Worksite Placement and Payroll Upload

July 2020 v1

Contents

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

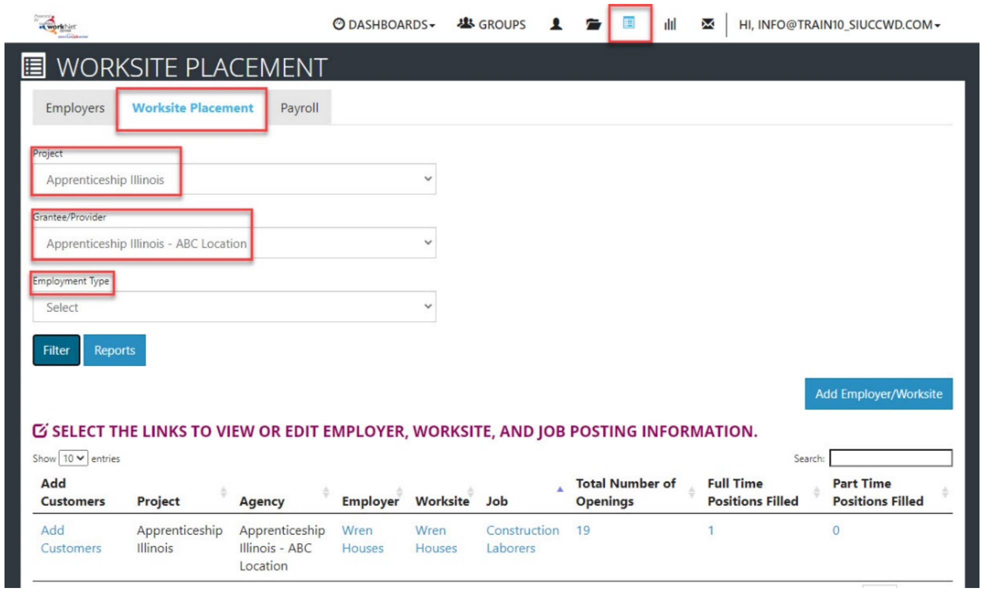
1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Partner Tools.
4. Select Customer Support Center.
5. Select Worksite Placement.
6. Select Project.

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



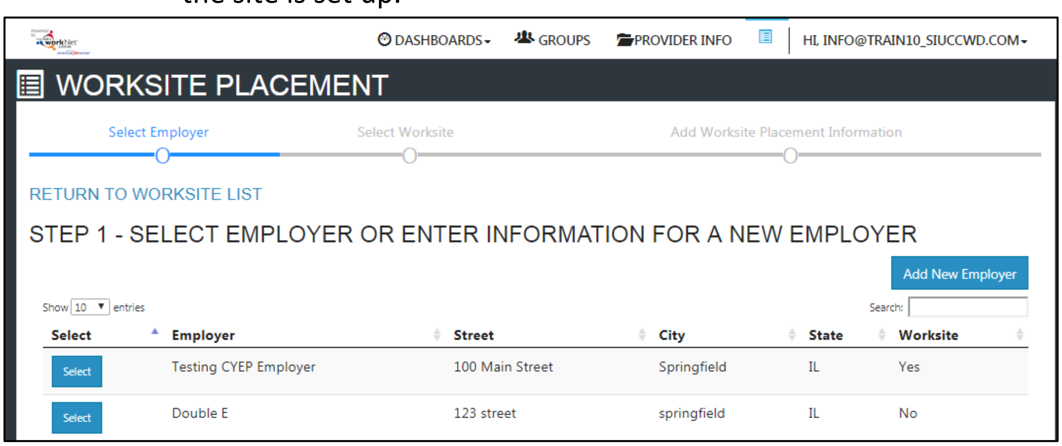
10. Click Filter. You may also filter the results by clicking the top of each column to sort A-Z or Z-A.
11. Select from the list of Employers that show in the filtered list.

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

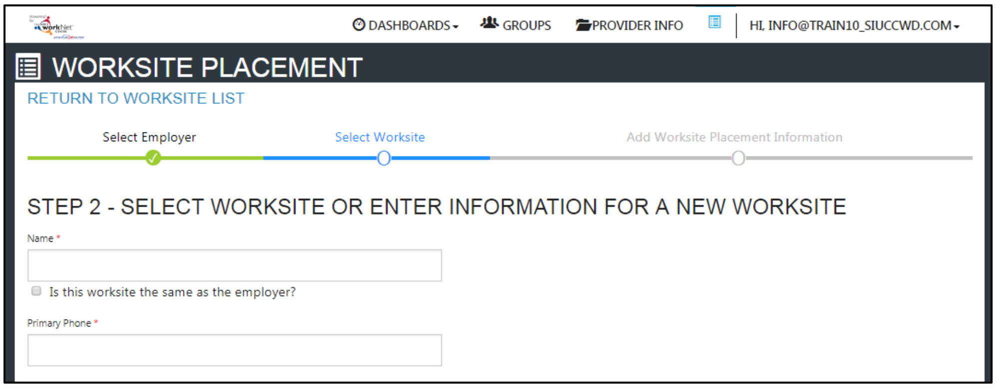
    b. Add New Employer.
        i. Enter the employer name, description, and location.
        ii. Indicate if this location is a worksite.
        iii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.



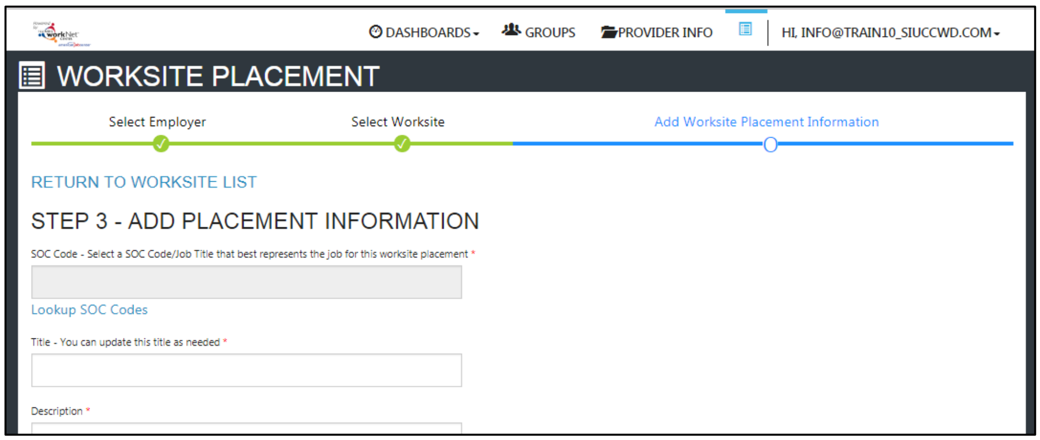
3. Select a worksite.
    a. Select an existing worksite.

or

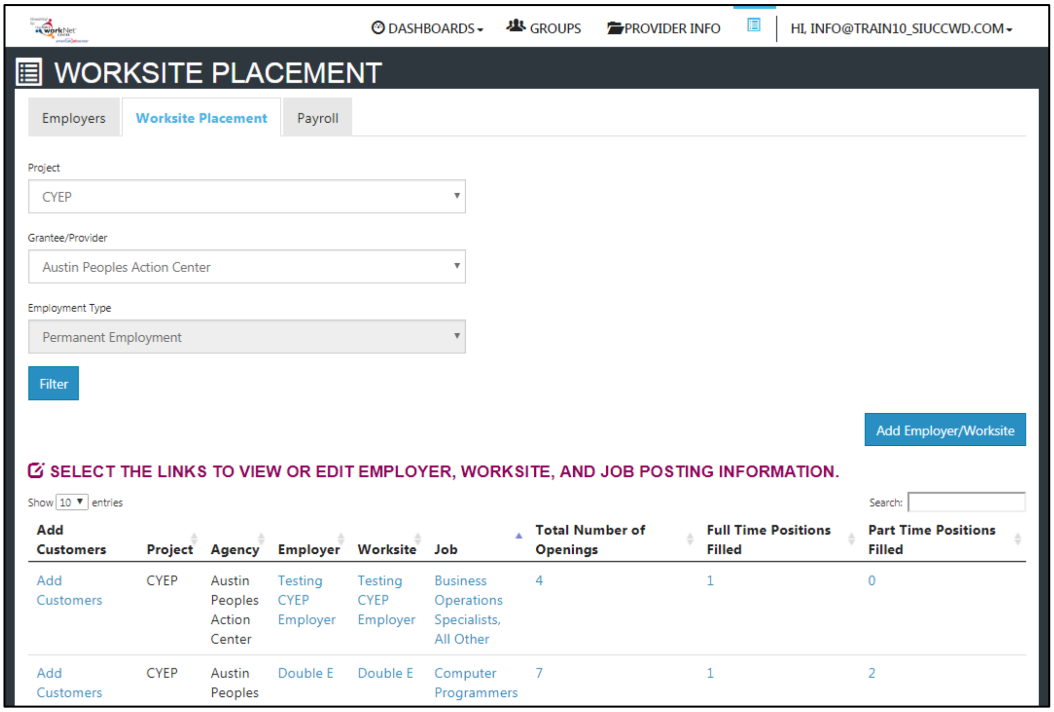
b. Add a new worksite.
   i. Enter the worksite location information or indicate if this worksite information is the same as the employer.
   ii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.



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.



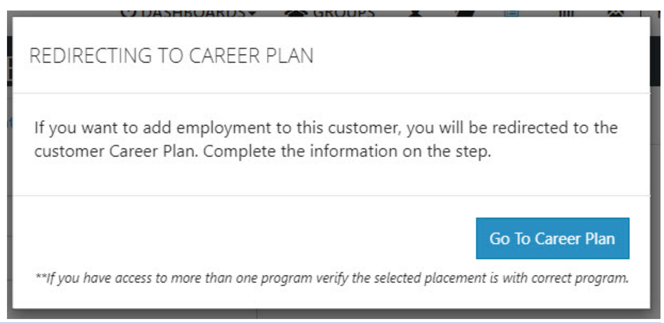
Add/Edit Customer Worksite Placements

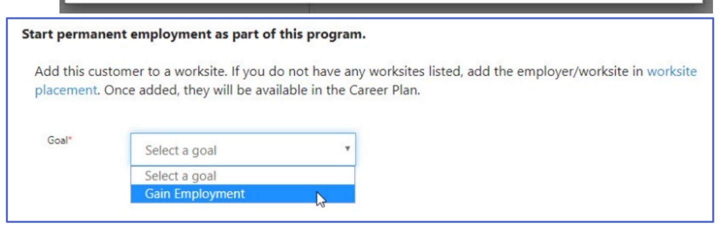


Add Customers

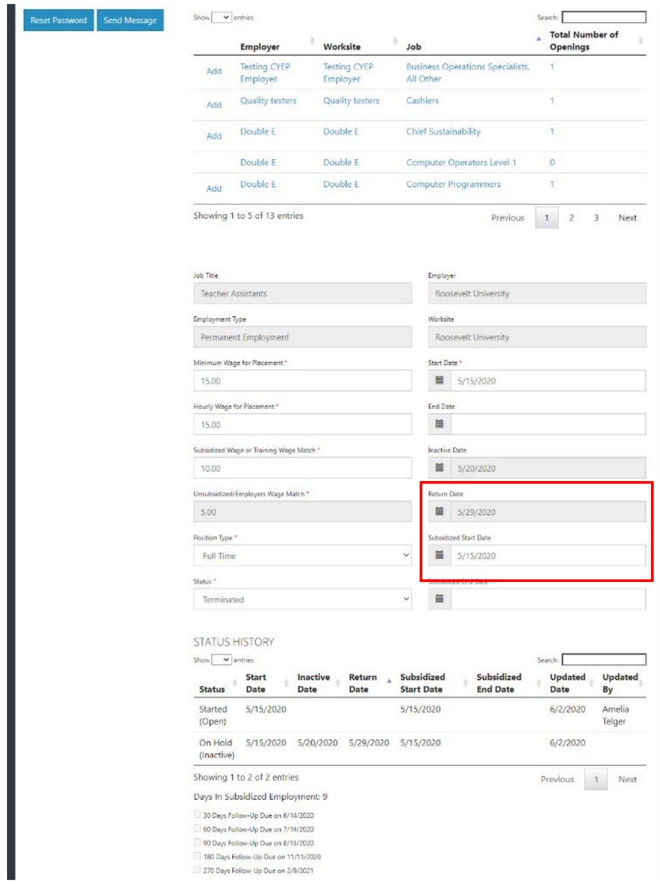
Preferred Method for Adding Customers to Worksites: Add customers in their Career Plan. The Career Plan will add the customer to a worksite. Select Add Customer next to the employer/worksite to display a list of customers.

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 correct program.*

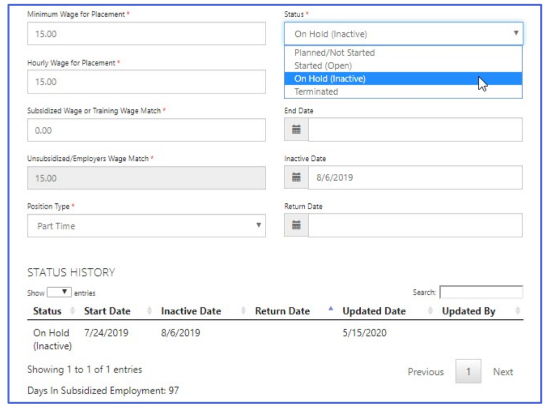




2. Complete information on the career plan step.
    a. Select a goal. If a goal had not already been created, Select Gain Employment.
    b. Select a worksite from the list. Click Add. Information in the system will automatically fill in the gray boxes.
    c. Complete the remainder of the information. 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.



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).

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.

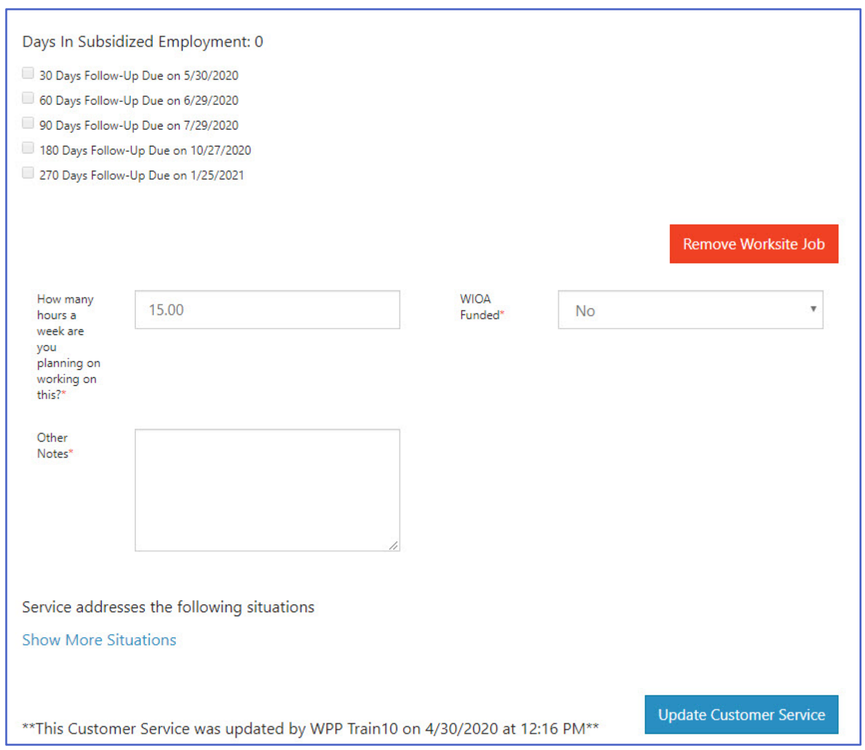
h. Enter if it is WIOA funded.

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.
   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.

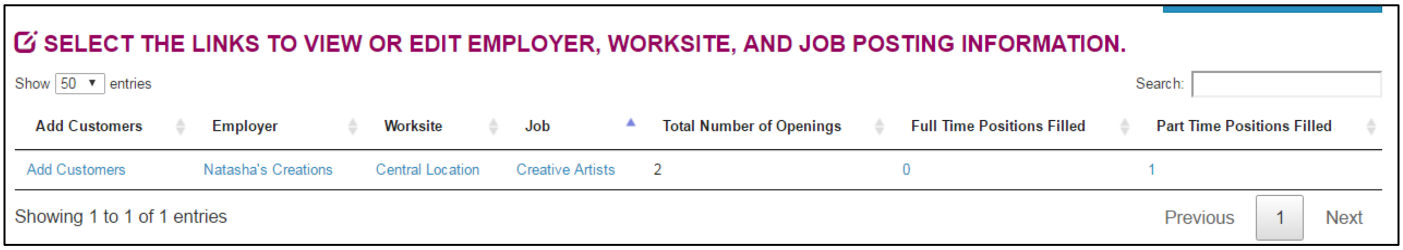


4. Review the history of changes as needed. Select Show History to see a log of changes to the customer's placement.

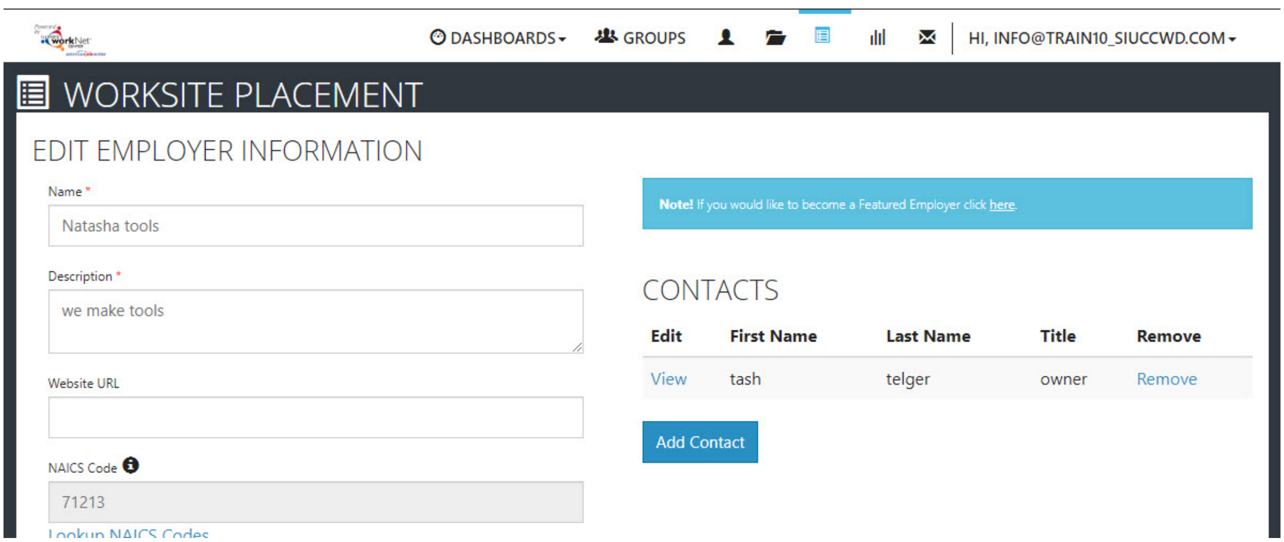
Editing Employer, Worksite, and Job Posting Information

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.

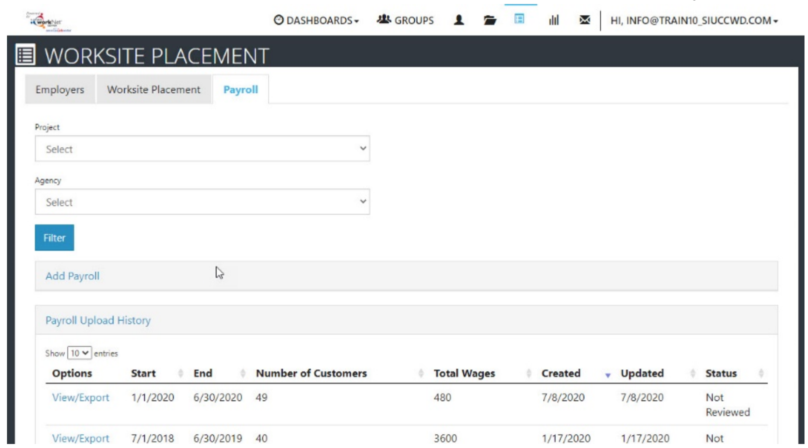
Editing Worksite Information and Contacts

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.

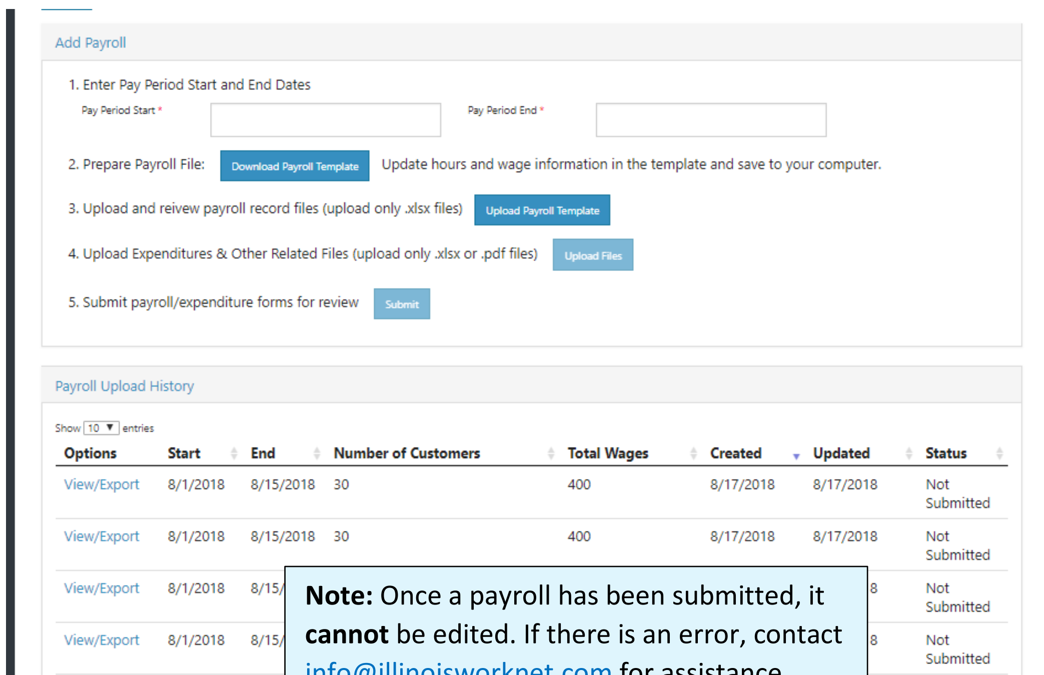
Editing Job Posting Information

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.
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.



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

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.