Contents

Overview

Purpose:

The worksite placement tool is available to all Illinois workNet account holders. The purpose of the Worksite Placement tool is to identify employers and worksites, the number of opening for those worksites, and youth worksite placement.

Who Enters/Maintains Data

All Illinois workNet account users can access the Worksite Placement to review worksite and placement information. Within the tool there are two components:

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

Access Worksite Placement

1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Customer Support Center under Partner Tools.
4. Select the Worksite Placement icon.

5. Select the Agency. If you are associate with multiple agencies/location for the program, they will display as a list.

How is the Illinois workNet Worksite Placement organized?
The Main Illinois workNet Customer Support Center Navigation

Illinois workNet Worksite Placement Sections

Overview
Employers allows career planners/partners and students to enter or browse projects, grantee/providers, and employment type for available job opportunities.

Worksite Placement provides a list of employers and the number of worksite openings and placement.

Payroll offers customers/partners the option to enter pay period information, use templates to create payroll records, upload expenditures and other related files, and submit payroll/expenditure information for review.

Add a Worksite

1. Select Worksite Placement tab.
2. Select the Project dropdown.
3. Select Add Employer/Worksite button to add an employer/worksite.
   - Select an existing employer under the Grantee/Provider tab.
   - or
4. Add Employer/Worksite.
   - Enter the employer name, description, and location.
   - Indicate if this location is a worksite.
   - Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.

5. Select a worksite
   - Select an existing worksite.
   - or
   - 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.

6. Add the Worksite Placement Information.
    - Use keywords to lookup the SOC Code 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.
        i.   Work-Based Learning
        ii. Job Shadowing
        iii. Work Experience
        iv. Internship
        v.   On-the-Job Training
        vi. Permanent Employment
    - Enter the hourly rate.
    - Enter the number of openings.

Add/Edit Customer Worksite Placement

1. Select Add Customer next to the employer/worksite to display a list of customers.
2. Select Add to select the customer and enter the following information:
    a. Minimum wage 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. Hourly wage must be equal to or greater than minimum wage.
        i. Enter the subsidized wage.
            1. The subsided wage should be no more than the minimum wage.
            2. Customer only receive 90-days of subsidized wages regardless of the number of placements.
            3. Start date begins the time limit for the subsidized wages of no more than 90-days. 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.
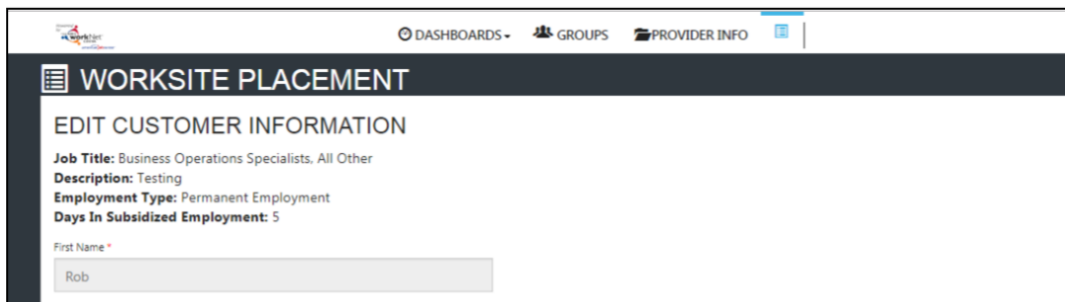
        ii. Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
    c. Select the type of position.
        i. Full-Time
        ii. Part-Time.
    d. Select a Status.
        i. Planned/Not Started- The subsidized wage 90-day time-period will not begin with this status.
        ii. Start (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.
        iv. Terminated- This status "pauses" the subsidized wage 90-day time-period.
    e. Enter in the State/End Date.
3. 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 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.

As customers are added to a site, the number of openings will decrease. Once all the job opening 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, Worksite, and Job Postings Information

- Select the link in the Employer column to access the employer information.
- 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.

- 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.
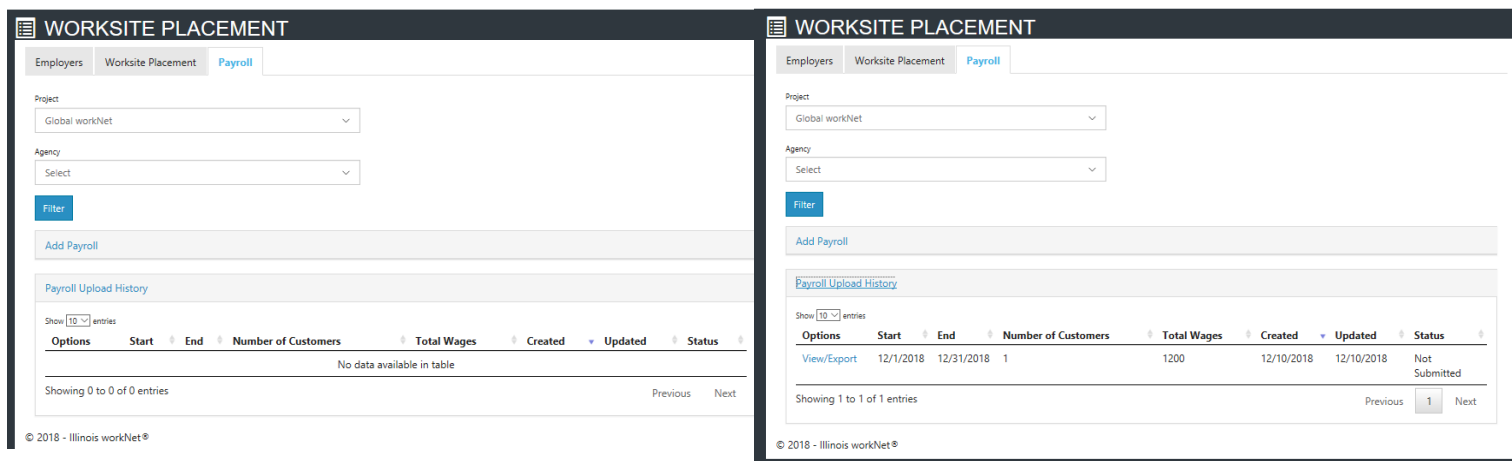3. Update their information and save the changes.

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.