

Contents

Purpose	1
Who Enters/Maintains Data	1
Access Worksite Placement and Payroll	1
Add a Worksite.....	2
Add/Edit Customer Worksite Placements	4
Add Customers.....	4
Editing Employer, Worksite, and Job Posting Information	7
Editing Employer Information and Contacts.....	7
Editing Worksite Information and Contacts	7
Editing Job Posting Information	7
Upload Payroll.....	8
Payroll Upload History	8

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

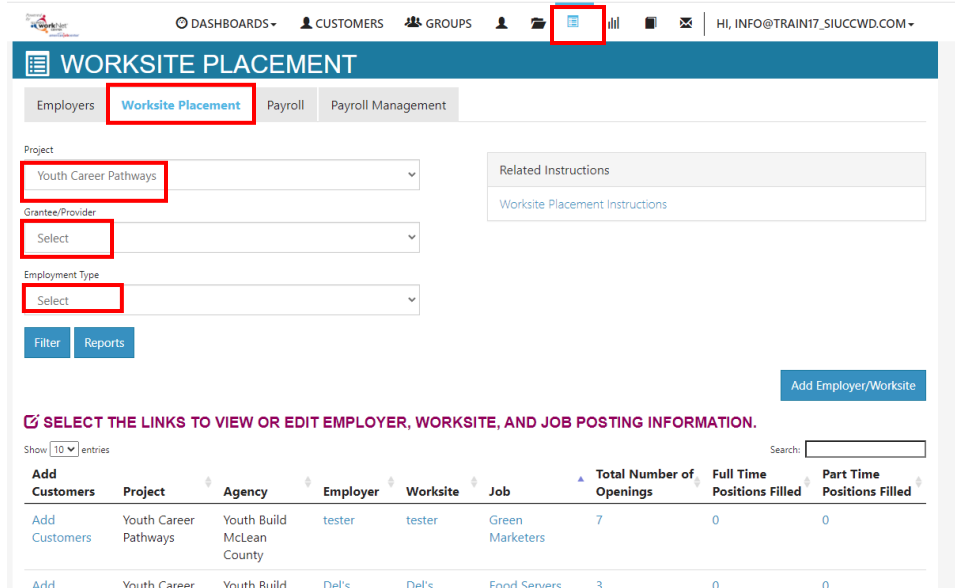
1. Log in to www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select **Worksite Placement**.
6. Select **Project**.

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.

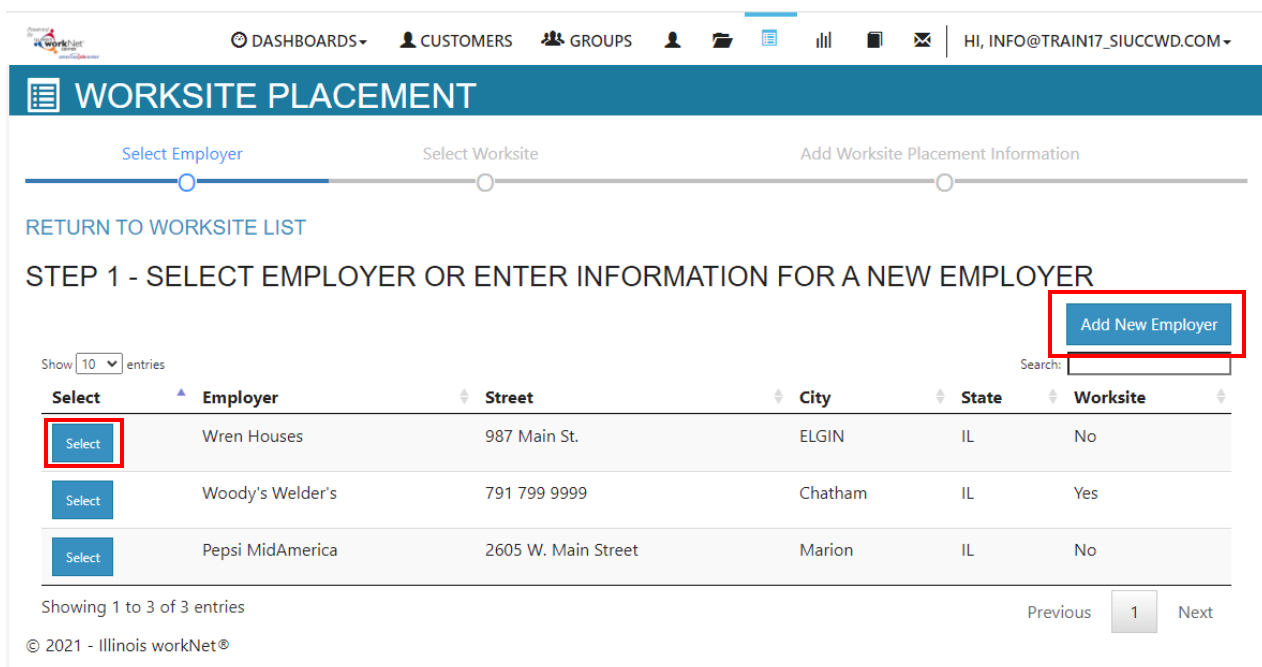


The screenshot shows the 'WORKSITE PLACEMENT' dashboard. At the top, there are navigation tabs: 'Employers', 'Worksite Placement' (highlighted with a red box), 'Payroll', and 'Payroll Management'. Below the tabs are three dropdown menus: 'Project' (set to 'Youth Career Pathways'), 'Grantee/Provider' (set to 'Select'), and 'Employment Type' (set to 'Select'). There are 'Filter' and 'Reports' buttons. A 'Related Instructions' box contains 'Worksite Placement Instructions'. An 'Add Employer/Worksite' button is on the right. Below this is a heading: 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' A table shows job openings with columns: Add Customers, Project, Agency, Employer, Worksite, Job, Total Number of Openings, Full Time Positions Filled, and Part Time Positions Filled.

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	Youth Career Pathways	Youth Build McLean County	tester	tester	Green Marketers	7	0	0
Add	Youth Career	Youth Build	Del's	Del's	Food Servers.	3	0	0

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.



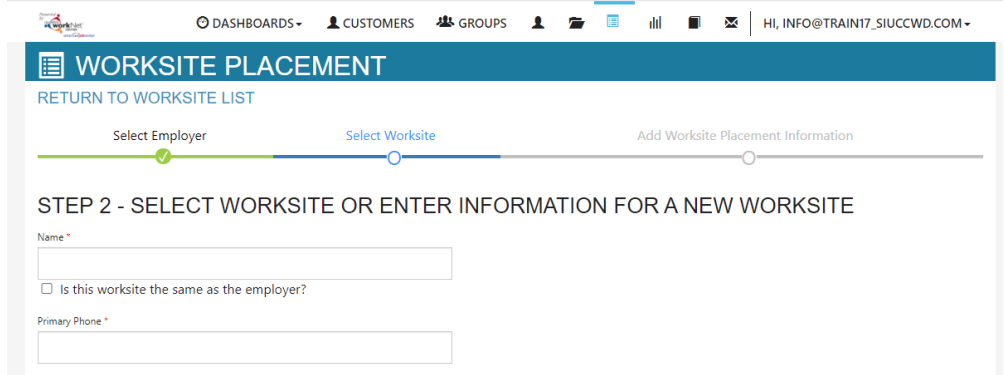
The screenshot shows the 'STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER' screen. At the top, there are navigation tabs: 'Select Employer', 'Select Worksite', and 'Add Worksite Placement Information'. Below the tabs is a 'RETURN TO WORKSITE LIST' link. The main heading is 'STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER'. There is a search bar and a table of employers. An 'Add New Employer' button is highlighted with a red box. The table has columns: Select, Employer, Street, City, State, and Worksite.

Select	Employer	Street	City	State	Worksite
Select	Wren Houses	987 Main St.	ELGIN	IL	No
Select	Woody's Welder's	791 799 9999	Chatham	IL	Yes
Select	Pepsi MidAmerica	2605 W. Main Street	Marion	IL	No

Showing 1 to 3 of 3 entries

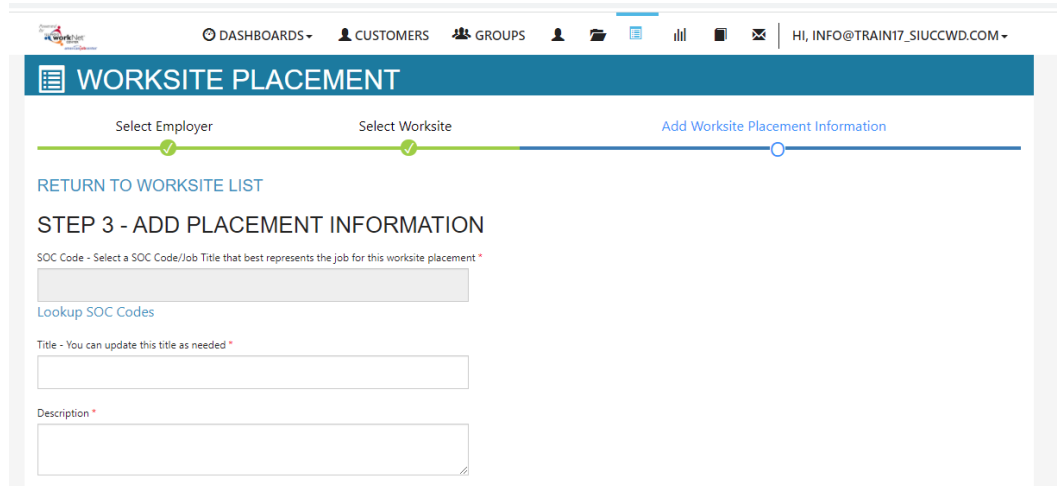
© 2021 - Illinois workNet®

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.



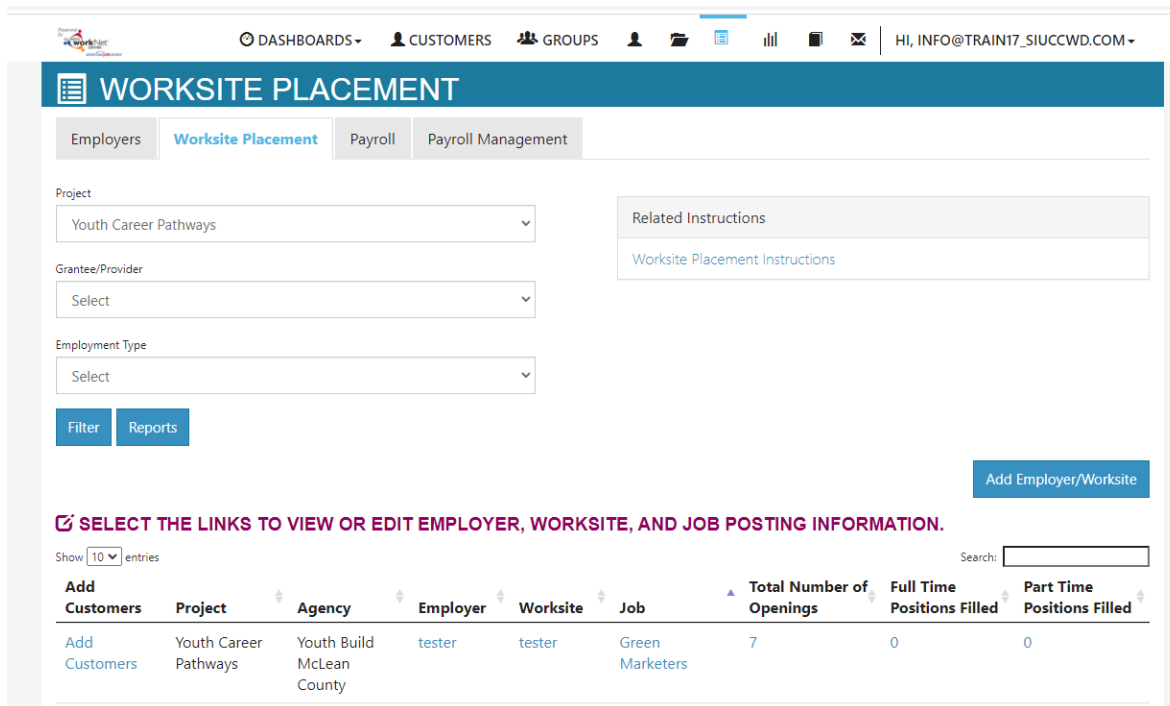
The screenshot shows the 'WORKSITE PLACEMENT' dashboard. At the top, there are navigation links for DASHBOARDS, CUSTOMERS, and GROUPS. Below this is a progress bar with three steps: 'Select Employer' (completed), 'Select Worksite' (current step), and 'Add Worksite Placement Information'. The main heading is 'STEP 2 - SELECT WORKSITE OR ENTER INFORMATION FOR A NEW WORKSITE'. The form includes a 'Name' input field, a checkbox for 'Is this worksite the same as the employer?', and a 'Primary Phone' input field.

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.



The screenshot shows the 'WORKSITE PLACEMENT' dashboard. At the top, there are navigation links for DASHBOARDS, CUSTOMERS, and GROUPS. Below this is a progress bar with three steps: 'Select Employer' (completed), 'Select Worksite' (completed), and 'Add Worksite Placement Information' (current step). The main heading is 'STEP 3 - ADD PLACEMENT INFORMATION'. The form includes a 'SOC Code' input field with a 'Lookup SOC Codes' link, a 'Title' input field with a note 'You can update this title as needed', and a 'Description' input field.

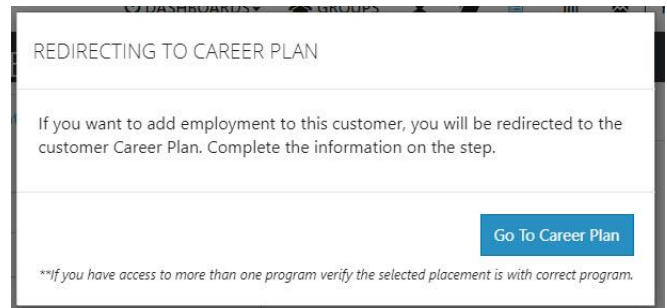
Add/Edit Customer Worksite Placements



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/worksites 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**.

Start permanent employment as part of this program.

Add this customer to a worksite. If you do not have any worksites listed, add the employer/worksite in [worksite placement](#). Once added, they will be available in the Career Plan.

Goal*

Reset Password Send Message Show 1 entries Search

Employer	Worksite	Job	Total Number of Openings
Add Testing CYEP Employer	Testing CYEP Employer	Business Operations Specialists, All Other	1
Add Quality testers	Quality testers	Cashiers	1
Add Double E	Double E	Chief Sustainability	1
Double E	Double E	Computer Operators Level 1	0
Add Double E	Double E	Computer Programmers	1

Showing 1 to 5 of 13 entries Previous 1 2 3 Next

Job Title: Teacher Assistants Employer: Roosevelt University

Employment Type: Permanent Employment Worksite: Roosevelt University

Minimum Wage for Placement*: 15.00 Start Date*: 5/15/2020

Hourly Wage for Placement*: 15.00 End Date:

Subsidized Wage or Training Wage Match*: 10.00 Inactive Date: 5/20/2020

Unsubsidized-Employee Wage Match*: 5.00 Return Date: 5/29/2020

Position Type*: Full Time Subsidized Start Date: 5/15/2020

Status*: Terminated Subsidized End Date:

STATUS HISTORY Show 2 entries Search

Status	Start Date	Inactive Date	Return Date	Subsidized Start Date	Subsidized End Date	Updated Date	Updated By
Started (Open)	5/15/2020			5/15/2020		6/2/2020	Amelia Teiger
On Hold (Inactive)	5/15/2020	5/20/2020	5/29/2020	5/15/2020		6/2/2020	

Showing 1 to 2 of 2 entries Previous 1 Next

Days In Subsidized Employment: 9

- 30 Days Follow-Up Due on 6/14/2020
- 60 Days Follow-Up Due on 7/14/2020
- 90 Days Follow-Up Due on 8/13/2020
- 180 Days Follow-Up Due on 11/11/2020
- 270 Days Follow-Up Due on 2/8/2021

- 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.

The screenshot shows a form with several input fields and a status dropdown menu. The status dropdown is open, showing options: On Hold (Inactive), Planned/Not Started, Started (Open), On Hold (Inactive), and Terminated. Below the form is a 'STATUS HISTORY' table with columns for Status, Start Date, Inactive Date, Return Date, Updated Date, and Updated By. The table contains one entry: On Hold (Inactive) with Start Date 7/24/2019, Inactive Date 8/6/2019, and Updated Date 5/15/2020. At the bottom, it says 'Showing 1 to 1 of 1 entries' and 'Days In Subsidized Employment: 97'.

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.

The screenshot shows a form with a section for 'Days In Subsidized Employment: 0' and a list of follow-up milestones with checkboxes: 30 Days Follow-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 Follow-Up Due on 10/27/2020, and 270 Days Follow-Up Due on 1/25/2021. Below this are input fields for 'How many hours a week are you planning on working on this?' (15.00) and 'WIOA Funded?' (No). There is also an 'Other Notes*' text area. A red button 'Remove Worksite Job' is at the top right. At the bottom, there is a blue button 'Update Customer Service' and a footer note: '**This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM**'.

- 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.)

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
Add Customers	Youth Career Pathways	Youth Build McLean County	tester	tester	Green Marketers	6	0	1
Add	Youth Career	Youth	Dal'e	Dal'e	Food Servers	3	0	0

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.

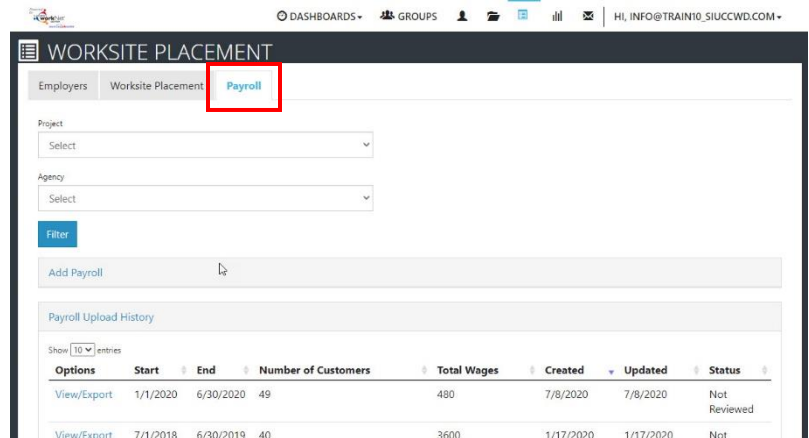
Editing Job Posting Information

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

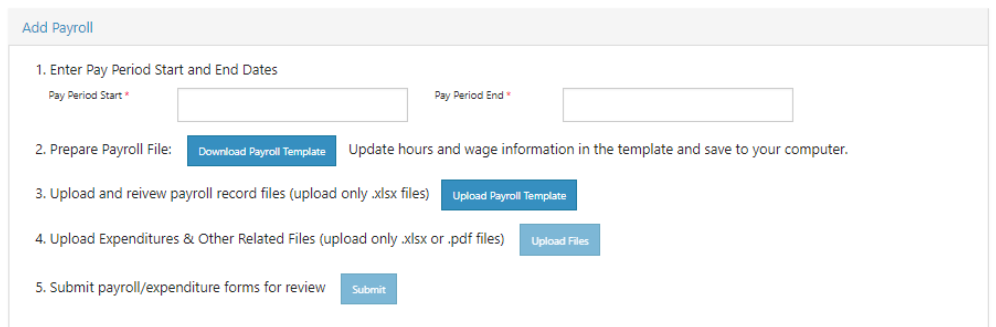
3. Update their information and save the changes.

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.*



Payroll Upload History

Show 10 entries

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted

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@illinoisworknet.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.