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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

WORKSITES PLACEMENT

Employers **Worksite Placement** Payroll

Project: Apprenticeship Illinois

Grantee/Provider: Apprenticeship Illinois - ABC Location

Employment Type: Select

Filter Reports

Add Employer/Worksite

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	Apprenticeship Illinois	Apprenticeship Illinois - ABC Location	Wren Houses	Wren Houses	Construction Laborers	19	1	0

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.

WORKSITES PLACEMENT

Select Employer Select Worksite Add Worksite Placement Information

RETURN TO WORKSITES LIST

STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER

Show 10 entries

Select	Employer	Street	City	State	Worksite
Select	Testing CYEP Employer	100 Main Street	Springfield	IL	Yes
Select	Double E	123 street	springfield	IL	No

Add New Employer

Search:

3. Select a worksite.
- a. Select an **existing worksite**.

or

Worksite Placement and Payroll Upload

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b. **Add a new worksite.**

- Enter the worksite location information or indicate if this worksite information is the same as the employer.

- 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.

- Lookup the SOC Code, using keywords, and select the SOC title that best fits.
- The job title will pre-populate using the SOC title. You can change the title as needed below.
- Enter a job description.
- Select an **Employment Type**. Permanent placement is the only option available for this program.
- Enter the hourly pay rate.
- Enter the number of openings.

WORKSITE PLACEMENT

RETURN TO WORKSITES LIST

STEP 2 - SELECT WORKSITES OR ENTER INFORMATION FOR A NEW WORKSITES

Name *

Is this worksite the same as the employer?

Primary Phone *

Add Worksite Placement Information

WORKSITE PLACEMENT

RETURN TO WORKSITES LIST

STEP 3 - ADD PLACEMENT INFORMATION

SOC Code - Select a SOC Code/Job Title that best represents the job for this worksite placement *

Lookup SOC Codes

Title - You can update this title as needed *

Description *

Add Worksite Placement Information

Add/Edit Customer Worksite Placements

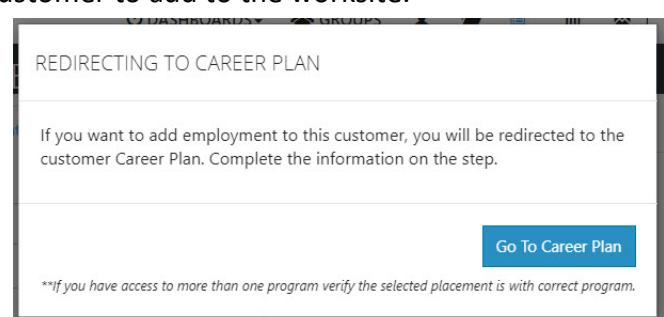
The screenshot shows the 'WORKSITES PLACEMENT' section of the application. At the top, there are tabs for 'Employers', 'Worksite Placement' (which is selected), and 'Payroll'. Below the tabs, there are dropdown menus for 'Project' (CYEP), 'Grantee/Provider' (Austin Peoples Action Center), and 'Employment Type' (Permanent Employment). A 'Filter' button is available, and a blue 'Add Employer/Worksite' button is located on the right. A note at the top says 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' Below this, a table lists two entries:

	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/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. Click **Go To Career Plan** Note: ****If you have access to more than one program, verify the selected placement is with correct program.**



The form has a header 'Start permanent employment as part of this program.' It contains a note: '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.' Below this is a 'Goal*' dropdown menu with options: 'Select a goal' (highlighted) and 'Gain Employment' (selected).

Worksite Placement and Payroll Upload

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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**.

The screenshot shows the 'Worksite Placement and Payroll Upload' interface. At the top, there are buttons for 'Reset Password' and 'Send Message'. Below this is a table titled 'Employer' with columns: Employer, Worksite, Job, and Total Number of Openings. The table lists several entries, including 'Testing CYEP Employer' and 'Double E'. Below the table is a message 'Showing 1 to 5 of 13 entries' and navigation buttons for 'Previous', '1', '2', '3', and 'Next'.

The main area contains a form for 'Placement Details'. It includes fields for Job Title (Teacher Assistants), Employer (Roosevelt University), Employment Type (Permanent Employment), Minimum Wage for Placement (\$15.00), Hourly Wage for Placements (\$15.00), Subsidized Wage or Training Wage Match (\$10.00), Unsubsidized/Employer Wage Match (\$5.00), Position Type (Full Time), Status (Terminated), Start Date (5/15/2020), Inactive Date (5/20/2020), Return Date (5/29/2020), and Subsidized Start Date (5/15/2020). A red box highlights the 'Return Date' and 'Subsidized Start Date' fields.

Below the placement form is a section titled 'STATUS HISTORY' with a table showing status changes. The table has columns: Status, Start Date, Inactive Date, Return Date, Subsidized Start Date, Subsidized End Date, Updated Date, and Updated By. It shows two entries: 'Started (Open)' on 5/15/2020 and 'On Hold (Inactive)' on 5/15/2020. A message 'Showing 1 to 2 of 2 entries' is displayed below the table.

At the bottom left, there is a list of 'Days In Subsidized Employment: 9' with various options: 30 Days, 60 Days, 90 Days, 180 Days, and 270 Days. At the bottom right, there are 'Previous', '1', '2', '3', and 'Next' navigation buttons.

- 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:

Status	Start Date	Inactive Date	Return Date	Updated Date	Updated By
On Hold (Inactive)	7/24/2019	8/6/2019		5/15/2020	

Showing 1 to 1 of 1 entries
Days In Subsidized Employment: 97

Days In Subsidized Employment: 0

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
270 Days Follow-Up Due on 1/25/2021

Remove Worksite Job

How many hours a week are you planning on working on this?*

15.00

WIOA Funded*

No

Other Notes*

Service addresses the following situations
Show More Situations

This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM

Update Customer Service

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.

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

Show 50 entries Search:

Showing 1 to 1 of 1 entries Previous **1** Next

Editing Employer Information and Contacts

WORKSITE PLACEMENT

EDIT EMPLOYER INFORMATION

Name *

Description *

Website URL

NAICS Code [Look up NAICS Codes](#)

CONTACTS

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

[Add Contact](#)

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.

The screenshot shows the Illinois WorkNet Payroll Upload interface. At the top, there's a navigation bar with links for DASHBOARDS, GROUPS, and other system functions. The main area has tabs for Employers, Worksite Placement, and Payroll, with Payroll selected. Below the tabs, there are dropdown menus for Project and Agency, both set to 'Select'. A 'Filter' button is available. A large 'Add Payroll' button is prominently displayed. To the right, there's a 'Payroll Upload History' table showing two entries:

View/Export	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 Reviewed

Below this is the 'Add Payroll' section, which includes fields for Pay Period Start and End, a 'Download Payroll Template' button, and a note to 'Update hours and wage information in the template and save to your computer'. It also has buttons for 'Upload Payroll Template' and 'Upload Files'.

At the bottom, another 'Payroll Upload History' table shows four entries, all marked as 'Not Submitted':

View/Export	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

A callout box contains the note: **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.