Worksite Placement and Payroll Upload

August 2022 v10

Purpose:

The worksite placement tool is available to Community Youth Employment Program (CYEP) grantees. The purpose is to identify employers and worksites, the number of openings for those worksites, and youth worksite placements. The payroll tool allows the grantee to upload youth payroll document subsidized wages. IDHS can review and approve payroll uploads.

Who Enters/Maintains Data

There are two components:

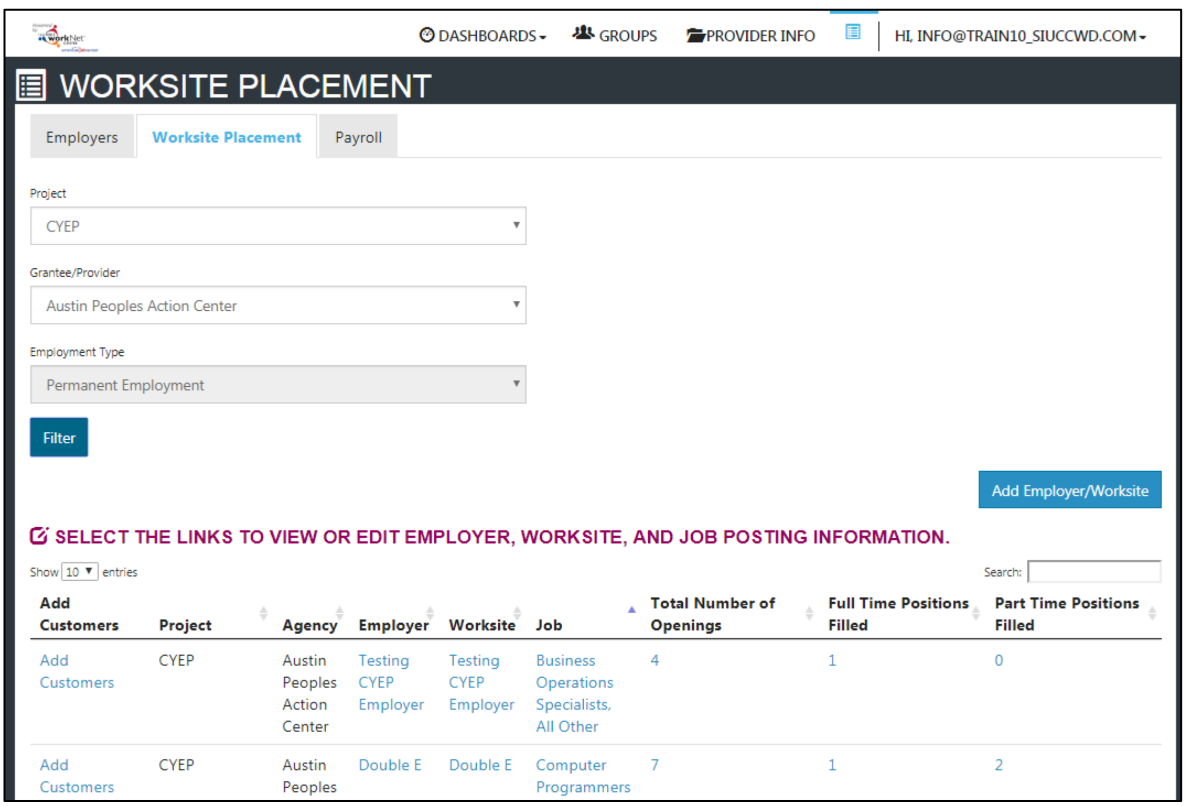
- Grantee/Provider staff enters employers, worksite information, placements, and uploads payroll.
- IDHS statewide staff reviews and approves payroll uploads.

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.

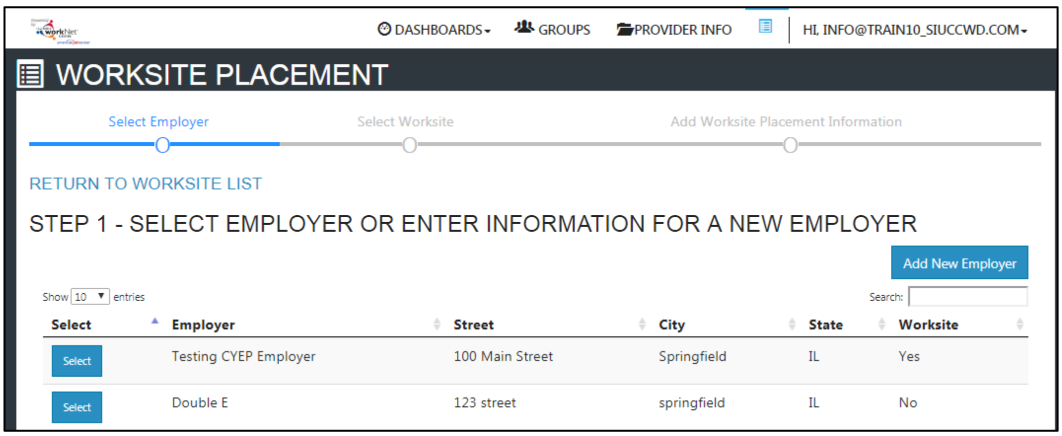
> **Shortcut Tip:**
>
> Go to www.illinoisworknet.com/DHSYouthpartners.
>
> Select the link to the DHS - Youth Employment 7 Education Program Partner Tools.

6. Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

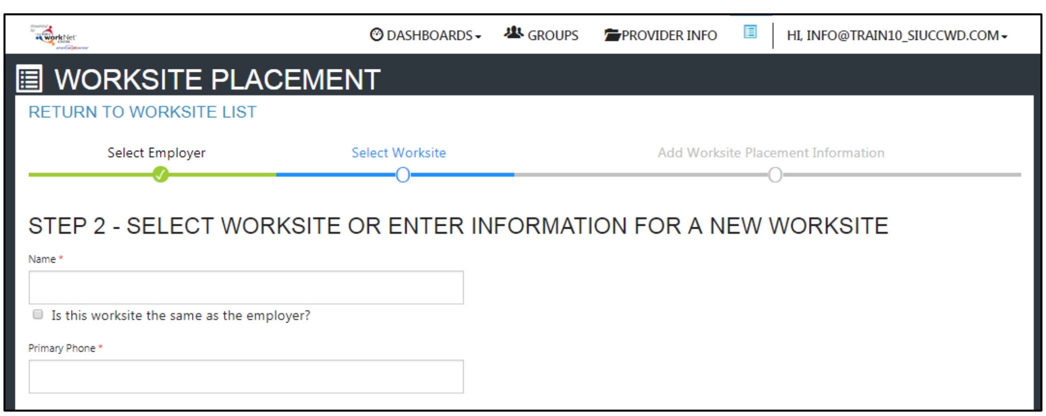


Add a Worksite

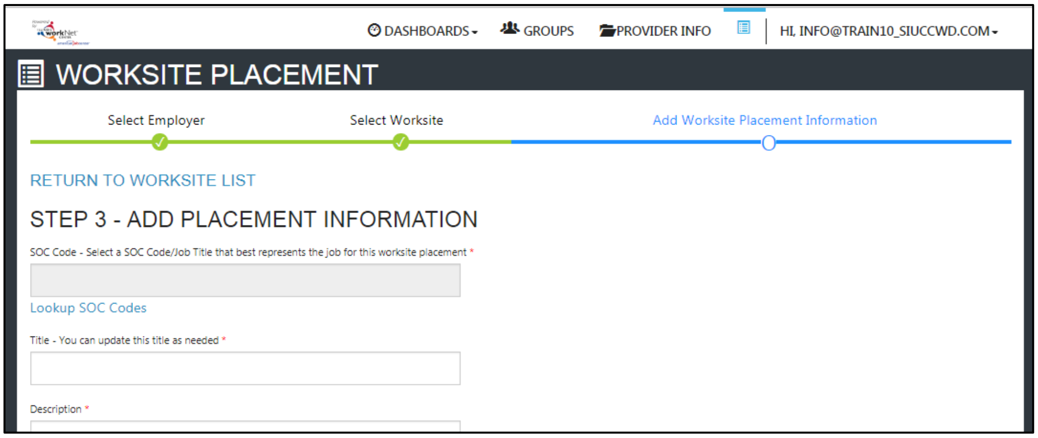
1. Select the Worksite Placement tab.
2. Select the Add Employer/Worksite button to add an employer/worksite.
   a. Select an existing employer.
      or
   b. Add a new employer.
      i. Enter the employer name, description, and location.
      ii. Indicate if this location is a worksite.
      iii. 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.

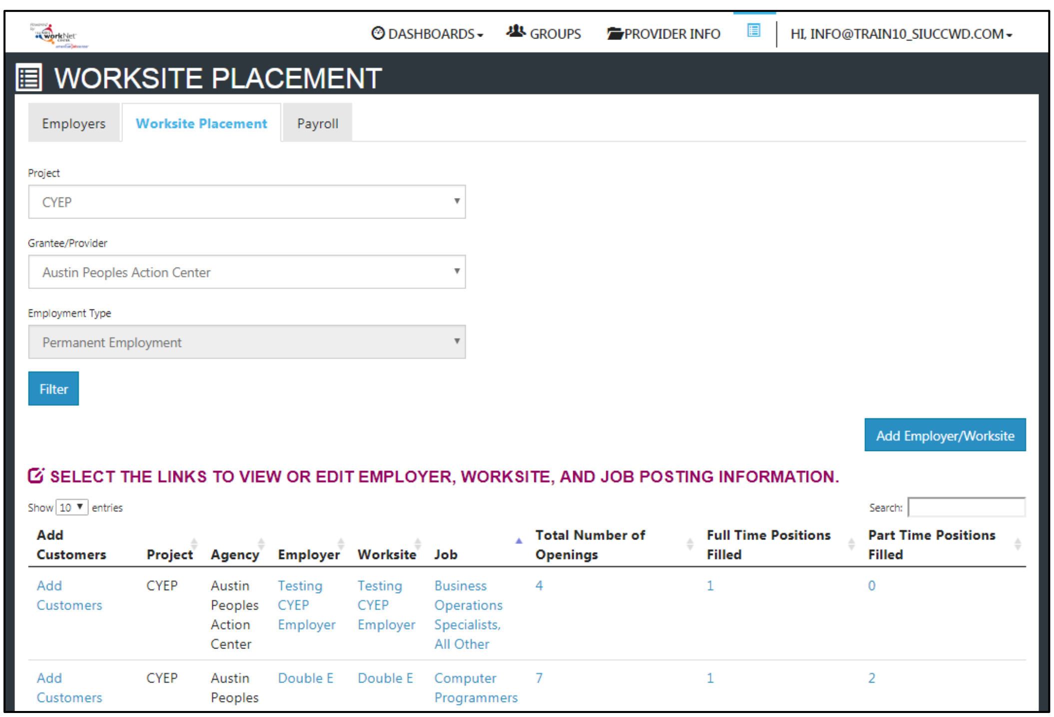


4. Add the worksite placement information.



a. Lookup the SOC Code, using keywords, and select the SOC title that best fits.
b. The job title will prepopulate 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 one that would not have a length in weeks.
e. Enter the hourly pay rate.
f. Enter the number of openings.

Add/Edit Customer Worksite Placements

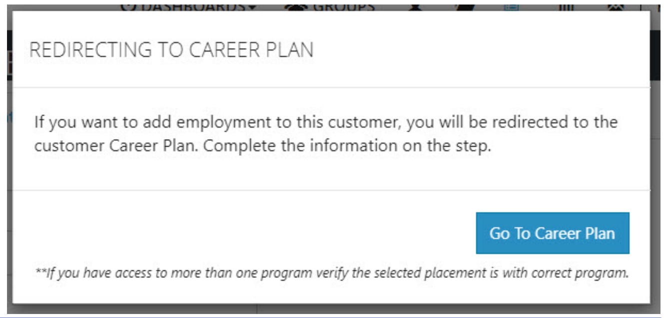


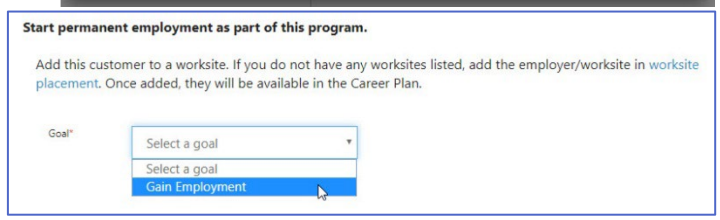
Add Customers

Preferred Method for Adding Customers to Worksites: Add customers in their Career Plan. The Career Plan will add the customer to a worksite.

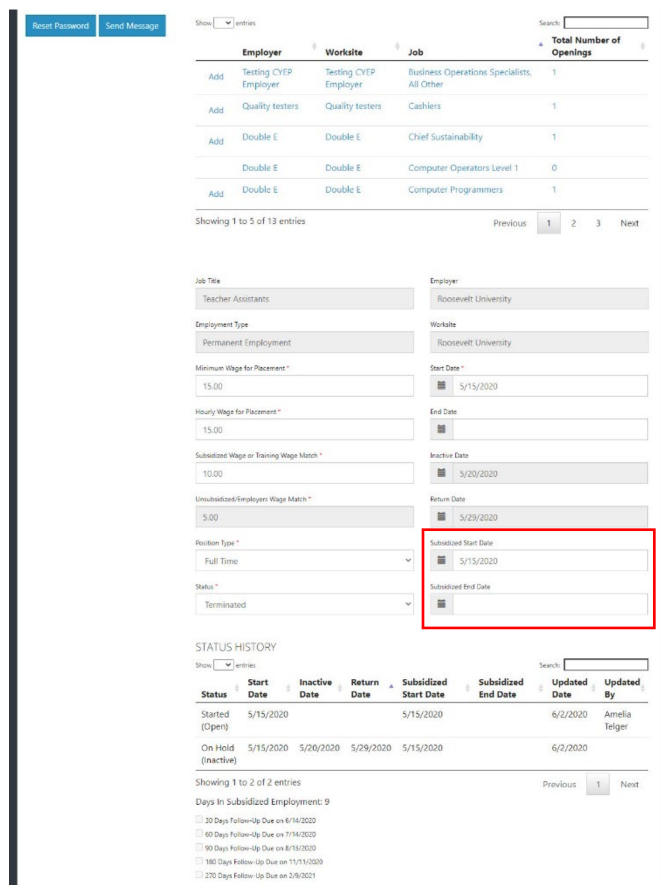
If you accidentally select Add Customer next to the employer/worksite you will see a list of customers.

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 DHS Youth Partner page.
        i. Minimum wage for placement based on your region and customer age or circumstance.
        ii. 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.
        iii. Enter the subsidized wage. Enter the date subsidized wages begin.



            1. The subsidized wage should be no more than the minimum wage.

2. Customers receive subsidized days of wages regardless of the number of placements. Category 1 = 90 days, Category 2 = 270 days and Categories 3 & 4 = 365 days.
3. Subsidized start date begins the time limit for the subsidized wage of no more than the days allowed per category. 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.

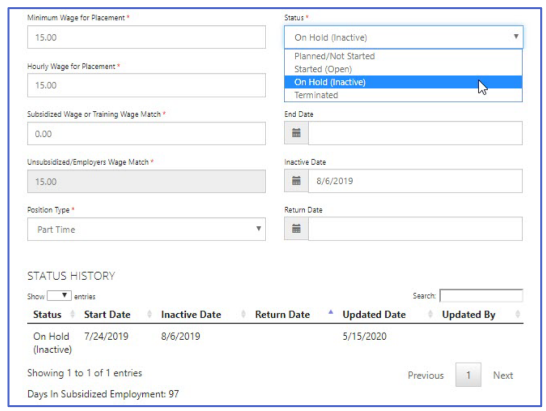
e. Select a Status.

i. Planned/Not Started – The subsidized wage 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.

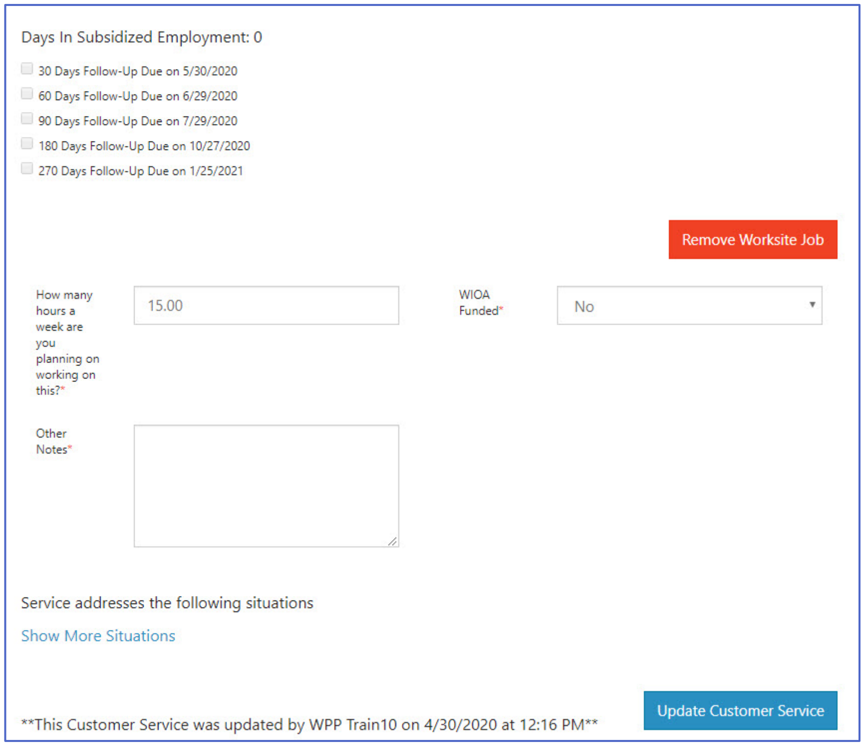
h. Enter if it is WIOA funded.

i. Enter any other notes.

j. Check any situations the service addresses.

k. Save the Customer Service.

3. After the Save is completed, you will see the follow-up options. 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.

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.)

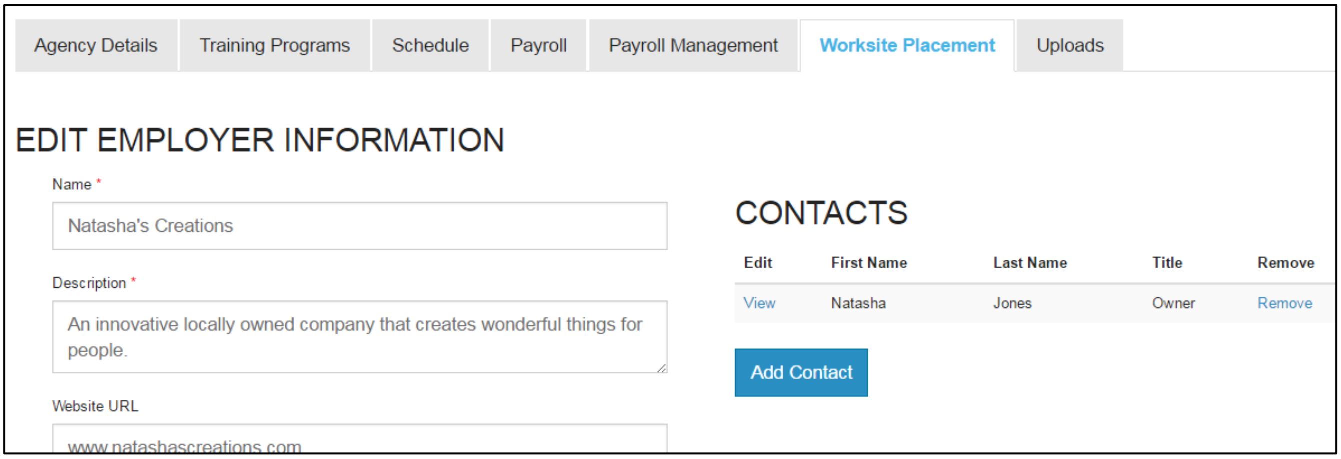
SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Show 50 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 1 Next

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

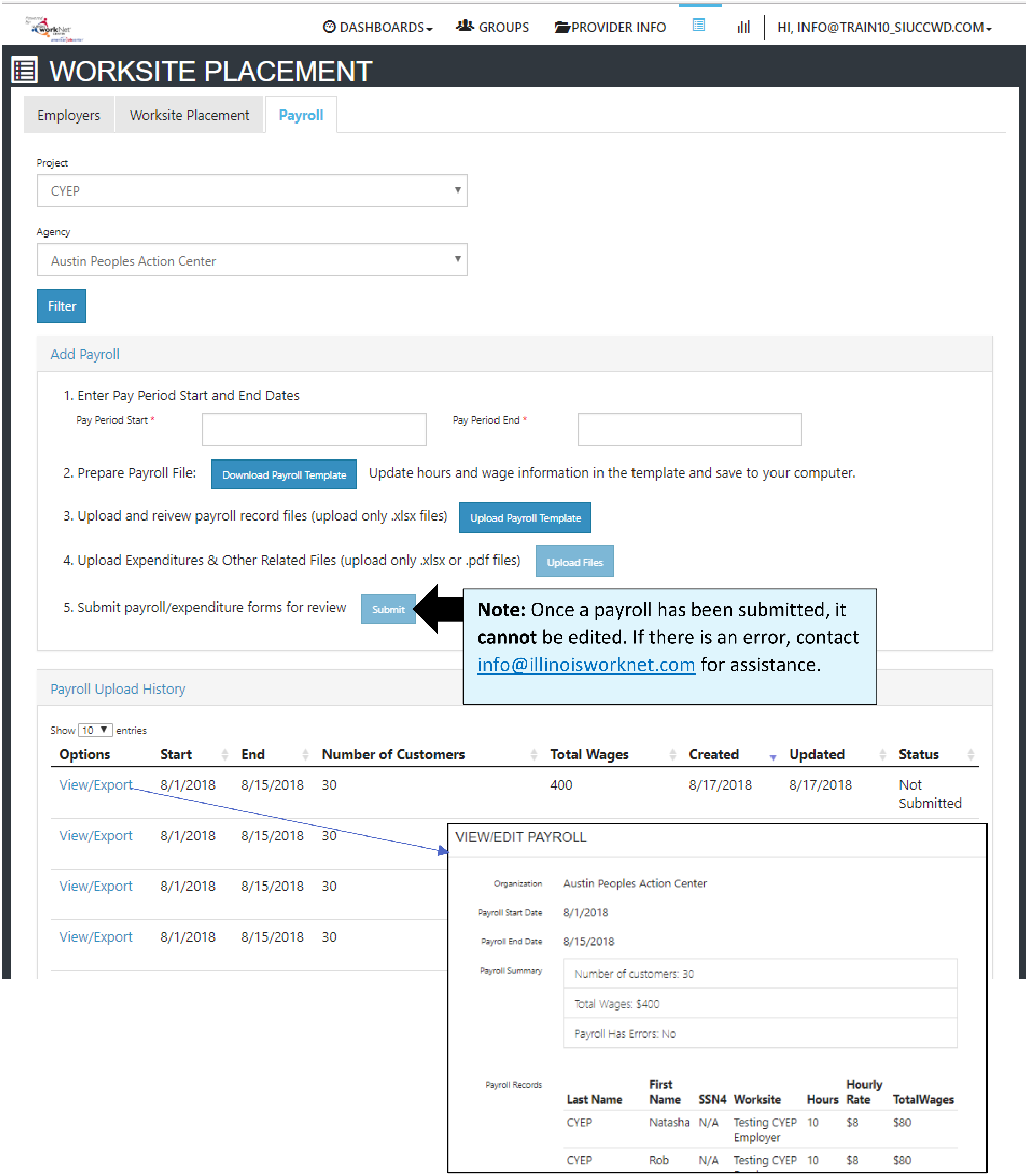
1. Select the link in the Job column to access the specific job information.
2. Update the job posting information and quantities.
3. Update their information and save the changes.

Upload Payroll

1. Select Payroll.
2. Select 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.



Worksite Placement Dashboards

Sections	Information Bubble/Next Steps
Employer Categorized by Current Sub/Unsub Customer Placement Status (Note: This is not a historical snapshot in time.)	
Employers Without Customer Placements	These employers have been added to worksite placement, but they do not have customers placed in their opening.
Employers With Placements	
Employers With Subsidized Placements Only	These employers have been added to worksite placement, and all of the placements are subsidized.
Employers With Subsidized and Unsubsidized Placements	These employers have been added to worksite placement, and there is a mixture of subsidized and unsubsidized placements.
Employers With Unsubsidized Placements Only	These employers have been added to worksite placement, and all of the placements are unsubsidized.
Customer Placement Status	
Customers With Placements – Employment Not Started	These customers have been added to worksite placement, but their start date is in the future.
Customers With No Placements Next Steps	Next Steps: • Add these customers to a worksite placement. • Upload payroll • If they are no longer participating in the program, update the progress page case closure section. Partner Instructions: • Worksite Placement and Payroll Upload (PDF) • Document Customer Eligibility, Enrollment, and Case Closure (PDF)
Customers Who Have Ever Had Subsidized Placement & Do Not Have At Least One Payroll Entry	These customers have been added to subsidized worksite placement, but they do not have at least one payroll entry approved. Next steps: Check to see if the customer has a payroll uploaded. .
Customers Who Had Subsidized Placement & Have At Least One Payroll Entry	These customers have been added to subsidized worksite placement, and they have at least one payroll entry.
Customers Only In A Fully Unsubsidized Placement & Payroll Entry Not Required	These customers have been added to a fully unsubsidized worksite placement. Payroll upload is not required.
Customers No Longer In Program With No Placements	These customers have a closed case and they were never placed at a worksite.

Customer Current Subsidized Placement Time Period Status (Note: This is not a historical snapshot in time.)

Subsidized Wage Customers with Inactive Status	These customers have been added to subsidized worksite placement and their placement has been made inactive or they have been terminated from the placement.
Subsidized Wage Customers with Inactive Status more than 30 days Next Steps	Next Steps: • Follow-up with these customers to see if they can go back to work in the current placement or if they can be placed at a different worksite. Partner Instructions: • Worksite Placement and Payroll Upload (PDF)
Subsidized Wage Customers With More Than 60 Days Remaining	These customers have been added to subsidized worksite placement and they have 60 days or more available for subsidized employment.
Subsidized Wage Customers With 59 - 15 Days Remaining	These customers have been added to subsidized worksite placement and they have 59-15 days available for subsidized employment. Make sure there is a plan in place to transition this customer from subsidized to unsubsidized employment.
Subsidized Wage Customers With 14 - 1 Days Remaining	These customers have been added to subsidized worksite placement and they have 14-1 days available for subsidized employment. Make sure there is a plan in place to transition this customer from subsidized to unsubsidized employment.
Customers Marked as Subsidized Wages & Beyond 90 Day Time Period. Next Steps	Next Steps: • Make sure the customer is transitioned from subsidized to unsubsidized employment. • Update the customer's worksite placement wages to show they are in fully subsidized employment. Partner Instructions: • Worksite Placement and Payroll Upload (PDF)
No Longer Eligible for Subsidized Employment	Customers who: • Were placed in a subsidized worksite placement; • Are no longer eligible for subsidized employment; and • Are no longer marked as receiving subsidized employment.