Worksite Placement and Payroll Upload

March 2018 Final

Purpose:

The worksite placement tool is available to Youth Apprenticeship and Career Pathway grantees. The purpose is to identify employers who are providing work-based learning experiences, the number of openings for those worksites, and youth worksite placements. The scheduling tool is a communication tool that allows the grantee to upload youth payroll. Commerce can review and approve payroll uploads.

Who Enters/Maintains Data

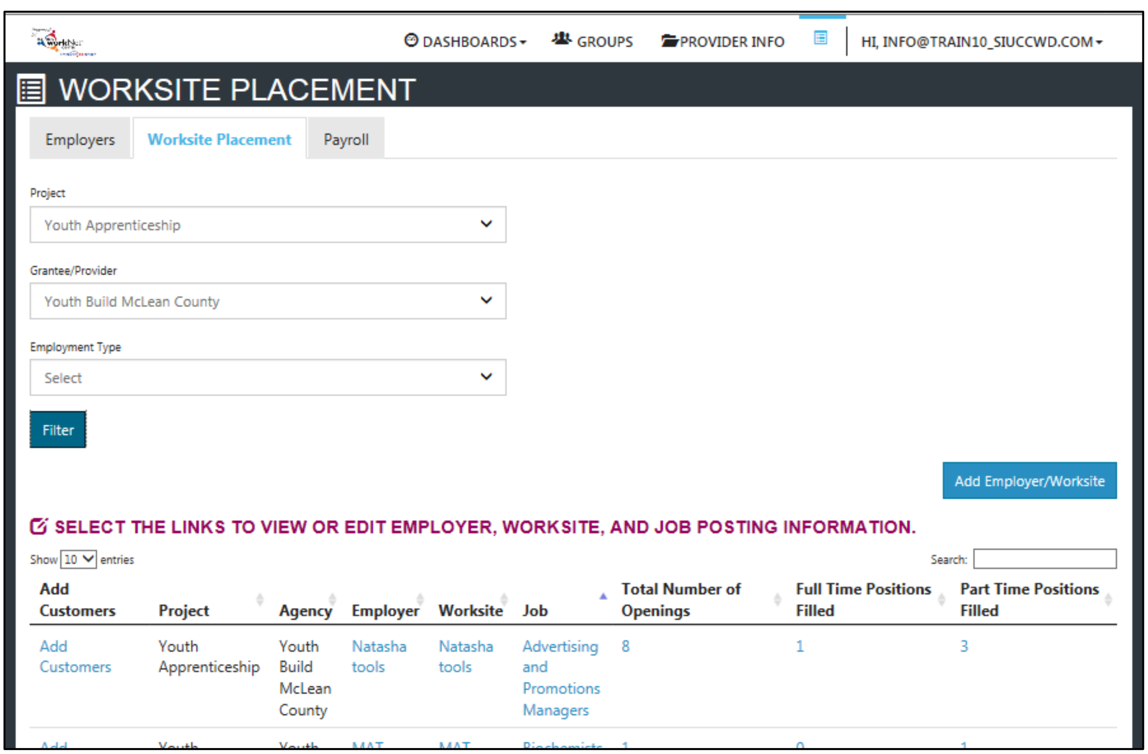
There are two components:

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

Access Worksite Placement and Payroll

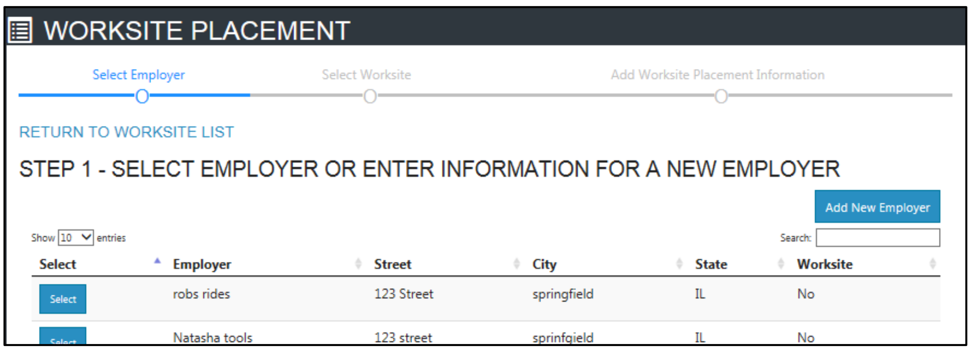
1. Log into www.illinoisworknet.com.
2. Select My Dashboard and select Dashboard/Partner Tools.
3. Select Customer Support Center.
4. Select Worksite Placement.
5. Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

> **Shortcut Tip:**
>
> Go to www.illinoisworknet.com/YACPpartners.
>
> Select the link to the Youth Career Pathways Partner Tools.

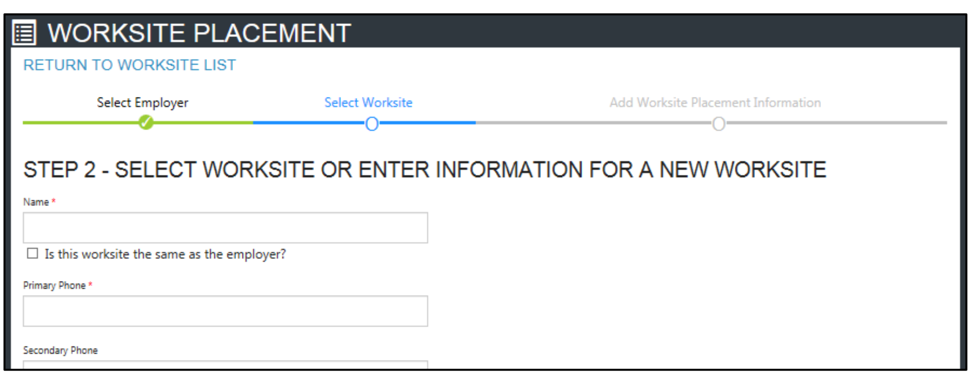


Add a Worksite

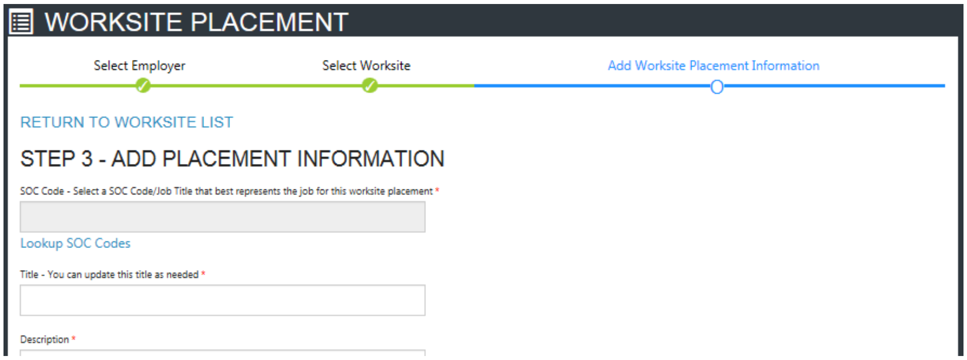
1. Select the Worksite Placement tab.
2. Select Add Employer/Worksite button to add an employer/worksite.
   a. Select an existing employer.
      or
   b. Add a new employer.
      i. Enter the employer name, description, and location.
      ii. Indicate if this location is a worksite.
      iii. Add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

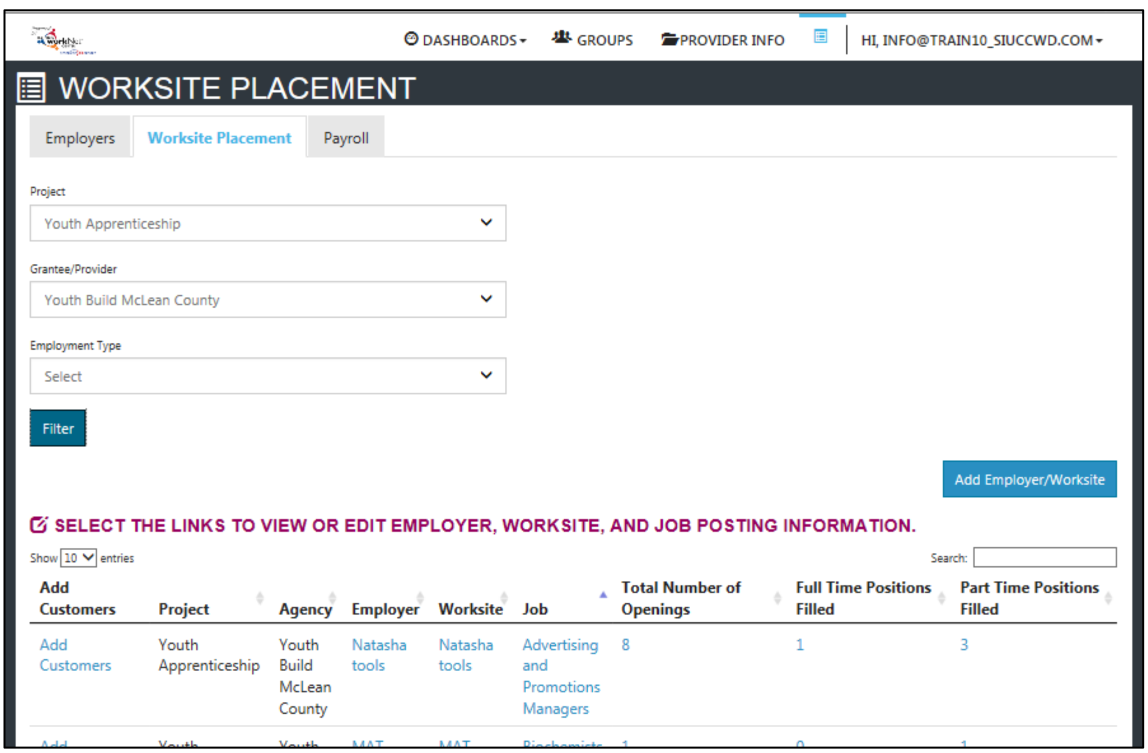


4. Add worksite placement information.



   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.
   e. Enter the hourly pay rate.
   f. Enter the number of openings.

Add/Edit Customer Worksite Placements



Add Customers

1. Select Add Customer next to the employer/worksite to display a list of customers.
2. Select Add to add the customer and enter the following information:

a. Minimum wage for 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. If this is an unpaid worksite placement, enter “0” for the hourly wage.
    i. Enter the subsidized wage or training wage match.
    ii. Unsubsidized/employers 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
    ii. Started (Open)
    iii. On Hold (inactive)
    iv. Successful Completion (not displayed for permanent placement)
    v. Unsuccessful Completion (not displayed for permanent placement)
    vi. Terminated (displayed for permanent placement only).
e. Enter in the Start/End Date.

3. Follow-up checkboxes are available at 30, 60, 90, 180, and 270 days to indicate the customer employment/placement has been verified for accuracy. 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 wages as needed, and select that you have verified employment.
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 count down/decrease. Once all the job openings have been filled, the Add Customer link will disappear. To add more customers, you can either:

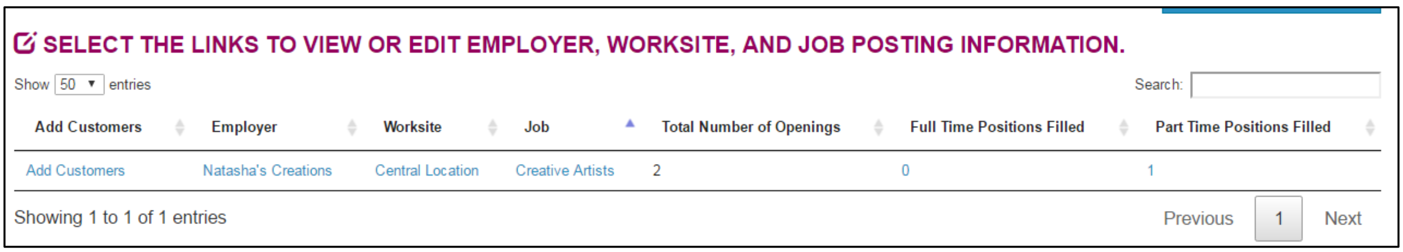
1. Edit the job posting by selecting the Job Link, edit the number of openings, and save the changes.
2. Edit the positions filled. Select the link in the Position Filled columns to access a list of customers.

(If a person was added to the wrong worksite, you can remove them and add them to the correct location.)

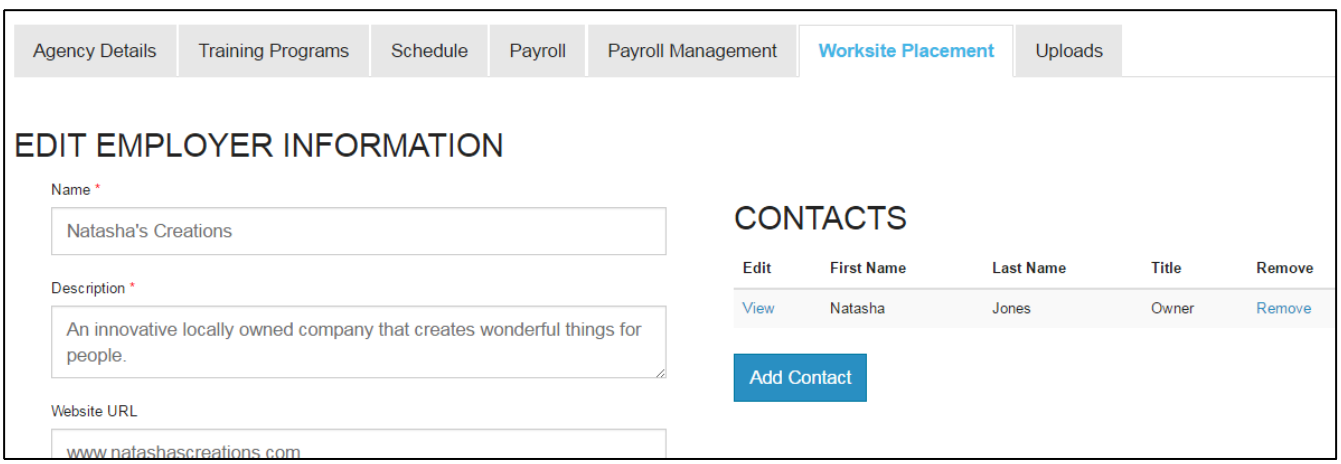
Edit Placed Customers

1. Select the link in the Position Filled column to access a list of customers.
2. Select the edit button to edit customer information.
3. Update their information and save the changes.

Editing Employer, Worksite, and Job Posting Information



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

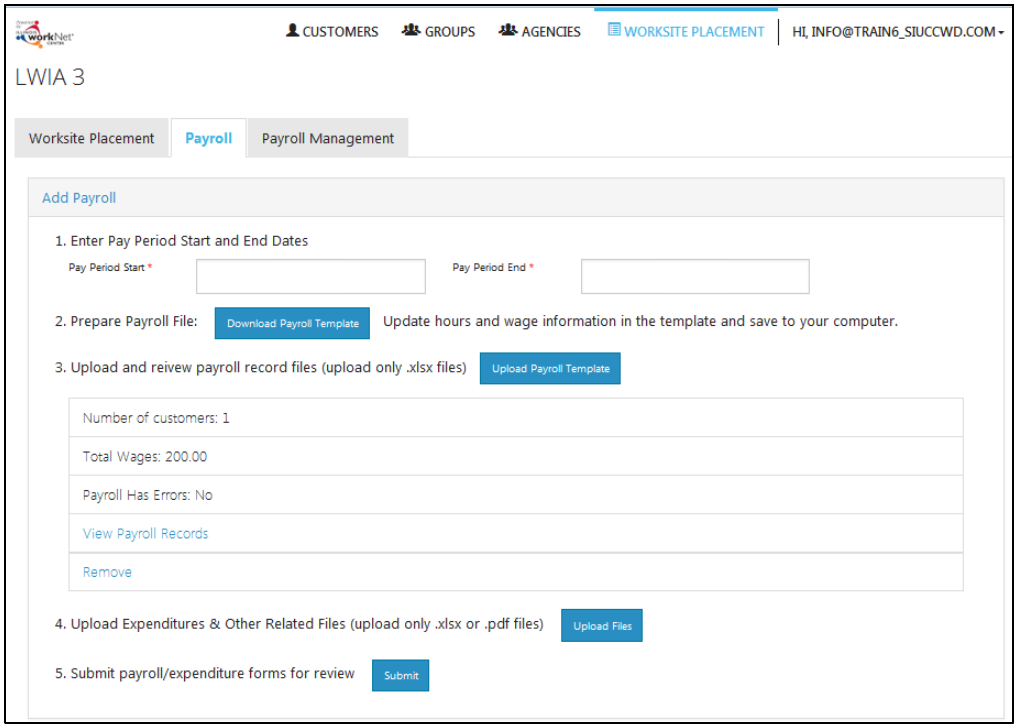
1. Select the link in the Worksite column to access the worksite information.
2. Update the worksite information. Contacts can be added, edited, and removed.

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.

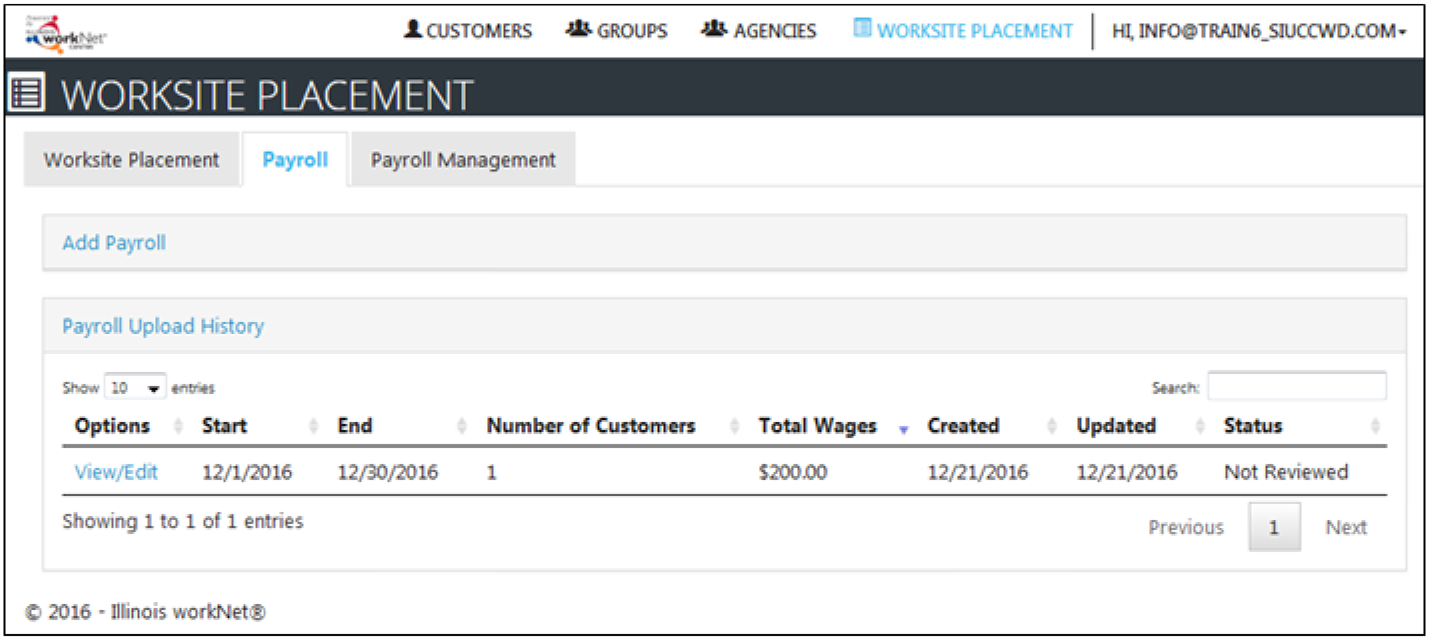
Upload Payroll

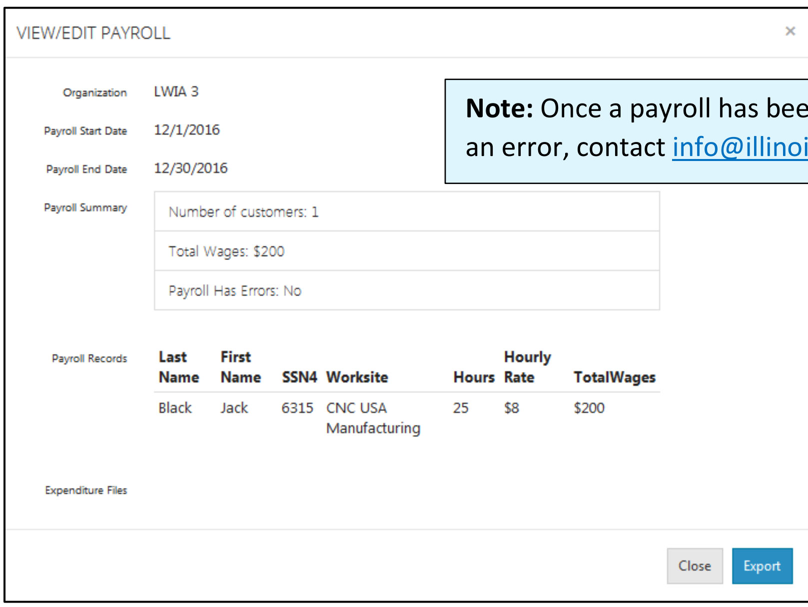


1. Select Payroll.
2. Select Add Payroll.
3. Enter Pay Period (start and end dates).
4. Download the Payroll Template and update the wage and hour information, as needed.
5. Save the document to your computer.
6. Select Upload Payroll Template and upload the saved document.
7. Be sure there are no errors 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.
    a. Payroll that has not been submitted has a status of **Not Submitted**. You can only remove payrolls that have not been submitted. If you need to make a correction, remove the payroll item and re-enter the information. You can export this information and view uploaded files.
    b. Payroll that has been submitted has a status of **Not Reviewed**. You can export this information and view uploaded files.
    c. Once Commerce reviews and approves a payroll, the status changes to **Approved**. You can export this information and view uploaded files.





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