Worksite Placement and Payroll Upload

May 2023 v4

Contents

Purpose

The worksite placement tool is available to workforce partners using the Customer Support Center for grant programs. The purpose is to identify employers and worksites, the number of openings for those worksites, and worksite placements. The payroll tool allows the grantee to upload payroll to document subsidized wages or permanent wages for tracking purposes. Grantors can review and approve payroll uploads.

Who Enters/Maintains Data

There are two components:

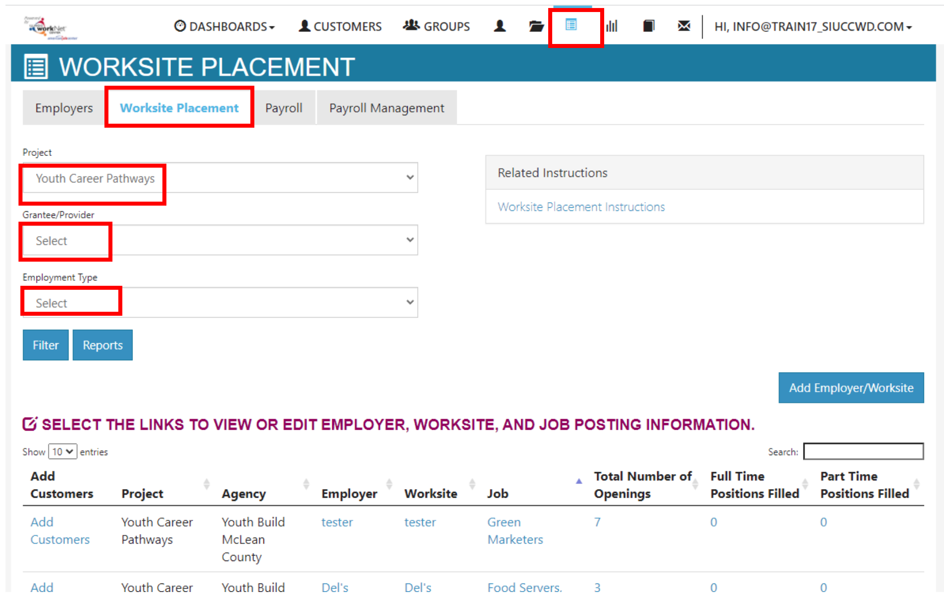
- Grantee/Provider staff enters employers, worksite information, placements, and uploads payroll.
- Program statewide staff reviews and approves payroll uploads.

Access Worksite Placement and Payroll

1. Log in to www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Partner Tools.
4. Select Customer Support Center.
5. Select Worksite Placement.
6. Select Project.

> **Shortcut Tip:**
>
> Go to your program partner page.
>
> Select the link to the Customer Support Center Tools.

7. Select the Grantee/Provider.
8. Select the Employment Type:
   a. Work-based Learning
   b. Job Shadowing
   c. Work Experience
   d. Internship
   e. On-the-Job Training
   f. Permanent Employment
   g. Apprenticeship
   h. Pre-Apprenticeship
9. Click Filter. You may also filter the results by clicking the top of each column to sort A-Z or Z-A.
10. Select from the list of Employers that show in the filtered list.

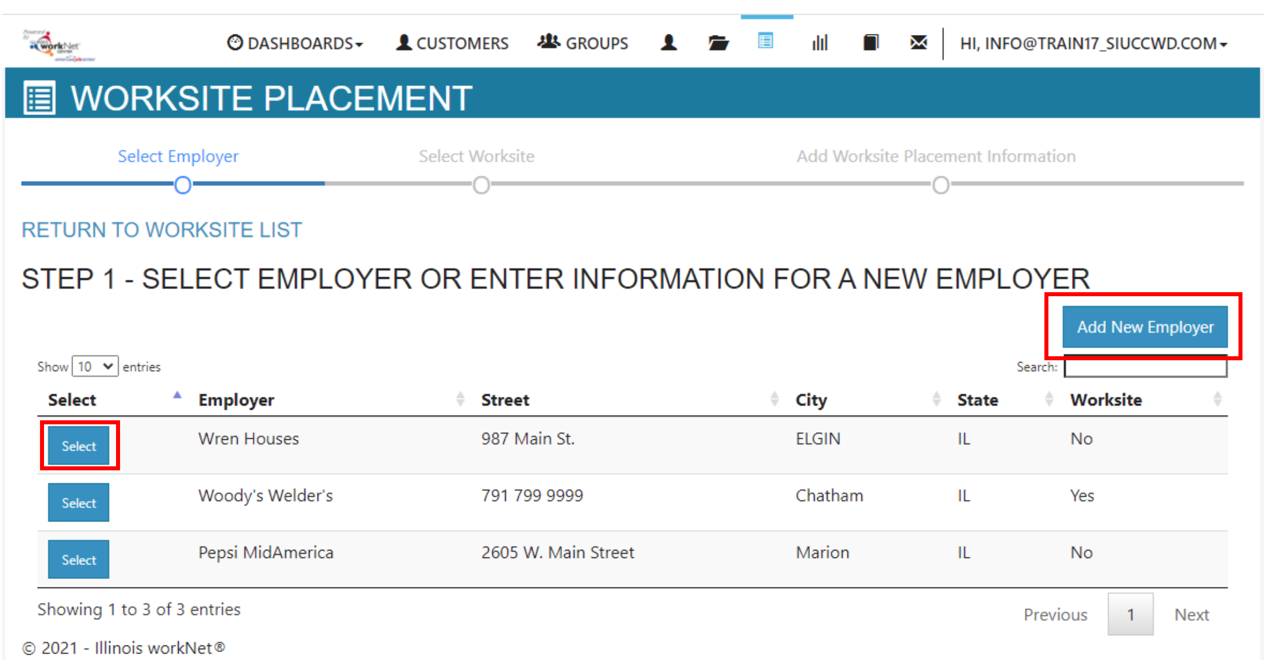


Add a Worksite

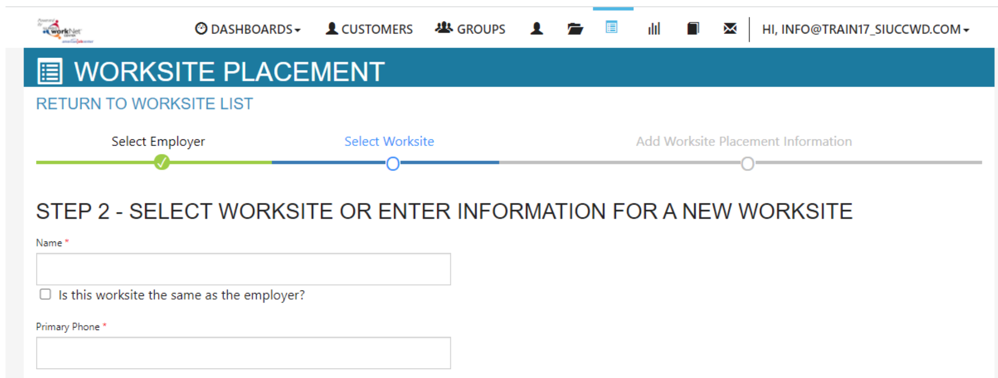
1. Select the Worksite Placement tab.
2. Select the Add Employer/Worksite button on the right-hand side to add an employer/worksite.
   a. Select an existing employer.

      or

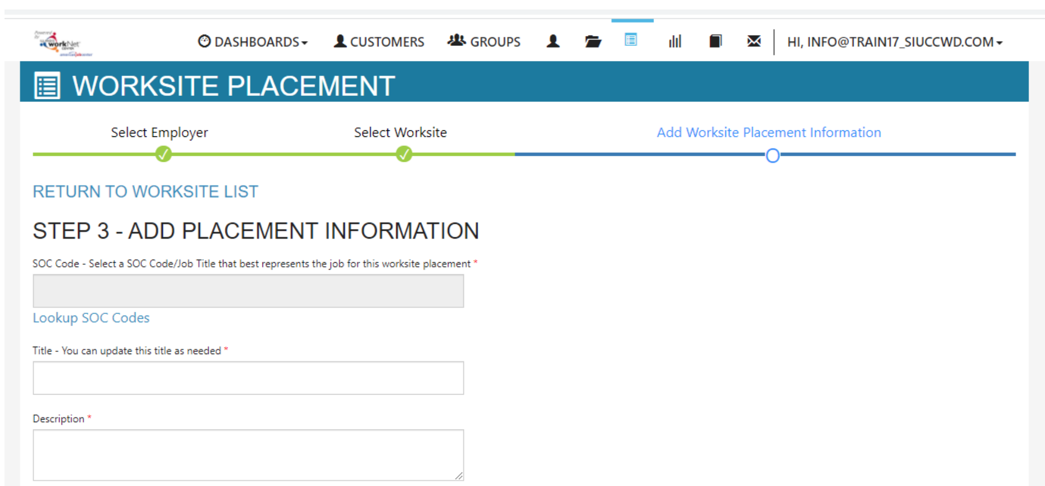
   b. Add New Employer.
      i. Enter the employer's name, description, and location.
      ii. Indicate if this location is a worksite.
      iii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.



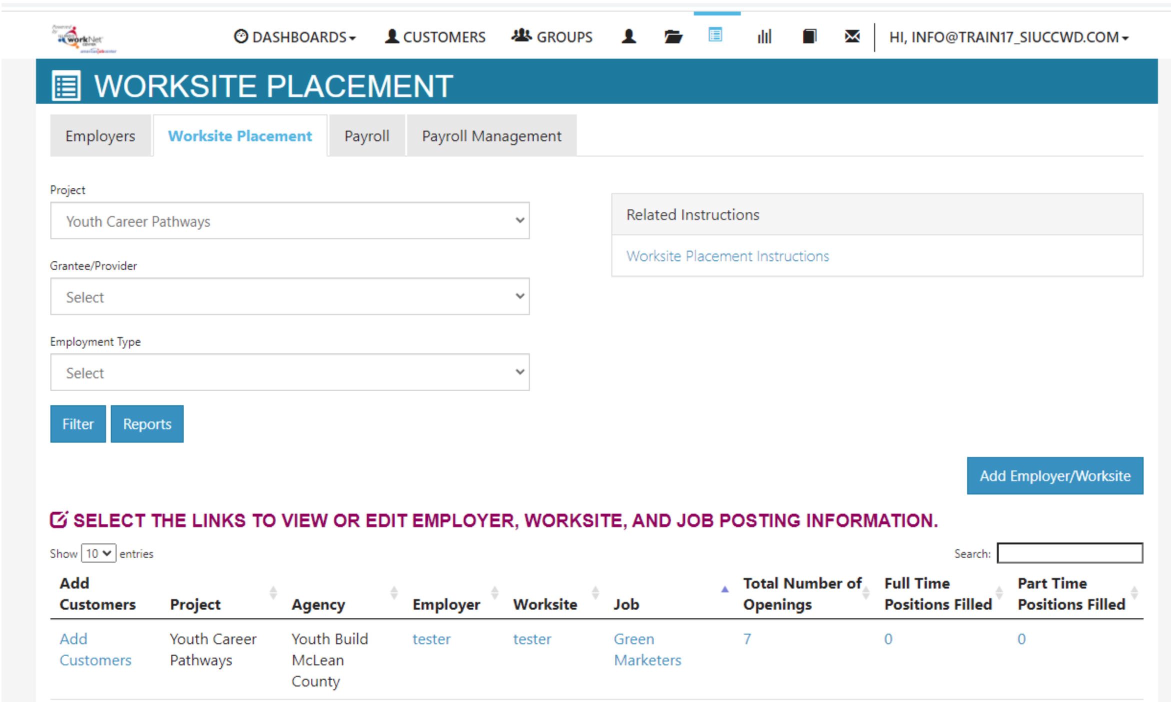
3. Select a worksite.
    a. Select an existing worksite.
       or
    b. Add a new worksite.
        i. Enter the worksite location information or indicate if this worksite information is the same as the employer.
        ii. Add a primary contact. A minimum of one contact is required; you can add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



4. Add the worksite placement information.
    a. Lookup the SOC Code using keywords, and select the SOC title that best fits.
    b. The job title will pre-populate 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.



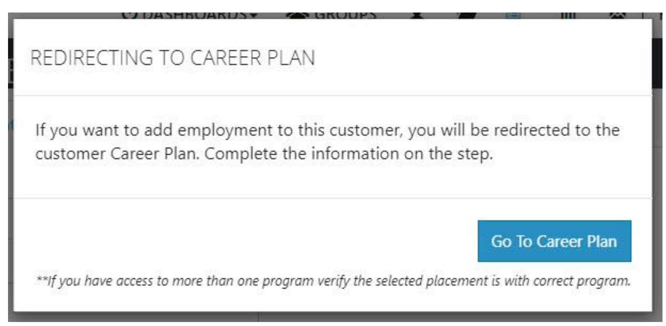
Add/Edit Customer Worksite Placements



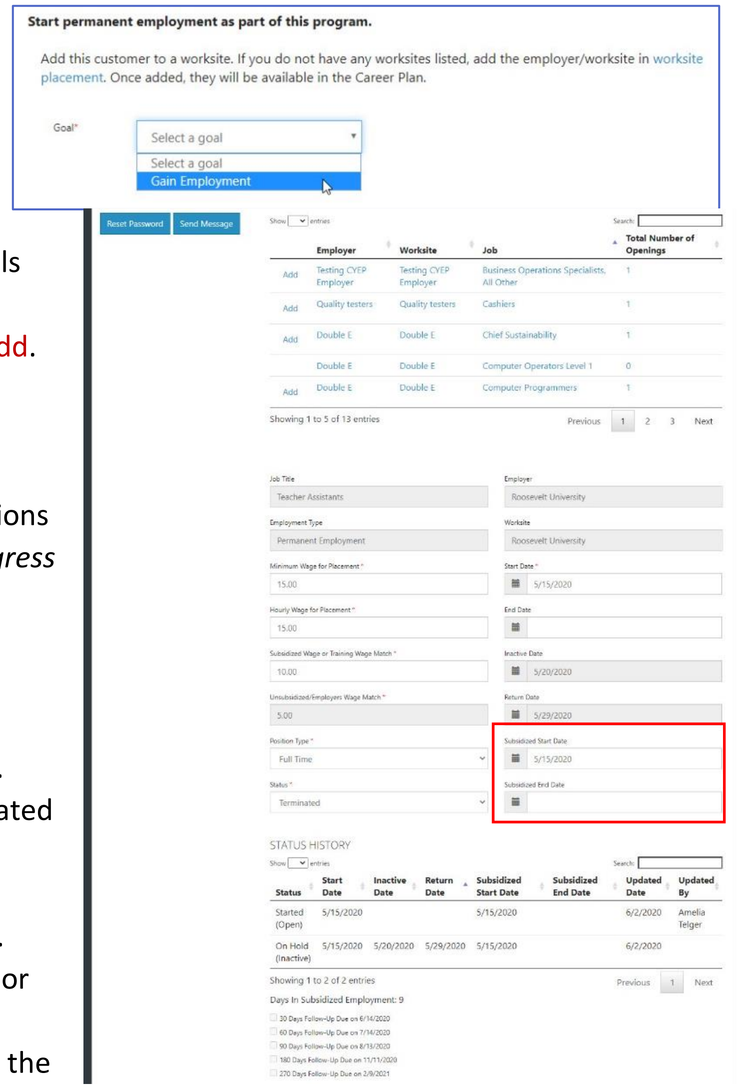
Add Customers

The Preferred Method for Adding Customers to Worksites is within their Career Plan. The Career Plan allows you to add the customer to a worksite after you have added worksites to your agency. Select Add Customer next to the employer/worksite to display a list of customers.

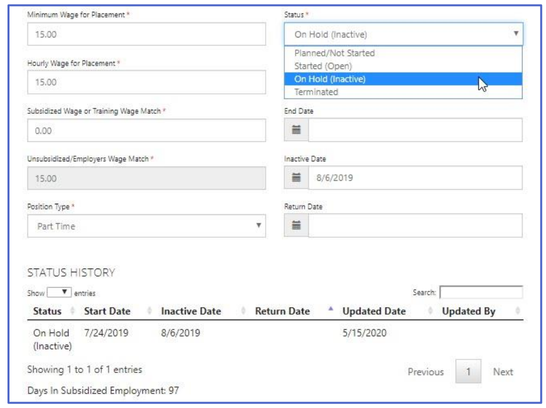
1. A modal window will open asking you to select a customer to add to the worksite.
    a. Click Add.
    b. Another modal window will open that says: ***REDIRECTING TO CAREER PLAN*** – if you want to add employment to this customer, you will be redirected to the customer Career Plan. Complete the information 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 the correct program.*



DO NOT ADD a customer to a worksite from the worksite placement pages especially if you will be entering subsidized wages.



2. Complete information on the career plan step.
   a. Select a goal. If a goal has not been added, return to step 2 on the customer career plan and add a goal related to employment. Your program may have pre-populated goals and steps. Look for that first.
   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 CYEP Partner page.
      i. Minimum wage for placement based on your region and customer age or circumstance.
      ii. Hourly wage will be pre-populated 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 and the date subsidized wages begin.
         1. The subsidized wage should be no more than the minimum wage.
         2. Customer receives subsidized wages based on program contract.
         3. Subsidized start date begins the time limit for the subsidized wage limited by grant parameters. This is based on the customer and not on a specific placement.
         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.



i. 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 time period. Enter the date a customer becomes Inactive or Returns. When the customer returns to Active status update the status to Started (Open).

iv. Terminated – This status "pauses" the subsidized wage time period.

f. Enter in the Start/End Date.

g. Enter how many hours per week they will work.

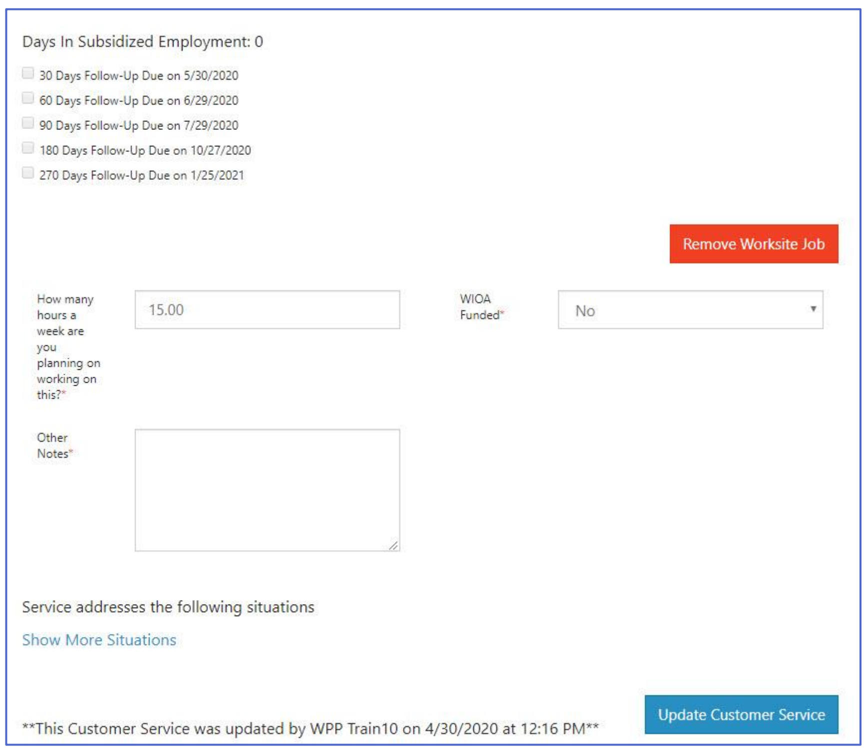
h. Enter if it is WIOA funded.

i. Enter any other notes.

j. Check any situations the service addresses.

k. Update/Save the Customer Service.

3. After the Update/Save is completed, you will see the follow-up options. The option to follow-up is available at 30, 60, 90, 180, and 270 days based upon your grant contract. The follow-up section will be available/activated once each of the timeframes has 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.



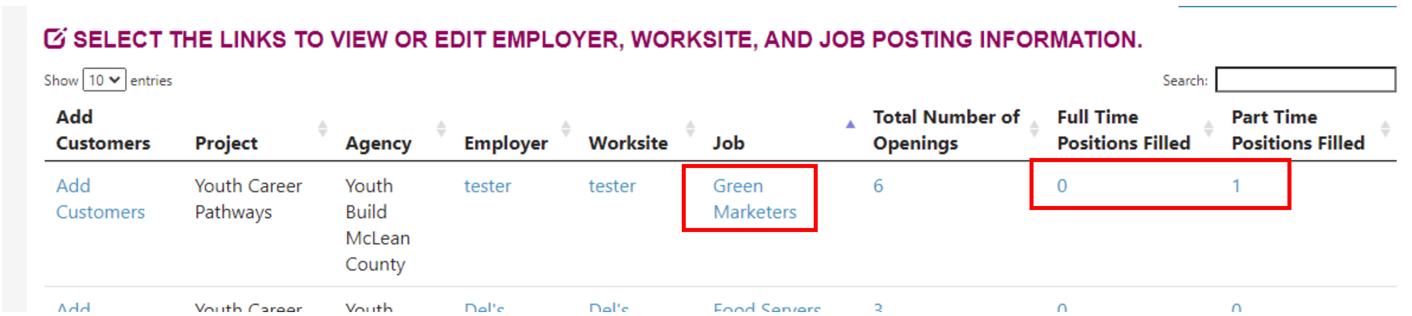
a. NOTE: A worksite evaluation is recommended at the 30-day review mark. The other milestones do not require the evaluation, but you can choose to use the evaluation tool.

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

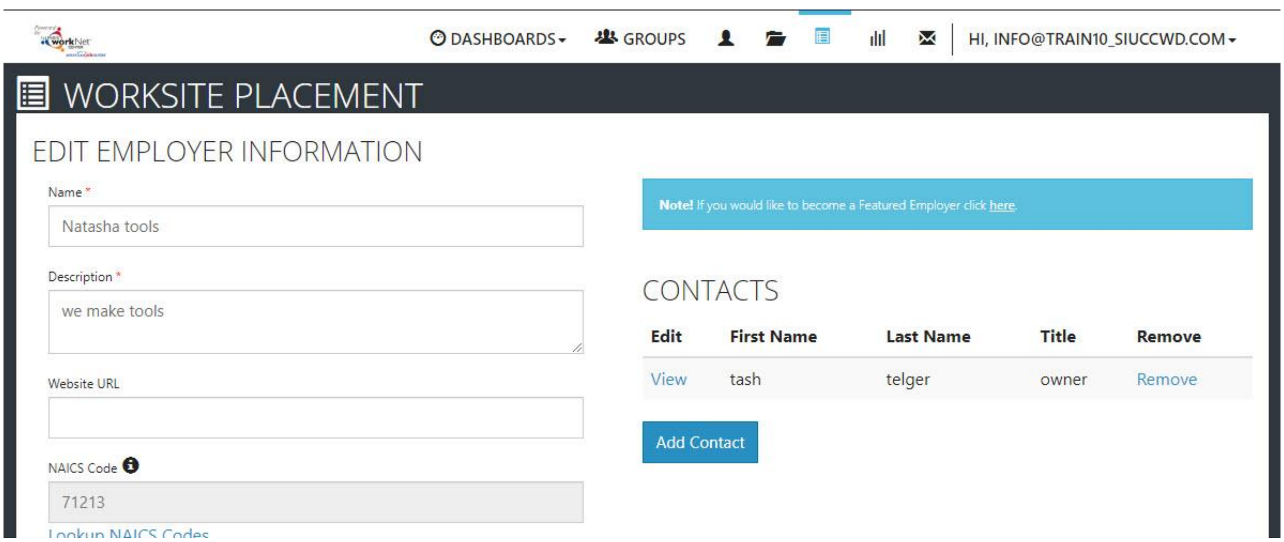
Editing Employer, Worksite, and Job Posting Information

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.
2. 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.)



Editing Employer Information and Contacts



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

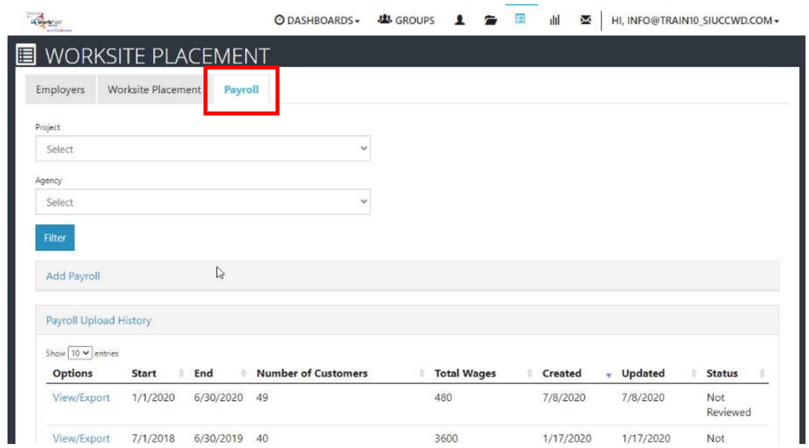
1. Select the link in the Worksite column to access worksite information.
2. Update the worksite information. Contacts can be added, edited, and removed.
3. Update their information and save the changes.

Editing Job Posting Information

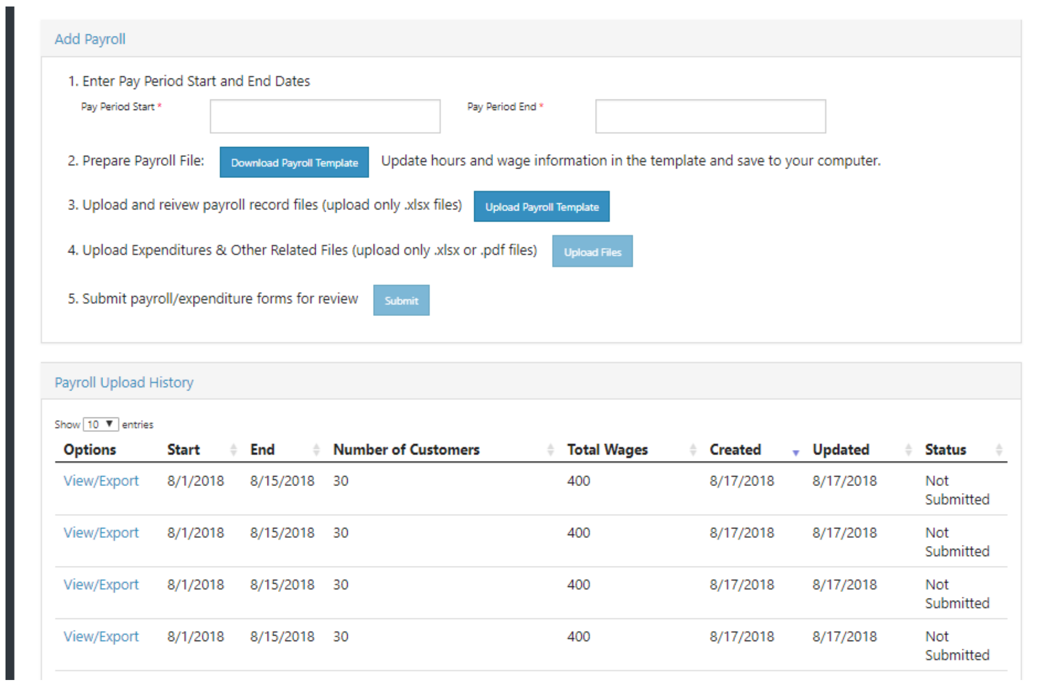
1. Select the link in the Job column to access the specific job information.
2. Update the job posting information and quantities.

3. Update their information and save the changes.

Upload Payroll



1. Select Payroll.
2. Select Project if you have access to more than one.
3. Select Agency if you have access to more than one.
4. Select Add Payroll.
5. Enter Pay Period (start and end dates).
6. Download the Payroll Template and update the wage and hour information, as needed.
7. Save the document to your computer. *It is important to not change the file name of the document. The naming convention must be the same as when downloaded to be accepted during the upload.*
8. Add the hours worked by each participant. *Remove any participants from the spreadsheet list who did not have hours in the selected pay period.*



9. Select Upload Payroll Template and upload the saved document.
10. Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
11. Upload any supporting documents as needed.
12. When you are finished, Submit the payroll for review. *If you do not submit the payroll, it can be removed and edited by your agency staff. Once submitted and an error is discovered, contact info@illnoiswornet.com (specify the grant program with which the payroll is associated) to have the payroll removed. Make the correction and reupload the payroll.*

Payroll Upload History

1. Select Payroll Upload History to view a list of previously uploaded payroll items.
2. Select View/Export to view, update a payroll item, or delete rejected payroll.