

#### Purpose:

The worksite placement tool is available to Community Youth Employment Program (CYEP) grantees. The purpose is to identify employers and worksites, the number of openings for those worksites, and youth worksite placements. The payroll tool allows the grantee to upload youth payroll document subsidized wages. IDHS can review and approve payroll uploads.

#### Who Enters/Maintains Data

There are two components:

• Grantee/Provider staff enters employers, worksite information, placements, and uploads payroll.

**Shortcut Tip:** 

• IDHS statewide staff reviews and approves payroll uploads.

### **Access Worksite Placement and Payroll**

- 1. Log into <u>www.illinoisworknet.com</u>.
- 2. Select My Dashboard.
- 3. Select Partner Tools.
- 4. Select Customer Support Center.
- 5. Select Worksite Placement.
- Go to <u>www.illinoisworknet.com/CYEPpartners</u>. Select the link to the Community Youth Employment Program Partner Tools.
- 6. Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

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	KSITE PL	ACE	MENT							
Employers	Worksite Placen	nent Pa	yroll							
Project										
CYEP				•						
Grantee/Provider										
Austin Peoples	Action Center			٣						
Employment Type										
Permanent Em	ployment			*						
Filter										
									Add Freedow - Attack	
									Add Employer/Worksi	le
G SELECT T	HE LINKS TO	VIEW OR	EDITEMF	PLOYER, N	NORKSITE, A	ND JOB POSTIN	g infori	MATION.		_
Show 10 V entries						Total Number of	E. U.T.	me Desitiens	Search:	
Customers	Project	Agency	Employer	Worksite	Job	Openings	+ Filled		Filled	÷
Add	CYEP	Austin	Testing	Testing	Business	4	1		0	
Customers		Peoples Action	CYEP Employer	CYEP Employer	Operations Specialists					
		Center			All Other					
Add	CYEP	Austin	Double E	Double E	Computer	7	1		2	
Customers		Peoples			Programmers					



# Add a Worksite

- 1. Select the Worksite Placement tab.
- 2. Select the Add Employer/Worksite button to add an employer/worksite.
  - a. Select an existing employer.

or

- b. Add a new employer.
  - i. Enter the employer name, description, and location.
  - ii. Indicate if this location is a worksite.
  - iii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.

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Select	Employer	Select Worksite	rksite Add Worksite Placement Information							
RETURN TO WORKSITE LIST										
STEP 1 - SE	STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER									
						Add New Em	ployer			
Show 10 🔻 entries				Search:						
Select	* Employer	🕴 Street		City	🕴 State	Worksite	\$			
Select	Testing CYEP Employer	100 Ma	ain Street	Springfield	IL	Yes				
Select	Double E	123 str	eet	springfield	IL	No				

- 3. Select a worksite.
  - a. Select an existing worksite.

or

- b. Add a new worksite.
  - i. Enter the worksite location information or indicate if this worksite information is the same as the employer.
  - ii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.





4. Add the worksite placement information.

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Select Employer	Noyer Select Worksite Add Worksite Placement Information										
RETURN TO WORKSITE LIST											
STEP 3 - ADD PLACEMENT INFORMATION											
SOC Code - Select a SOC Code/Job Title that best represents the job fo	or this worksite placement *										
Lookup SOC Codes											
Title - You can update this title as needed *											
Description *											

- a. Lookup the SOC Code, using keywords, and select the SOC title that best fits.
- b. The job title will prepopulate using the SOC title. You can change the title as needed below.
- c. Enter a job description.
- d. Select an Employment Type. Permanent placement is the only option available for this program.
- e. Enter the hourly pay rate.
- f. Enter the number of openings.

### Add/Edit Customer Worksite Placements

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WORKSITE PLACEMEN	Т			
Employers Worksite Placement Payroll				
Project				
CYEP	*			
Grantee/Provider				
Austin Peoples Action Center	*			
Employment Type				
Permanent Employment	Ŧ			
Filter				
_				
				Add Employer/Worksite
	EMPLOYER, WORK	SITE, AND JOB POST	ING INFORMA	TION.
Show 10 V entries		Total Number of	Full Time Posi	Search:
Customers Project Agency Employer V	Worksite Job	Openings	Filled	Filled
Add CYEP Austin Testing T	esting Business	4	1	0
Action Employer E	imployer Specialists,			
Center	All Other			
Add CYEP Austin Double E E Customers Peoples	Double E Computer Programme	7 rs	1	2



# Add Customers

Preferred Method for Adding Customers to Worksites: Add customers in their Career Plan. The Career Plan will add the customer to a worksite.

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Select a goal Select a goa

If you accidentally select Add Customer next to the employer/worksite you will see a list of customers.

- 1. A modal window will open asking you to select a customer to add to the worksite.
  - a. Click Add.
  - b. Another modal window will open that says: REDIRECTING TO CAREER PLAN - if you want to add employment to this customer, you will be redirected to the customer Career Plan. Complete the information on the step that is added to the customer career plan. Click Go To Career Plan Note: \*\*If you have access to more than one program, verify the selected placement is with correct program.
- 2. Complete information on the career plan step.
  - a. Select a goal. If a goal had not already been created, Select Gain Employment.
  - b. Select a worksite from the list. Click Add. Information in the system will automatically fill in the gray boxes.
  - c. Complete the remainder of the information. Refer to complete directions in Document Customer Plans and *Progress in their Career Plan (PDF)* on the DHS Youth Partner page.
    - i. Minimum wage for placement based on your region and customer age or circumstance.
    - ii. Hourly wage will be prepopulated with the information that was entered with the job. You can change this for each customer. Hourly wage must be equal to or greater than minimum wage.
    - iii. Enter the subsidized wage. Enter the date subsidized wages begin.

	REDIRECTING TO CAREER PLAN
	If you want to add employment to this customer, you will be redirected to the customer Career Plan. Complete the information on the step.
	Go To Career Plan **If you have access to more than one program verify the selected placement is with correct program.
Add t	ermanent employment as part of this program. this customer to a worksite. If you do not have any worksites listed, add the employer/worksite in worksite ment. Once added, they will be available in the Career Plan.

Show •	entries							Ses	asche	64. BN		
	Employer	1	Worksite	ł	Job			*	Total Num Openings	ber of		
Add	Testing CYEP Employer	E	lesting CYEP Imployer		Bus All (	iness O Other	perations Specialists		1			
Add	Quality tester		Quality testers		Cas	hiers			1			
Add	Double E	I	Double E		Chie	ef Susta	sinability		1			
	Double E	I	Double E		Con	nputer	Operators Level 1	0				
Add	Add Double E Double E Computer Programmers 1											
Showing 1	to 5 of 13 entri	es					Previous		1 2	3 Nex		
Job Title						Employ						
Teacher /	Assistants					Roc	osevelt University					
Freedom						West	() ()					
Permaner	nt Employment					Roy	xevelt University					
15.00	ge for Macement."					Start D	5/15/2020					
	Hourly Wage for Placement * 15.00 Subaldiand Wage or Training Wage Natch *					-	34 + 34 £ 0 £ 0					
Hourly Wage						End Da	te					
15.00						-						
Subsidized W						Inactiv	e Date					
10.00						-	5/20/2020					
Unsubsidized	Employers Wage Ma	tch =				Return	Date					
5.00						=	5/29/2020					
Position Type						Subsid	ized Start Date					
Full Time					~	-	5/15/2020					
Status *						Subsid	ized Feel Date					
Terminat	ed				~	-						
					223							
STATUS Show 💌	HISTORY entries Start	Inactiv	e _ Return		Subs	idized	Subsidized	Sei	anch:	Update		
Started	5/15/2020	Date	Date		Start	2020	End Date		6/2/2020	Amelia		
(Open)										Telger		
On Hold (Inactive)	5/15/2020	5/20/20	020 5/29/2020	0	5/15/	2020			6/2/2020			
Showing 1	to 2 of 2 entrie	s						P	revious	1 Nex		
Days In Su	bsidized Emplo	ment: S										
🗐 30 Days Fo	llos-Up Due on 6/1	1/2020										
0 60 Days Fo	llos-Up Due os 7/1	1/2020										
90 Days Fo	llow-Up Due on 8/1	1/2020										
180 Days F	ollow-Up Due on 11	11/2020										

1. The subsidized wage should be no more than the minimum wage.



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- Customers receive subsidized days of wages regardless of the number of placements. Category 1 = 90 days, Category 2 = 270 days and Categories 3 & 4 = 365 days.
- 3. Subsidized start date begins the time limit for the subsidized wage of no more than the days allowed per category. This is based on the customer and not on a specific placement. *NOTE: you may be able to enroll a youth in Category 1 and then enroll them into Category 2, 3, or 4 because the youth would have only received a maximum of 90 days. The opposite may not be true. If a youth already has 110 days of subsidized wage, they cannot be enrolled in Category 1.*
- 4. Days in subsidized employment is listed at the top of each placement.
- iv. Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
- v. To move a customer to unsubsidized wage after having been subsidized, enter 0 (zero) in the subsidized wage line and save. Enter the date the subsidy was removed.
- d. Select the type of position.
  - i. Full-time.
  - ii. Part-time.
- e. Select a Status.
  - Planned/Not Started The subsidized wage 90-day time-period will not begin with this status.
  - ii. Started (Open) The start date begins the time limit for the subsidized wage.
  - iii. On Hold (inactive) This status "pauses" the subsidized wage 90-day time-period. Enter the date a customer becomes Inactive or Returns. When the customer returns to Active status update the status to Started (Open).

Minimum Wage for Placement *	Status *							
15.00	On Hold (Inactive)							
Hourly Wage for Placement *	Planned/Not Started Started (Open)							
15.00	On Hold (Inactive)							
Subsidized Wage or Training Wage Match *	End Date							
0.00	<b>H</b>							
Unsubsidized/Employers Wage Match *	Inactive Date							
15.00	8/6/2019							
Position Type *	Return Date							
Part Time 🔻	<b>H</b>							
Part Time   Fart Time  STATUS HISTORY  Show The entries	Search							
Status 🕴 Start Date 🌵 Inactive Date 🕴 Retu	urn Date * Updated Date Updated By							
On Hold 7/24/2019 8/6/2019 (Inactive)	5/15/2020							
Showing 1 to 1 of 1 entries	Previous 1 Next							
Days In Subsidized Employment: 97								

- iv. Terminated This status "pauses" the subsidized wage 90-day time-period.
- f. Enter in the Start/End Date.
- g. Enter how many hours per week they will work.
- h. Enter if it is WIOA funded.
- i. Enter any other notes.
- j. Check any situations the service addresses.
- k. Save the Customer Service.

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- 3. After the Save is completed, you will see the follow-up options. Follow-up is required at 30, 60, 90, 180, and 270 days. The follow-up section will be available/activated once each of the timeframes have been met. When the customer reaches each of these milestones, review the information for accuracy, update the subsidized wage as needed, and select that you have verified employment.
  - a. NOTE: A worksite evaluation is due with the 30-day review. The other milestones do not require the evaluation, but you

50 Duys I ollow	-Up Due on 5/30/2020			
60 Days Follow	-Up Due on 6/29/2020			
90 Days Follow	-Up Due on 7/29/2020			
180 Days Follo	w-Up Due on 10/27/2020			
270 Days Follo	w-Up Due on 1/25/2021			
				Remove Worksite Job
How many hours a	15.00	WIOA Funded*	No	*
week are				
you planning on				
working on				
this:				
Other				
Notes*				
ervice addre	sses the following situations			

can choose to use the evaluation tool.

4. Review the history of changes as needed. Select Show History to see a log of changes to the customer's placement.

# Editing Employer, Worksite, and Job Posting Information

As customers are added to a site, the number of openings will count down/decrease. Once all the job openings have been filled, the Add Customer link will disappear. To add more customers, you can either:

- 1. Edit the job posting by selecting the Job Link, edit the number of openings, and save the changes.
- Edit the positions filled. Select the link in the Position Filled columns to access a list of customers. (If a person was added to the wrong worksite, you can remove them and add them to the correct location.)

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.											
Show 50 v entries						Search:					
Add Customers	Employer	Worksite	Job 🔺	Total Number of Openings	Full Time Positions Filled	Part Time Positions F	lled 🖕				
Add Customers	Natasha's Creations	Central Location	Creative Artists	2	0	1					
Showing 1 to 1 of 1 er	ntries					Previous 1	Next				

# Worksite Placement and Payroll Upload



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**Editing Employer Information and Contacts** 

Agency Details	Training Programs	Schedule	Payroll	Payroll Mar	nagement	worksite Placement								
	OYER INFOR	RMATIO	N											
Natasha's Cr	Natasha's Creations						CONTACTS							
Description *			Edit View	First Name	Last	Name	<b>Title</b> Owner	Remove Remove						
An innovative people.	e locally owned company	ngs for	Add C	ontact										
Website URL	screations com													

- 1. Select the link in the Employer column to access the employer information.
- 2. Update the employer information. Contacts can be added, edited, and removed. You can only edit or remove contacts that were previously added by staff from your organization/group.
- 3. Update their information and save the changes.

# **Editing Worksite Information and Contacts**

- 1. Select the link in the Worksite column to access worksite information.
- 2. Update the worksite information. Contacts can be added, edited, and removed.
- 3. Update their information and save the changes.

### **Editing Job Posting Information**

- 1. Select the link in the Job column to access the specific job information.
- 2. Update the job posting information and quantities.
- 3. Update their information and save the changes.

# **Upload Payroll**

- 1. Select Payroll.
- 2. Select Add Payroll.
- 3. Enter Pay Period (start and end dates).
- 4. Download the Payroll Template and update the wage and hour information, as needed.
- 5. Save the document to your computer.
- 6. Select Upload Payroll Template and upload the saved document.
- 7. Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
- 8. Upload any supporting documents as needed.
- 9. When you are finished, Submit the payroll for review.



# Payroll Upload History

- 1. Select Payroll Upload History to view a list of previously uploaded payroll items.
- 2. Select View/Edit to view or update a payroll item.

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				-								
WORKS	SHEP	LACEI	MEN									
nployers W	orksite Placem	nent Pay	roll									
oject												
CYEP					v							
ency												
Austin Peoples A	Action Center				v							
Filter												
Add Payroll												
1. Enter Pay P	Period Start an	d End Dates										
Pay Period Star	t*				Pay Period End *							
2. Prepare Pa	yroll File:	Jownload Payrol	Template	Update hou	urs and wage info	rmation in the	template	and s	ave to your	comput	ter.	
2 Lipload ap	d roivow povro	ll record file	s (upload	d only visy file	c)							
5. Opload and	a reivew payre	in record me	s (upioac	a only this me	5) Optoad Payroll	lemplate						
4. Upload Exp	penditures & C	Other Related	d Files (u	pload only .xls	x or .pdf files)	Upload Files						
5. Submit pay	/roll/expenditu	ure forms for	r review	Submit	Note: O	nce a payr	oll has	bee	n submit	ted, i	t	
					cannot	be edited.	If ther	e is a	in error,	conta	act	
Den melle i den el la sed	1 (lata				<u>info@ill</u>	linoisworkr	<u>net.cor</u>	<u>n</u> for	assistan	ce.		
Payroli Upioad	History											
Show 10 T entries	s Start A	End	≜ Num	her of Custor	ners 🔺	Total Wages	.≜	Creat	ed – I	Indato	4	Status
View/Export	8/1/2018	8/15/2018	3 30	ber of custor		400	v	8/17/	2018 8	/17/20	18	Not
								-,,		,,==		Submitted
View/Export	8/1/2018	8/15/2018	3 30		VIEW/EDIT PA	YROLL						
View/Export	8/1/2018	8/15/2018	3 30		Organization	Austin People	s Action Ce	nter				
					Payroll Start Date	8/1/2018						
View/Export	8/1/2018	8/15/2018	3 30		Payroll End Date	8/15/2018						
					Payroll Summary	Number of c	ustomers: 3	30				
						Total Wages:	\$400					
						Payroll Has E	Frors: No					
					Payroll Records	1 N	First		M/a -1?*	<b>D</b>	Hourly	T
						Last Name	ivame	55114	Technology	nours	Nate	iotaiwages
						CYEP	Natash	a N/A	Testing CYEF	10	\$8	\$80



# Worksite Placement Dashboards

Sections	Information Bubble/Next Steps
Employer Categorized by Current Sub/Unsub	Customer Placement Status (Note: This is not a historical
snapshot in time.)	
Employers Without Customer Placements	These employers have been added to worksite placement,
	but they do not have customers placed in their opening.
Employers With Placements	
Employers With Subsidized	These employers have been added to worksite placement,
Placements Only	and all of the placements are subsidized.
Employers With Subsidized and	These employers have been added to worksite placement,
Unsubsidized Placements	and there is a mixture of subsidized and unsubsidized
	placements.
Employers With Unsubsidized	These employers have been added to worksite placement,
Placements Only	and all of the placements are unsubsidized.
Customer Placement Status	
Customers With Placements – Employment	These customers have been added to worksite placement,
Not Started	but their start date is in the future.
Customers With No Placements Next Steps	Next Steps:
	<ul> <li>Add these customers to a worksite placement.</li> </ul>
	Upload payroll
	<ul> <li>If they are no longer participating in the program,</li> </ul>
	update the progress page case closure section.
	Partner Instructions:
	<ul> <li>Worksite Placement and Payroll Upload (PDF)</li> </ul>
	<ul> <li>Document Customer Eligibility, Enrollment, and Case</li> </ul>
	Closure ( <u>PDF</u> )
Customers Who Have Ever Had Subsidized	These customers have been added to subsidized worksite
Placement & Do Not Have At Least One	placement, but they do not have at least one payroll entry
Payroll Entry	approved.
	Next steps:
	Check to see if the customer has a payroll uploaded.
Customers Who Had Subsidized Placement &	These customers have been added to subsidized worksite
Have At Least One Payroll Entry	placement, and they have at least one payroll entry.
Customers Only In A Fully Unsubsidized	These customers have been added to a fully unsubsidized
Placement & Payroll Entry Not Required	worksite placement. Payroll upload is not required.
Customers No Longer In Program With No	These customers have a closed case and they were never
Placements	placed at a worksite.

Customer Current Subsidized Placement Time Period Status (Note: This is not a historical snapshot in time.)



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Subsidized Wage Customers with Inactive	These customers have been added to subsidized worksite
Status	placement and their placement has been made inactive or they have been terminated from the placement
Subsidized Wage Customers with Inactive	Next Steps:
Status more than 30 days Next Steps	<ul> <li>Follow-up with these customers to see if they can go</li> </ul>
	back to work in the current placement or if they can
	be placed at a different worksite.
	Partner Instructions:
	<ul> <li>Worksite Placement and Payroll Upload (PDF)</li> </ul>
Subsidized Wage Customers With More Than	These customers have been added to subsidized worksite
60 Days Remaining	placement and they have 60 days or more available for
	subsidized employment.
Subsidized Wage Customers With 59 - 15	These customers have been added to subsidized worksite
Days Remaining	placement and they have 59-15 days available for subsidized
	employment.
	Make sure there is a plan in place to transition this customer
	from subsidized to unsubsidized employment
Subsidized Wage Customers With 14 - 1 Days	These customers have been added to subsidized worksite
Remaining	placement and they have 14-1 days available for subsidized
	employment.
	Make sure there is a plan in place to transition this customer
Customers Marked as Cubsidized Marco R	from subsidized to unsubsidized employment.
Customers Marked as Subsidized Wages & Beyond 90 Day Time Period, Next Steps	Next Steps: Make sure the customer is transitioned from
Beyond 50 Day nine Fenod. Mext Steps	subsidized to unsubsidized employment
	<ul> <li>Update the customer's worksite placement wages to</li> </ul>
	show they are in fully subsidized employment.
	Partner Instructions:
	Worksite Placement and Payroll Upload (PDF)
No Longer Eligible for Subsidized	Customers who:
Employment	<ul> <li>Were placed in a subsidized worksite placement;</li> </ul>
	• Are no longer eligible for subsidized employment;
	and
	<ul> <li>Are no longer marked as receiving subsidized</li> </ul>
	employment.