of Labor to assist local governments by providing temporary workers to help return communities to pre-disaster condition.

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[Local Government Worksite and Workers Eligibility](#)

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Accessing the NEG Partner Guide



- To access the guide you must log-in with your Illinois workNet Account:
 - If you need assistance with your Illinois workNet user account, contact info@illinoisworknet.com.

A screenshot of the National Emergency Grant workNet CENTER login page. The page features a header with the logo and navigation links (Home, Eligibility, Map, FAQ). A language dropdown menu is set to 'Spanish'. Below the header is a search bar. The main content area is titled 'Login' and contains a form with 'User Name' and 'Password' labels, two input fields, and a 'Login' button.

Spanish

Search...

Home Eligibility Map FAQ

Login

User Name

Password

Login

Accessing NEG Information



- To access the Payroll information, select the Payroll Upload Tool.

The screenshot shows the website for the National Emergency Grant (NEG) program. At the top, there is a navigation bar with links for Home, Eligibility, Map, and FAQ. The main heading is "NEG Online Guide". A search bar and a language dropdown menu (set to Spanish) are also visible. Below the heading, there are three main sections: "NEG Updates" (with a speech bubble icon), "Payroll Upload Tool" (with a dollar sign icon), and "Videos for Workforce and Education Partners" (with a play button icon). A red arrow points from the text on the left to the "Payroll Upload Tool" icon. Below these sections are several content boxes: "Get Started" (Grant Information), "Participants" (Eligibility/Intake Information, Get Participants Set Up), "Worksites" (Agreements, Job Descriptions, Timesheets, Payroll), "Safety and Equipment" (Training Forms, Equipment Information, Procedures, Reporting Forms), "Additional Resources" (Examples, Required Forms, Presentation Materials), and "FAQ" (Grant Requirements, Technical Assistance).



Viewing Participants

- Available filters include:
 - Payroll Status
 - Hours
 - Program Status
 - Last Payroll Period
 - Name

 Payroll Filter

- Only those without imported payroll
 Only those with payroll
 All

 Max Hours Filter

- Only those not near max hours
 Only those near/over max hours
 All

 Program Status

- Only Active Only Completed All

 Last Payroll Period
Range:

 Name filter:



Viewing Participants

- Enter all parameters
- Select **Search** or **Export**
 - Results will include:
 - Participant Name
 - SSN4 - last 4 of social security number
 - IWDS ID
 - LWIA
 - Start/End Date
 - Active/Closed
 - Worksite
 - Total Hours
 - Total Gross Wages
 - Remaining Hours
 - Green – sufficient hours remain
 - Yellow – 81-160 hours remain
 - Red – less than 80 hours remain

Participants | Payroll | Import

Select LWIA

Payroll Filter: Only those without imported payroll
 Only those with payroll
 All

Max Hours Filter: Only those not near max hours
 Only those near/over max hours
 All

Program Status: Only Active Only Completed All

Last Payroll:

Period Range:

Name filter:

Page Size

Page 1 of 2 | 1 2 Next Last Page Go To Found 50 records Page Size 25

Participant / SSN4 / Iwds Id	Lwia	Start Date (S)/End Date /Last Payroll	A/C	Worksite	Total Hours	Total Gross Wages	Remaining Hours
TE 97 34		2011-10-11	A	Shawnee Dev. Council	0.00	\$0.00	1040.00
DA 19 34		2011-10-03 2012-01-03 2012-03-31	C	Village of Tamms	1020.00	\$457.08	20.00
MI W 23 34		2011-10-25 2012-01-31	C	Shawnee Dev. Council	0.00	\$0.00	1040.00
ER 35 34		2011-10-03 2012-03-31	A	Hardin County Government	890.00	\$569.50	150.00

Payroll Records



- Payroll Records
 - Select Payroll Period Start
 - Select Payroll Period End
 - Option to filter by last name
 - Search or Export

Participants Payroll Import

Select LWIA

Payroll Period Start Date:  

Payroll Period End Date:  

Last Name filter:

Page Size

Payroll Records



- Results render:
 - LWIA
 - Pay Period End Date
 - Participant
 - SSN (last 4)
 - Hours Worked
 - Hourly Wage
 - Total Gross Wages
 - When Imported

- Changes may be made to remove duplications and errors.

Participants | Payroll | Import

Select LWIA

Payroll Period Start Date:

Payroll Period End Date:

Last Name filter:

Page Size

Found 12 records Page Size

Actions	Lwia	Pay Period End Date	Participant	SSN4	Hours Worked	Hourly Wage	Total Gross Wages	Imported
Delete	25	Aug 9 2013			67.50	\$10.00	\$675.00	Aug 20 2013
Delete	25	Aug 9 2013			80.00	\$11.00	\$880.00	Aug 20 2013
Delete	25	Aug 9 2013			67.50	\$10.00	\$675.00	Aug 20 2013
Delete	25	Aug 9 2013			70.00	\$10.00	\$700.00	Aug 20 2013
Delete	25	Aug 9 2013			78.50	\$10.00	\$785.00	Aug 20 2013
Delete	25	Aug 9 2013			71.00	\$10.00	\$710.00	Aug 20 2013
Delete	25	Aug 9 2013			72.00	\$10.00	\$720.00	Aug 20 2013
Delete	25	Aug 9 2013			60.00	\$10.00	\$600.00	Aug 20 2013
Delete	25	Aug 9 2013			73.00	\$10.00	\$730.00	Aug 20 2013
Delete	25	Aug 9 2013			75.00	\$10.00	\$750.00	Aug 20 2013
Delete	25	Aug 9 2013			75.00	\$10.00	\$750.00	Aug 20 2013

Prepare Payroll for Upload



- Create a Comma Separated (.csv) file of your employee records.
- If you have data in an Excel format, you can save it as a .csv file by doing a: **Save As**, select **Save as type**, and then select **CSV (Comma delimited)(* .csv)**.
- Each record **MUST** include the following fields (for .csv & Excel files use field name headers). The spelling of the column heading fields **MUST** be identical to the following or the import *will fail*.

Example

Lwia	PayPeriodEndDate	FirstName	LastName	SSN4	HoursWorked	HourlyWage	TotalGrossWages
23	11/25/2011	John	Smith	0345	25	9.0	225.0

Prepare Payroll for Upload



- Required columns are:

Column Name	Description	Format	Sample
Lwia	Id of the Lwia	integer	23
PayPeriodEndDate	End date of the pay period	Use MM/DD/YYYY format	11/25/2011
FirstName	First Name	30 characters	John
LastName	Last Name	30 characters	Smith
SSN4	The last four digits of the SSN.***	4 characters, including any leading zeroes	0345
HoursWorked	Hours worked	decimal number	35.5 or 35.50
HourlyWage	Hourly wage	decimal number	10.0
TotalGrossWages	Total Gross Wages (Hours worked * Hourly wage)	decimal number	355.00

Prepare Payroll for Upload



- Create your data file.
- If in Excel:
 - **File- Save As- Save as type**
 - Select **CSV (.csv)**- comma separated file
 - (See example on next slide)
 - Sample [CSV payroll file](#)

	A	B	C	D	E	F	G	H	I
1	Lwia	PayPeriodEndDate	FirstName	LastName	SSN4	HoursWorked	HourlyWage	TotalGross Wages	
2	25	5/15/2011	John	Jones	5208	35.5	10	355.00	
3	25	5/15/2011	Mary	Brown	2286	37.5	11	412.50	
4	25	5/15/2011	Susan	Greene	2152	35.5	12	426.00	
5	25	5/15/2011	Richard	Smith	7122	37.5	11	412.50	
6	25	5/15/2011	Frank	Johnson	9847	35.5	10	355.00	
7									
8									

Prepare Payroll for Upload



- Save As
- Computer
- Save as type:
- CSV (comma delimited)

The image displays the 'Save As' dialog box in Microsoft Excel. The 'Save as type' dropdown menu is open, showing a list of file formats. The 'Excel Workbook' option is selected. An orange arrow points from the 'CSV (comma delimited)' option in the list on the left to the 'Save as type' dropdown in the dialog box.

File name: Book1
Save as type: Excel Workbook
Authors: Excel Macro-Enabled Workbook
Excel Binary Workbook
Excel 97-2003 Workbook
XML Data
Single File Web Page
Web Page
Excel Template
Excel Macro-Enabled Template
Excel 97-2003 Template
Text (Tab delimited)
Unicode Text
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)
Formatted Text (Space delimited)
Text (Macintosh)
Text (MS-DOS)
CSV (Macintosh)
CSV (MS-DOS)
DIF (Data Interchange Format)
SYLK (Symbolic Link)
Excel Add-In

Importing Payroll



- To begin the import process:
 - Select the Import Tab
 - Click the Upload File button

NEG Flood Payroll Management

[Back to Online Guide](#)

Select Program Year

[Participants](#) [Payroll](#) [Import](#)

Upload File

Importing Payroll



- NEG worker cannot exceed 1,040 hours
- Green – sufficient hours remain
- Yellow flag – 160-81 hours remain
- Red flag – only 80 hours remain

18	20.00	🚩
10	1040.00	
10	150.00	🚩

The NEG workers **CANNOT** under any circumstances exceed the maximum allowed hours of **1,040**.

Participants Payroll Import

Close Import

The NEG workers CANNOT under any circumstances exceed the maximum allowed hours of 1,040

If any of your workers are paid more than the allowed maximum, you must pay them with non-WIA funds. As you update your payroll, be aware that:

- A yellow flag means only 160 - 81 hours are left for the worker.
- A red flag means only 80 hours left for the worker.

Steps

1. Step 1 - Upload File
2. Step 2 - View Data
3. Step 3 - Import Data

Step 1 - Upload File

Please click on the browse button and select a CSV file to import:

Choose File No file chosen

Then click on the **Upload File** button to transfer the file to our server for **preview**.

Upload File

Importing Payroll



- Choose your prepared .csv file
- Click **Upload File**

Steps

1. Step 1 - Upload File
2. Step 2 - View Data
3. Step 3 - Import Data

Step 1 - Upload File

Please click on the browse button and select a CSV file to import:

No file chosen

Then click on the **Upload File** button to transfer the file to our server for **preview**.

Detailed steps follow on the next slide.

Importing Payroll



1. Click the **Import** tab.
2. Click the **Upload File** button.
3. Click on the **Choose File** button. A Windows **Choose File** dialog box will be displayed.
4. Browse the computer folders and select the payroll file to be uploaded for this pay period.
5. Click **Open**.
6. Click the **Upload File** button. The file will be uploaded to our server and display the contents of the file.



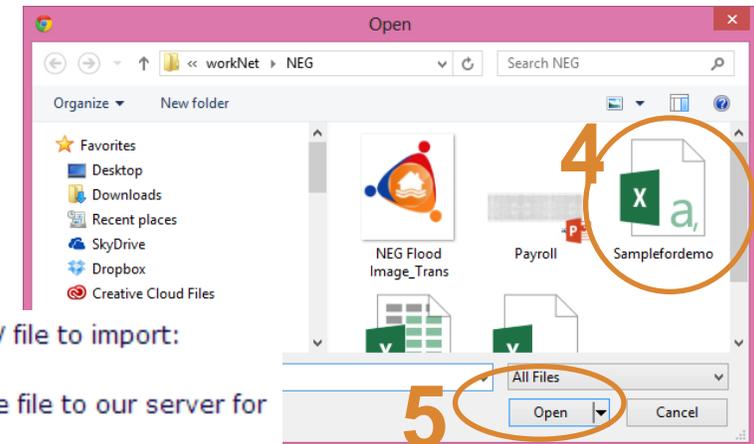
Step 1 - Upload File

Please click on the browse button and select a CSV file to import:

3 **Choose File** No file chosen

Then click on the **Upload File** button to transfer the file to our server for **preview**.

Upload File



Please click on the browse button and select a CSV file to import:

Choose File SamplePayrollUpload for edit.csv

Then click on the **Upload File** button to transfer the file to our server for **preview**.

6 **Upload File**

Importing Payroll



- If all of your data was correct, you will see a screen like this from which you can review the data to make sure it is accurate.
- If data is correct, click on **Import Data**.

Steps

1. [Step 1 - Upload File](#)
2. [Step 2 - View Data](#)
3. [Step 3 - Import Data](#)

Step 2 - View Data



NOTE: You are not done yet

Please review the following data. If it looks OK, then click on the **Step 3 - Import Data** link on the left to import the data into our system.

SamplePayrollUpload for edit.csv (server file: NEGFP_20_1022201344.csv)

Row	Status	Lwia Id	Pay Period Date	FirstName	LastName	SSN4	Hours Worked	Hourly Rate	Total Wages	Messages
1	OK	26	10/4/2012	LARRY	A	1	32	10	320	
2	OK	26	5/1/2012	Fredrick	K	0	51	10	510	
3	OK	26	5/1/2012	Beverly	S	4	3	8.5	25.5	
4	OK	26	5/1/2012	Joseph	S	0	51	10	510	
5	OK	26	5/1/2012	Dwayne	O	0	51	10	510	

Please review the following data. If it looks OK, then click on the **Step 3 - Import Data** link on the left to import the data into our system.

Importing Payroll



- Any errors will be noted in the red box at the top of the screen.

! Errors were encountered in the import file.
Please scroll down the page to review and fix these errors and then redo the import!

NEG Flood Payroll Management

! **NOTE: You are not done yet**
Samplefordemo.csv (server file: NEGFP_20_1022201321.csv)

Row	Status	Lwia Id	Pay Period Date	FirstName	LastName	SSN4	Hours Worked	Hourly Rate	Total Wages	Messages
1	Errors	25	5/15/2011	John	Jones	5208	35.5	10	355.00	Error: A participant record was not found in Iwds for this employee
2	Errors	25	5/15/2011	Marv	Brown	2286	37.5	11	412.50	Error: A

Importing Payroll



- If you have successfully imported the data, you will see these two areas— one at the top of the screen and one at the bottom of the screen.

All records from the import file were successfully imported. You can use the Reporting channel to verify the import records.

of records attempted = 5
of records succeeded = 5
of records skipped = 0
of records failed = 0

- If you're satisfied that everything is correct, select **Close Import**.



Step 3 - Data has been imported

SamplePayrollUpload for edit.csv (server file: NEGFP_20_1022201344.csv)

Row	Status	Lwia Id	Pay Period Date	FirstName	LastName	SSN4	Hours Worked	Hourly Rate	Total Wages	Messages
1	Import Succeeded	26	10/4/2012	LARRY	A	1	32	10	320	
2	Import Succeeded	26	5/1/2012	Fredrick	K	0	51	10	510	
3	Import Succeeded	26	5/1/2012	Beverly	S	4	3	8.5	25.5	
4	Import Succeeded	26	5/1/2012	Joseph	S	0	51	10	510	
5	Import Succeeded	26	5/1/2012	Dwayne	O	0	51	10	510	

Subject: NEG Flood wage/hours maximums warning

NEG Disaster Maximum Warning

As a result of the payroll information recently uploaded into Illinois workNet, the system has detected that the following participant(s) is/are approaching the maximum 1,040 allowable hours:

Participant	Worksite	Current Total Hours	Remaining Hours	Last Payroll Date
SYI [REDACTED]	Giant City State Park	1163.00	-123.00	2012-12-16
CH [REDACTED]	City of Cairo	932.50	107.50	2012-12-10

Please monitor the participant's work schedule, communicating with the worksite supervisor and worker as appropriate, to ensure that they do not exceed the maximum 1,040 hour limit as well as the wage limit if applicable. If you have any questions, please contact Lora Dhom at [217/558-2429](tel:2175582429) or Lora.Dhom@illinois.gov.

Limitations on Duration of Participation and Wages -- No individuals shall be employed in Disaster Relief Employment for more than six months (or 1,040 hours) related to recovery from a single natural disaster, pursuant to WIA Sec. 173(d)(3). The maximum wage paid to any one participant in a single natural disaster is generally \$12,000 (excluding fringe benefits). DCEO has requested a DOL waiver of the \$12,000 wage limit to allow all workers, specifically impacting those earning greater than \$11.53/hour, the opportunity to work up to the maximum allowed hours of 1,040 if needed by the worksite. No worker may work in excess of 1,040 hours. Wages inadvertently paid in excess of 1,040 hours must be paid from non-WIA sources.

Thank you.



Importing Payroll

- The **Participants** and **Payroll** tabs will be updated with the new records.
- You may double check by creating a new query.



Payroll Filter
 Only those without imported payroll
 Only those with payroll
 All

Max Hours Filter
 Only those not near max hours
 Only those near/over max hours
 All

Program Status
 Only Active
 Only Completed
 All

Last Payroll Period Range:

Name filter:

Found 4 records Page Size

Participant / SSN4/ Twds Id	Lwia	Start Date (S)/End Date /Last Payroll	A/C Worksite	Total Hours	Total Gross Wages	Remaining Hours
JC SV 61 35	26	2012-04-23 2012-10-23 2012-05-01	Union County Refuge	102.00	\$1,020.00	938.00
BE SA 04 24	26	2012-04-30 2012-11-02 2012-05-01	City of Golconda	6.00	\$51.00	1034.00
DI OY 18 34	26	2012-04-20 2012-06-15 2012-05-01	Dixon Springs/Golconda Marina	102.00	\$1,020.00	938.00
FR KE 04 27	26	2012-04-23 2012-05-01	Dixon Springs/Golconda Marina	102.00	\$1,020.00	938.00

For Follow-up



- Questions may be directed to:
 - Workforce Partner accounts – info@illinoisworknet.com
 - NEG Grant Compliance – Lora Dhom - Lora.Dhom@illinois.gov

To see archived videos about the program:

OR: <http://www.ilworknetneg.com/Pages/NEG-Videos.aspx>

<http://www.youtube.com/illinoisworknet>

To get information on our upcoming webinars, follow us on social media:

