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Purpose

The worksite placement tool is available to Apprenticeship Illinois grantees. 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.
- **IDHS statewide staff** reviews and approves payroll uploads.

Access Worksite Placement and Payroll

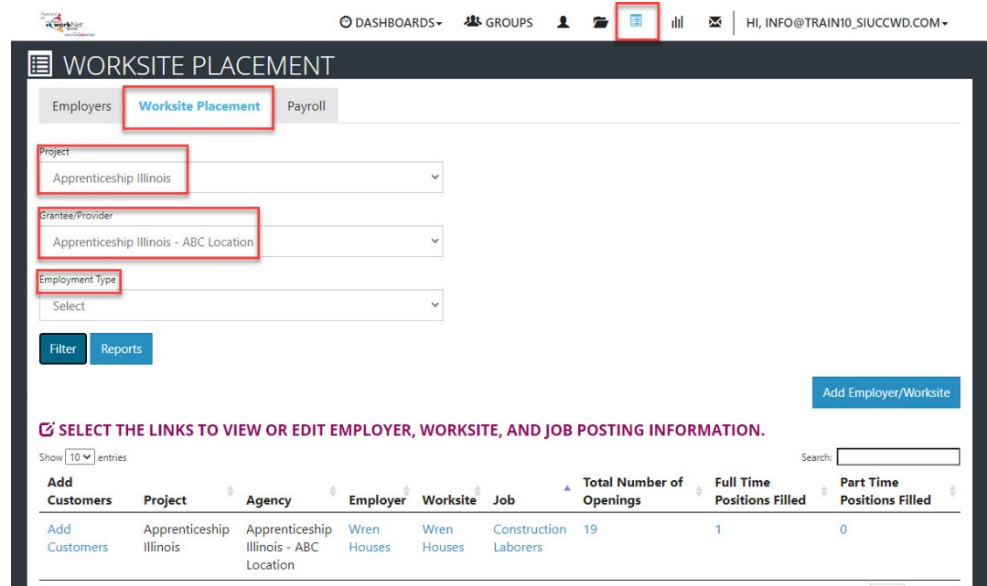
1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select **Worksite Placement**.
6. Select **Project**.

Shortcut Tip:

Go to www.illinoisworknet.com/CYEPpartners.

Select the link to the **Apprenticeship Illinois Partner Tools**.

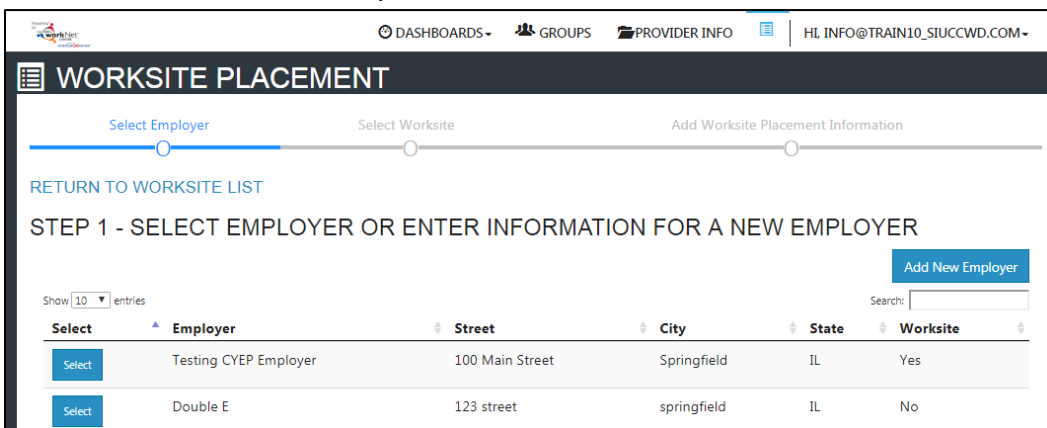
7. Select the **agency**. If you are associated with multiple agencies/locations for the program, they will display as a list.
8. Select the **Grantee/Provider**.
9. Select the **Employment Type**:
 - a. Work-based Learning
 - b. Job Shadowing
 - c. Work Experience
 - d. Internship
 - e. On-the-Job Training
 - f. Permanent Employment
 - g. Apprenticeship
 - h. Pre-Apprenticeship



10. Click **Filter**. You may also filter the results by clicking the top of each column to sort A-Z or Z-A.
11. 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 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.

The screenshot shows the 'WORKSITE PLACEMENT' interface. At the top, there are navigation links: DASHBOARDS, GROUPS, PROVIDER INFO, and HL.INFO@TRAIN10_SIUCCWD.COM. Below the title, there is a progress bar with three steps: 'Select Employer' (completed, green), 'Select Worksite' (current step, blue), and 'Add Worksite Placement Information' (pending, grey). A 'RETURN TO WORKSITE LIST' link is visible. The main heading is 'STEP 2 - SELECT WORKSITE OR ENTER INFORMATION FOR A NEW WORKSITE'. It includes a 'Name *' text input field, a checkbox labeled 'Is this worksite the same as the employer?', and a 'Primary Phone *' text 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' interface at Step 3. The progress bar now shows 'Select Employer' and 'Select Worksite' as completed (green), and 'Add Worksite Placement Information' as the current step (blue). A 'RETURN TO WORKSITE LIST' link is present. The main heading is 'STEP 3 - ADD PLACEMENT INFORMATION'. It includes a 'SOC Code - Select a SOC Code/Job Title that best represents the job for this worksite placement *' dropdown menu, a 'Lookup SOC Codes' link, a 'Title - You can update this title as needed *' text input field, and a 'Description *' text input field.

Add/Edit Customer Worksite Placements

The screenshot shows the 'WORKSITE PLACEMENT' interface. At the top, there are navigation tabs for 'Employers', 'Worksite Placement', and 'Payroll'. Below these are three dropdown menus: 'Project' (CYEP), 'Grantee/Provider' (Austin Peoples Action Center), and 'Employment Type' (Permanent Employment). A 'Filter' button is on the left, and an 'Add Employer/Worksite' button is on the right. Below the filters, a message reads: 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' There is a 'Show 10 entries' dropdown and a search box. The main content is a table 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	CYEP	Austin Peoples Action Center	Testing CYEP Employer	Testing CYEP Employer	Business Operations Specialists, All Other	4	1	0
Add Customers	CYEP	Austin Peoples	Double E	Double E	Computer Programmers	7	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. 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 correct program.*

The screenshot shows a modal window titled 'REDIRECTING TO CAREER PLAN'. The text inside reads: 'If you want to add employment to this customer, you will be redirected to the customer Career Plan. Complete the information on the step.' At the bottom right, there is a blue button labeled 'Go To Career Plan'. Below the button, a note states: '**if you have access to more than one program verify the selected placement is with correct program.'

The screenshot shows a form titled 'Start permanent employment as part of this program.' The text reads: 'Add this customer to a worksite. If you do not have any worksites listed, add the employer/worksites in worksite placement. Once added, they will be available in the Career Plan.' Below this is a 'Goal*' dropdown menu with three options: 'Select a goal', 'Select a goal', and 'Gain Employment'. The 'Gain Employment' option is highlighted with a blue bar.

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 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 only receive 90-days of subsidized wages regardless of the number of placements.
 3. Start date begins the time limit for the subsidized wage 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.
 - 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**.

Reset Placement Send Message

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 Employers Wage Match*: 5.00
Return Date: 5/29/2020
Position Type*: Full Time
Subsidized Start Date: 5/15/2020
Status*: Terminated

STATUS HISTORY

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 Telger
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 6/16/2020
- 60 Days Follow-Up Due on 7/16/2020
- 90 Days Follow-Up Due on 8/15/2020
- 180 Days Follow-Up Due on 11/11/2020
- 270 Days Follow-Up Due on 2/9/2021

- 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 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).

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'.

- 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.

3. After the 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. 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.

The screenshot shows a form with the following sections:

- Days In Subsidized Employment:** 0
- Follow-up options:** A list of checkboxes for follow-up due dates: 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.
- Remove Worksite Job:** A red button.
- How many hours a week are you planning on working on this?*** Input field with value 15.00.
- WIOA Funded*** Dropdown menu with value No.
- Other Notes*:** A text area.
- Service addresses the following situations:** A section with a link 'Show More Situations'.
- Update Customer Service:** A blue button.
- Footer:** **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 entries Search:

Add Customers	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	Natasha's Creations	Central Location	Creative Artists	2	0	1

Showing 1 to 1 of 1 entries Previous Next

Editing Employer Information and Contacts

DASHBOARDS ▾ | GROUPS | HI, INFO@TRAIN10_SIUCCWD.COM ▾

WORKSITE PLACEMENT

EDIT EMPLOYER INFORMATION

Name *

Description *

Website URL

NAICS Code ⓘ

[Link to NAICS Codes](#)

Note! If you would like to become a Featured Employer click [here](#).

CONTACTS

Edit	First Name	Last Name	Title	Remove
View	tash	telger	owner	Remove

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.
8. Add the hours worked by each participant. Remove any participants from the 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.

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
View/Export	1/1/2020	6/30/2020	49	480	7/8/2020	7/8/2020	Not Reviewed
View/Export	7/1/2018	6/30/2019	40	3600	1/17/2020	1/17/2020	Not

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

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					Not Submitted
View/Export	8/1/2018	8/15/2018					Not Submitted

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.