

## Purpose:

The worksite placement tool is available to Youth Apprenticeship and Career Pathway grantees. The purpose is to identify employers who are providing work-based learning experiences, the number of openings for those worksites, and youth worksite placements. The scheduling tool is a communication tool that allows the grantee to upload youth payroll. Commerce can review and approve payroll uploads.

## Who Enters/Maintains Data

There are two components:

- **Grantee/Provider staff** enter employers, worksite information, placements, and upload payroll.
- **Commerce staff** review and approve payroll uploads.

## Access Worksite Placement and Payroll

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** and select **Dashboard/Partner Tools**.
3. Select **Customer Support Center**.
4. Select **Worksite Placement**.
5. Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

### Shortcut Tip:

Go to [www.illinoisworknet.com/YACPpartners](http://www.illinoisworknet.com/YACPpartners).

Select the link to the **Youth Career Pathways** Partner Tools.

The screenshot shows the 'WORKSITE PLACEMENT' interface. At the top, there are navigation tabs: 'Employers', 'Worksite Placement' (selected), and 'Payroll'. Below the tabs are three dropdown menus: 'Project' (Youth Apprenticeship), 'Grantee/Provider' (Youth Build McLean County), and 'Employment Type' (Select). A 'Filter' button is located below these menus. On the right side, there is an 'Add Employer/Worksite' button. Below the filters, there is a message: 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' Below this message, there is a 'Show 10 entries' dropdown and a search box. The main part of the interface is a table with the following columns: 'Add Customers', 'Project', 'Agency', 'Employer', 'Worksite', 'Job', 'Total Number of Openings', 'Full Time Positions Filled', and 'Part Time Positions Filled'. The first row of data shows: 'Add Customers', 'Youth Apprenticeship', 'Youth Build McLean County', 'Natasha tools', 'Natasha tools', 'Advertising and Promotions Managers', '8', '1', and '3'. There is a second row partially visible below it.

## Add a Worksite

1. Select the **Worksite Placement** tab.
2. Select **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.

**WORKSITE PLACEMENT**

Select Employer      Select Worksite      Add Worksite Placement Information

RETURN TO WORKSITE LIST

STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER

Show 10 entries      Search:

Select	Employer	Street	City	State	Worksite
<input type="button" value="Select"/>	robs rides	123 Street	springfield	IL	No
<input type="button" value="Select"/>	Natasha tools	123 street	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.

**WORKSITE PLACEMENT**

RETURN TO WORKSITE LIST

Select Employer      Select Worksite      Add Worksite Placement Information

STEP 2 - SELECT WORKSITE OR ENTER INFORMATION FOR A NEW WORKSITE

Name \*

Is this worksite the same as the employer?

Primary Phone \*

Secondary Phone

## 4. Add worksite placement information.

**WORKSITE PLACEMENT**

Select Employer      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 for this worksite placement \*

Lookup SOC Codes

Title - You can update this title as needed \*

Description \*

- Lookup the SOC Code using keywords and select the SOC title that best fits.
- The job title will prepopulate using the SOC title. You can change the title as needed below.
- Enter a job description.
- Select an **Employment Type**.
- Enter the hourly pay rate.
- Enter the number of openings.

### Add/Edit Customer Worksite Placements

**WORKSITE PLACEMENT**

Employers    Worksite Placement    Payroll

Project: Youth Apprenticeship

Grantee/Provider: Youth Build McLean County

Employment Type: Select

Filter

Add Employer/Worksite

**SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.**

Show 10 entries      Search:

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
<a href="#">Add Customers</a>	Youth Apprenticeship	Youth Build McLean County	Natasha tools	Natasha tools	Advertising and Promotions Managers	8	1	3

### Add Customers

- Select **Add Customer** next to the employer/worksite to display a list of customers.
- Select **Add** to add the customer and enter the following information:

- a. Minimum wage for placement based on your region and customer age/circumstance.
  - b. Hourly wage will be prepopulated with the information that was entered with the job. You can change this for each customer. If this is an unpaid worksite placement, enter “0” for the hourly wage.
    - i. Enter the subsidized wage or training wage match.
    - ii. Unsubsidized/employers wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
  - c. Select the type of position.
    - i. Full-time.
    - ii. Part-time.
  - d. Select a **Status**.
    - i. Planned/Not Started
    - ii. Started (Open)
    - iii. On Hold (inactive)
    - iv. Successful Completion (not displayed for permanent placement)
    - v. Unsuccessful Completion (not displayed for permanent placement)
    - vi. Terminated (displayed for permanent placement only).
  - e. Enter in the Start/End Date.
3. Follow-up checkboxes are available at 30, 60, 90, 180, and 270 days to indicate the customer employment/placement has been verified for accuracy. 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 wages as needed, and select that you have verified employment.
  4. Review the history of changes as needed. Select Show History to see a log of changes to the customer’s placement.

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.
2. **Edit** the positions filled. **Select** the link in the Position Filled columns to access a list of customers.

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(If a person was added to the wrong worksite, you can remove them and add them to the correct location.)

## Edit Placed Customers

1. Select the link in the **Position Filled** column to access a list of customers.
2. Select the edit button to edit customer information.
3. Update their information and save the changes.

## Editing Employer, Worksite, and Job Posting Information

 **SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.**

Show  entries Search:

Add Customers	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
<a href="#">Add Customers</a>	<a href="#">Natasha's Creations</a>	<a href="#">Central Location</a>	<a href="#">Creative Artists</a>	2	0	1

Showing 1 to 1 of 1 entries Previous  Next

## Editing Employer Information and Contacts

Agency Details | Training Programs | Schedule | Payroll | Payroll Management | **Worksite Placement** | Uploads

### EDIT EMPLOYER INFORMATION

Name \*

Description \*

Website URL

### CONTACTS

Edit	First Name	Last Name	Title	Remove
<a href="#">View</a>	Natasha	Jones	Owner	<a href="#">Remove</a>

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 the 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.
  - a. Payroll that has not been submitted has a status of **Not Submitted**. You can only remove payrolls that have not been submitted. If you need to make a correction, remove the payroll item and re-enter the information. You can export this information and view uploaded files.
  - b. Payroll that has been submitted has a status of **Not Reviewed**. You can export this information and view uploaded files.
  - c. Once Commerce reviews and approves a payroll, the status changes to **Approved**. You can export this information and view uploaded files.

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CUSTOMERS GROUPS AGENCIES WORKSITE PLACEMENT | HI, INFO@TRAIN6\_SIUCCWD.COM-

## WORKSITE PLACEMENT

Worksite Placement **Payroll** Payroll Management

[Add Payroll](#)

### Payroll Upload History

Show 10 entries Search:

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
<a href="#">View/Edit</a>	12/1/2016	12/30/2016	1	\$200.00	12/21/2016	12/21/2016	Not Reviewed

Showing 1 to 1 of 1 entries Previous **1** Next

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VIEW/EDIT PAYROLL ×

Organization: LWIA 3

Payroll Start Date: 12/1/2016

Payroll End Date: 12/30/2016

Payroll Summary

Number of customers: 1
Total Wages: \$200
Payroll Has Errors: No

Payroll Records

Last Name	First Name	SSN4	Worksite	Hours	Hourly Rate	Total Wages
Black	Jack	6315	CNC USA Manufacturing	25	\$8	\$200

Expenditure Files

Close Export

**Note:** Once a payroll has been submitted, it **cannot** be edited. If there is an error, contact [info@illinoisworknet.com](mailto:info@illinoisworknet.com) for assistance.