Contents

Purpose

The worksite placement tool is available to workforce partners using the Customer Support Center/IWIS for grant programs. The purpose is to identify employers and worksites, the number of openings for those worksites, and worksite placements. These are primarily for subsidized wage positions but may also include permanent employment. 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. Some grants may request permanent employment be added in another section, i.e. outcomes. Check with the grant administrator or project manager.

Who Enters/Maintains Data

There are two components:

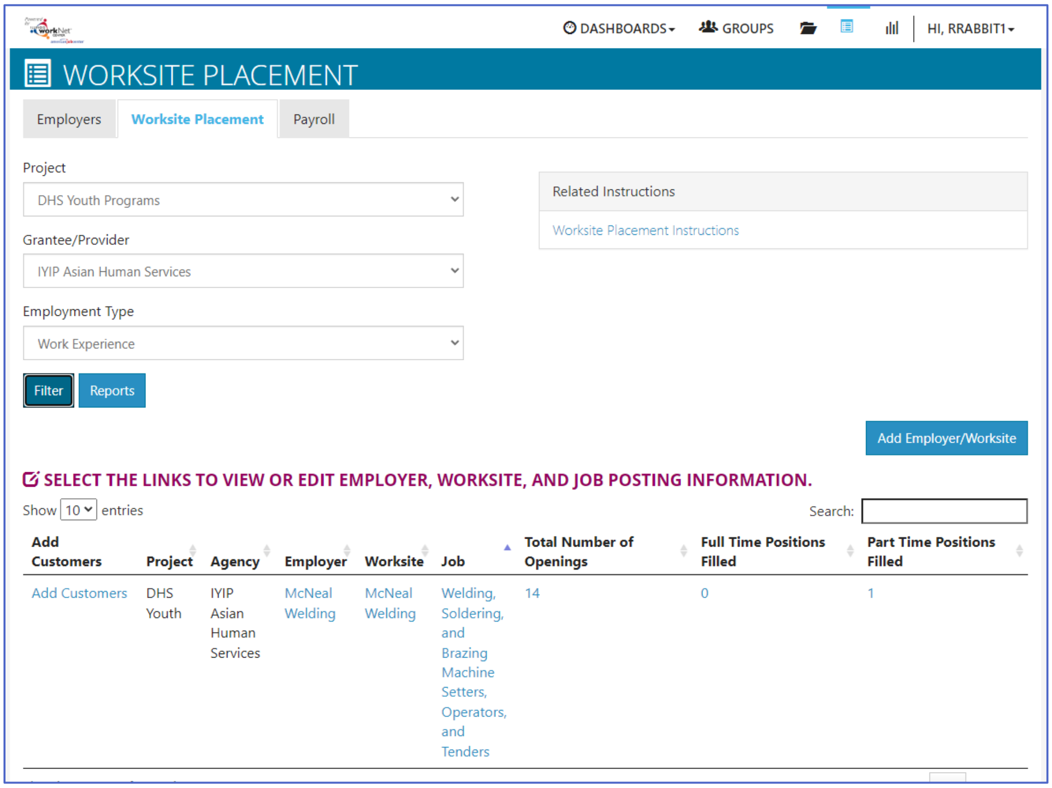
- Grantee/Provider staff enters employers, worksite information, placements, and uploads payroll.
- Program statewide staff reviews and approves payroll uploads.

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 – *bullet list icon*.
6. Select Project.

> **Shortcut Tip:**
>
> Go to your program partner page.
>
> Select the link to the Customer Support Center 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.



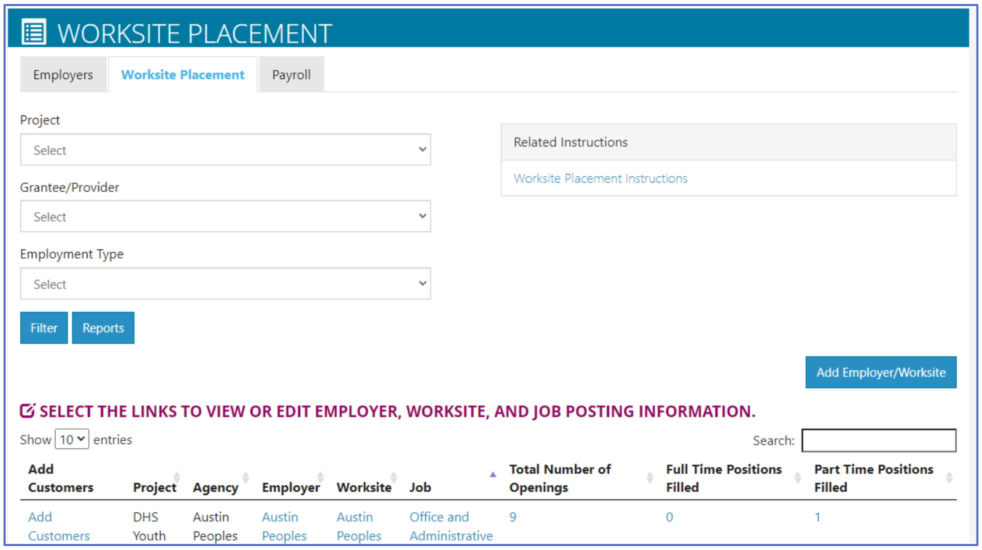
11. Select from the list of Employers that show in the filtered list.

Clicking links in the columns will yield specific results:

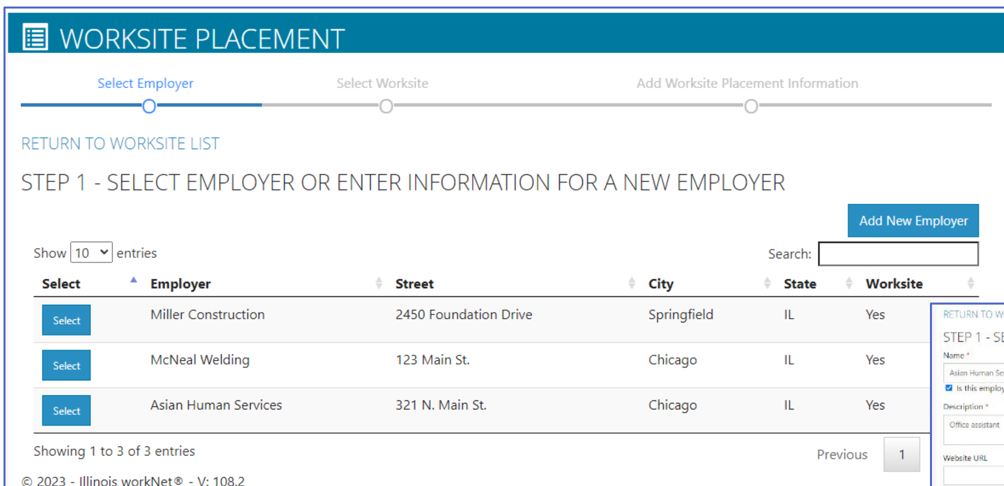
- **Add Customers** – customers should be added to worksites through the Career Plan/IEP/Case Management for the grant program.
- **Project** – tells which grant project the employer is associated.
- **Agency** – tells which agency the employer is associated.
- **Employer** – is the entity responsible for payroll. If clicked, employer information can be edited.
- **Worksite** – associated with the employer. If clicked, worksite information can be edited.
- **Job** – associated with the worksite. If clicked, number of openings and specific job information can be edited.
- **Total Number of Openings** – indicates the number of open positions regardless of full-time or part-time. If clicked the job information may be edited.
- **Full Time Positions Filled** – if clicked yields a list of participants associated with a FT position for that job.
- **Part Time Positions Filled** – if clicked yields a list of participants associated with a PT position for that job.

Add or Edit a Worksite/Employer

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



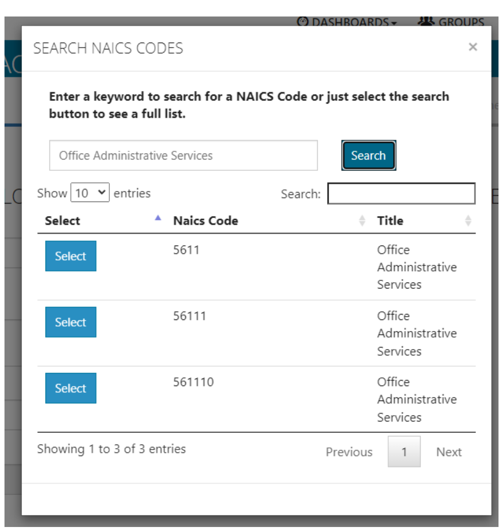
b. Add New Employer. Check with the grant manager about who the employer should be based upon the circumstances of the grant.

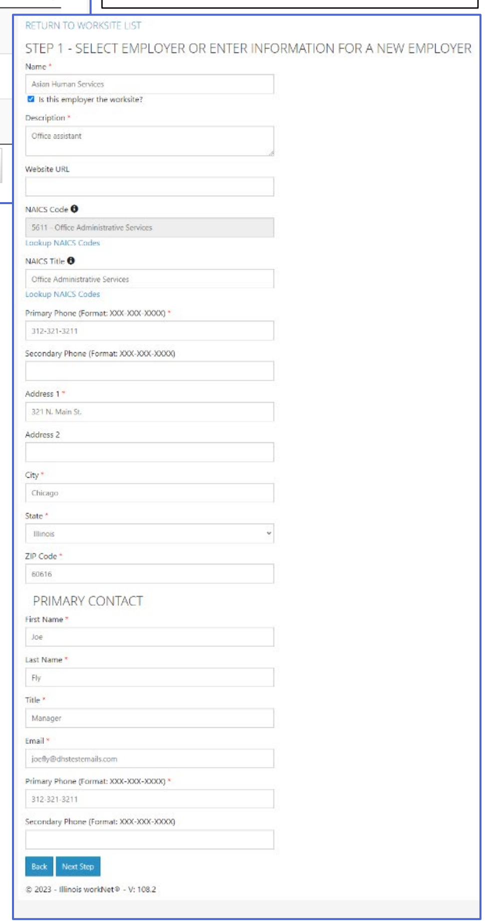
i. Enter the employer name, description, and location.

ii. Indicate if this location is a worksite. If it is the worksite, select it on Step 2.

iii. Add a NAICS Code from the Lookup

iv. Add a primary contact. A minimum of one contact is required; you can add more contacts once the

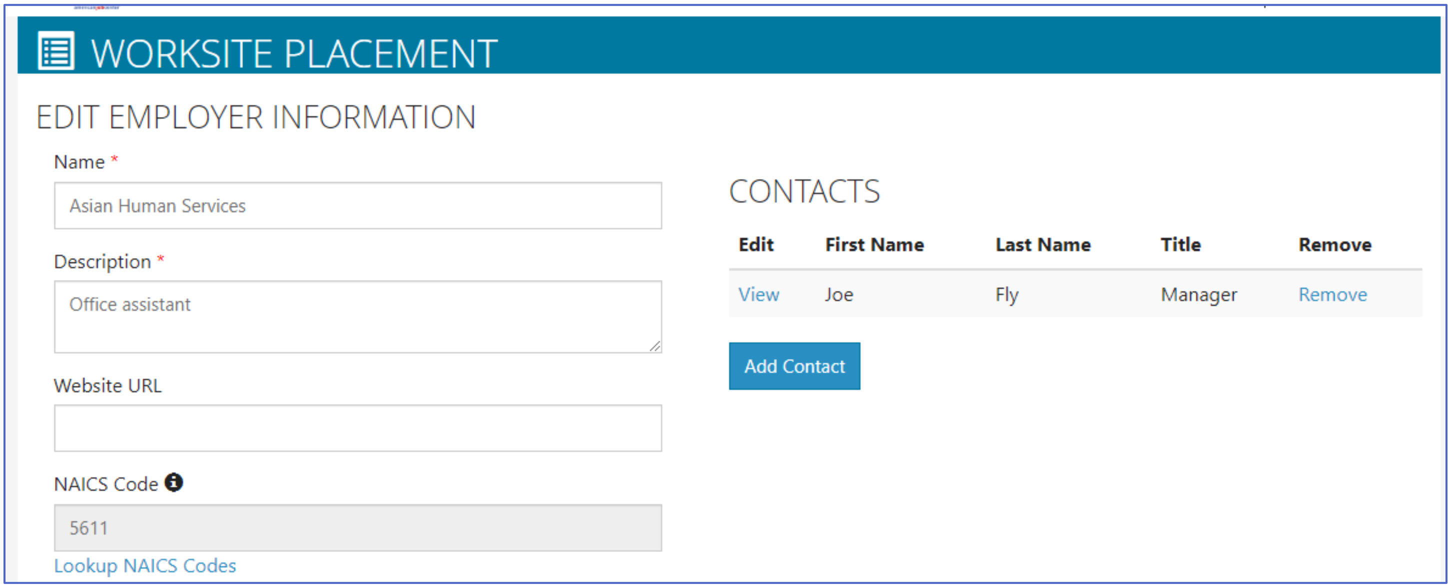




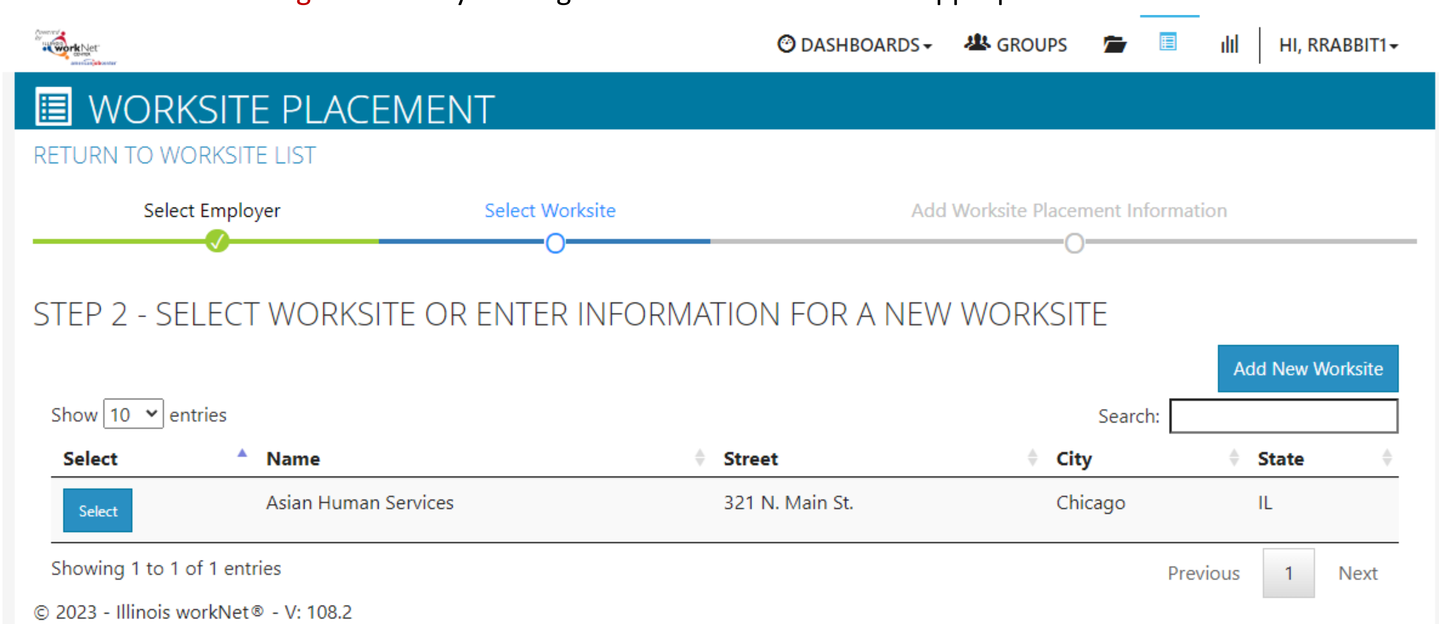
If the position is only for work experience and will be subsidized for the entire time of the employment period, the provider agency should be the employer. If the employment is being subsidized and the participant may continue working at the employer post-subsidy, the worksite and employer may be the same.

One option is to use the subsidy period for work experience or on-the-job training. Then, follow with another activity of permanent employment.

site is set up. Additional contacts may be added later by clicking on the employer from the worksite placement dashboard and adding more contacts.

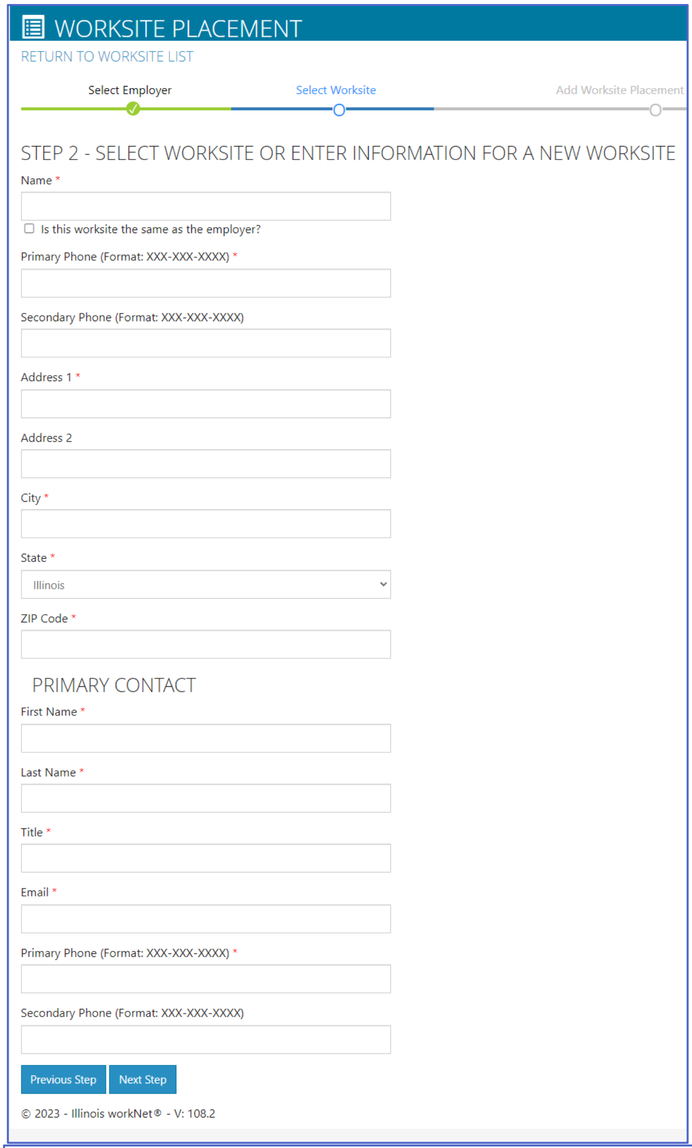


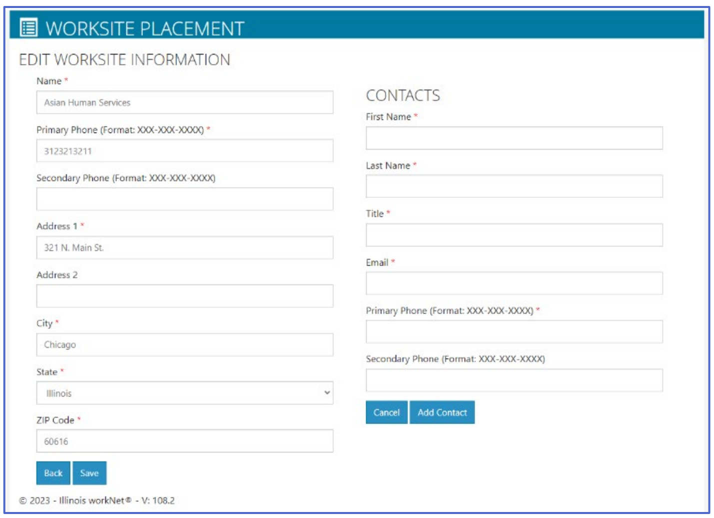
3. Select a worksite.
   a. Select an existing worksite by clicking the Select box next to the appropriate site.



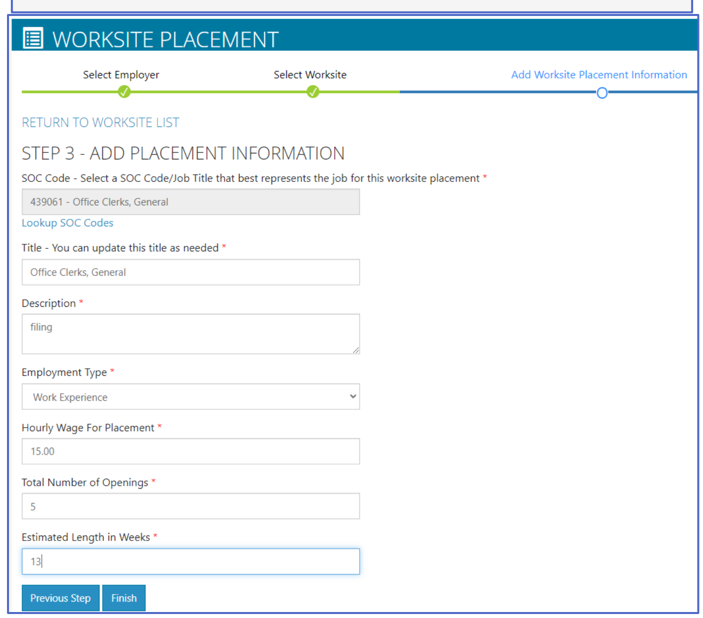
or

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 for the worksite. A minimum of one contact is required; add more contacts once the site is set up. Click the worksite link in the Worksite Dashboard. Click Add Contact. Fill in the information and click Add Contact. The contacts show in a table like the employer contacts.



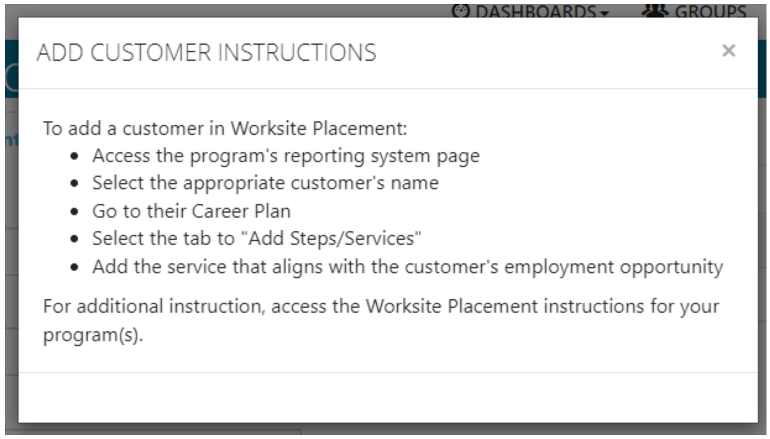


4. Add the worksite placement information.
   a. Lookup the SOC Code, using keywords, and select the SOC title that best fits. *Similar to the NAICS lookup.*
   b. The job title will pre-populate using the SOC title. You can change the title as needed below.
   c. Enter a job description.
   d. Select an Employment Type. *If Permanent Employment is selected, there will be no option for Estimated Length in weeks. The customer activity would only offer a terminated option.*
   e. Enter the hourly pay rate.
   f. Enter the number of openings.
   g. Enter estimated length in weeks if any option other than permanent employment is selected.
   90 days = 3 months = 13 weeks.
   180 days = 6 months = 26 weeks



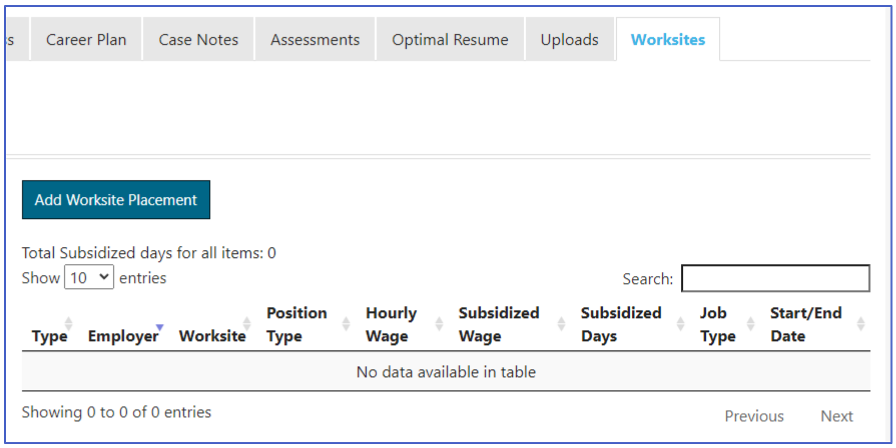
Add Customers

The Customer profile on Illinois workNet allows you to add the customer to a worksite after you have added worksites to your agency. Clicking on Add Customer will yield this pop up.



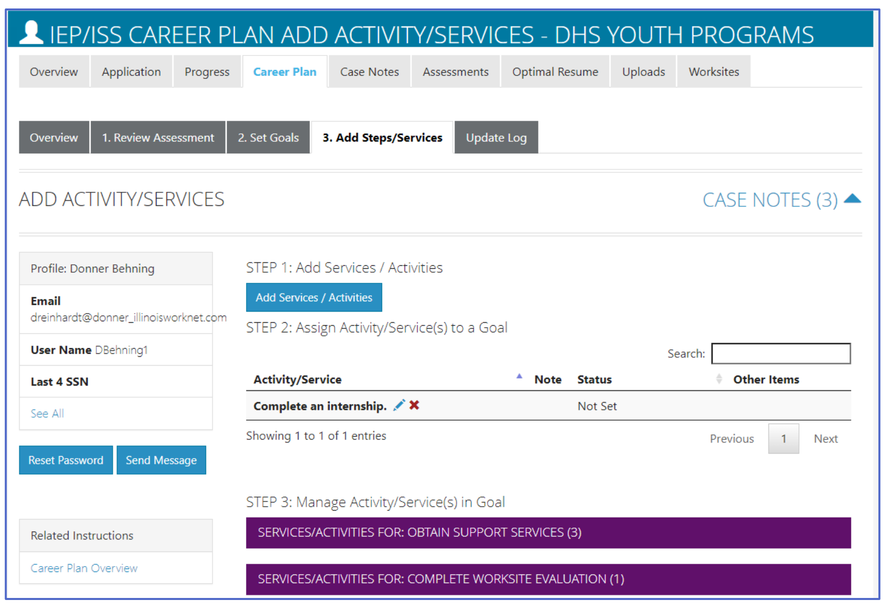
Add Customers from the Worksites Tab

Customer should be added from the Career Plan / IEP / Case Management tab. Buttons on this page will redirect partners to the customer's career plan.

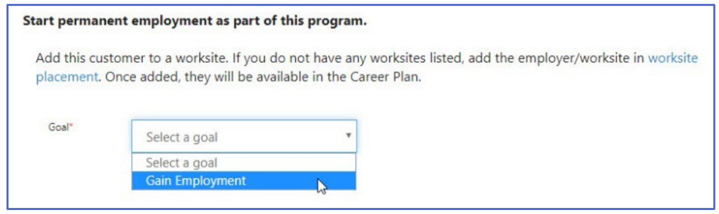


Add Customers to a Worksite in the Career Plan/IEP/Case Management

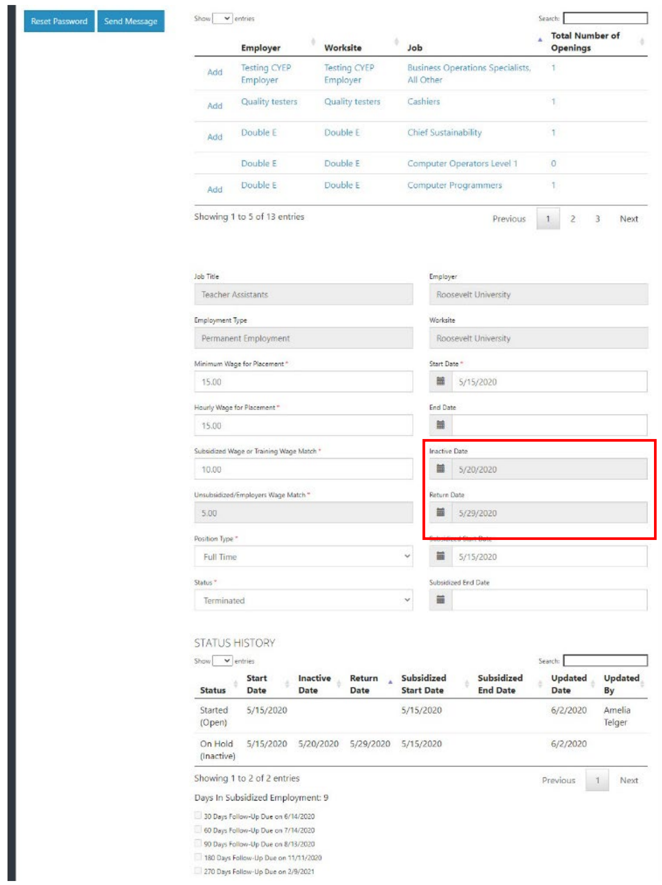
1. Click on the Career Plan tab in the customer profile.
2. Select Step 3 – Add Steps/Services.
3. Look for the activity inside of the Purple boxes by clicking on the appropriate box. OR Click the blue Add Services/Activities button to search for the service or activity.
4. Click the blue pencil to edit.
5. Complete information on the career plan activity.



a. Select a goal. If a goal has not been added, return to step 2 on the customer career plan and add a goal related to employment. Some programs may have pre-populated goals and steps. Look for that first.



b. Select a worksite from the list. Click Add. Information in the system will automatically fill in the gray boxes.

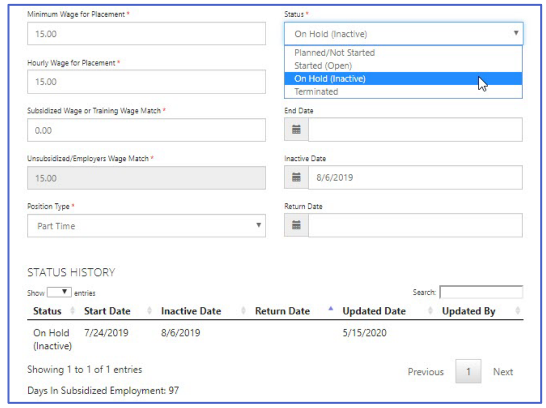


c. Complete the remainder of the information. Refer to complete directions in *Document Customer Plans and Progress in their Career Plan (PDF)* on the Partner page for the grant.
   i. Minimum wage for placement based on your region and customer age or circumstance.
   ii. Hourly wage will be pre-populated 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 receive subsidized wages based upon program contract.
      3. Subsidized start date begins the time limit for the subsidized wage limited by grant parameters. 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-periods 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 – for Permanent Employment. This status "pauses" the subsidized wage time-period.

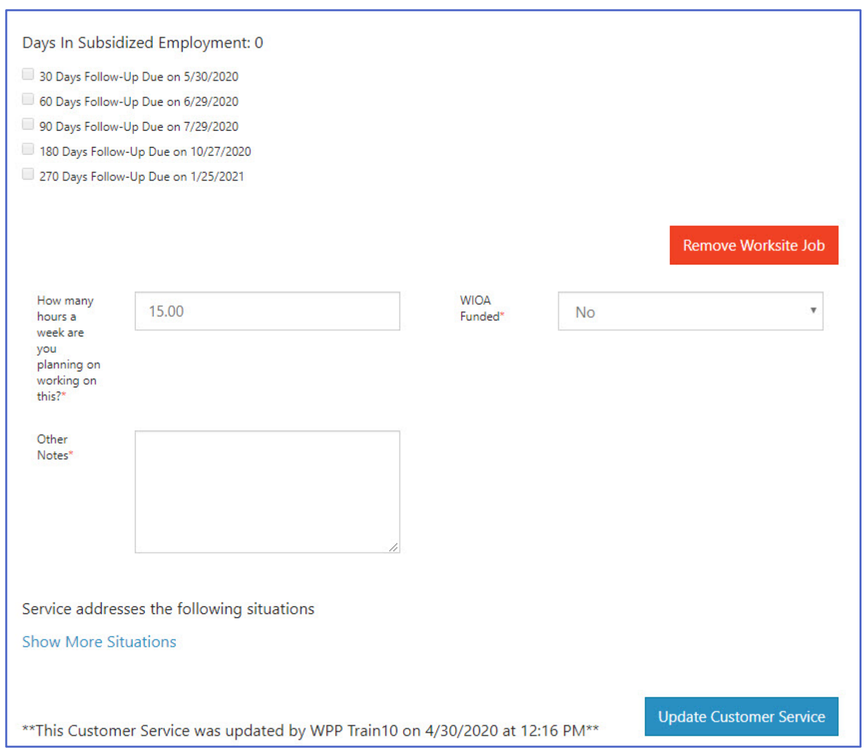


v. Successful or Unsuccessful Completion – ends counting subsidized days for that work experience.

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.
l. Most programs require a case note be added when an activity is created.

6. Follow-up options become available after the activity is saved. Follow-up options include 30, 60, 90, 180, and 270 days. Grant contracts will dictate what time periods are required. 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.

   NOTE: A worksite evaluation is recommended at the 30-day review mark. Grants may required worksite evaluations for other milestones.



7. 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:

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, if no payroll has been uploaded, the participant can be removed and added to the correct location.)

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

Show 10 entries Search:

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	DHS Youth	IYIP Asian Human Services	Asian Human Services	Asian Human Services	Office Clerks, General	5	0	0
Add Customers	DHS Youth	Austin Peoples Action Center	Austin Peoples Action Center	Austin Peoples Action Center	Office and Administrative Support Workers, All Other	9	0	1

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.

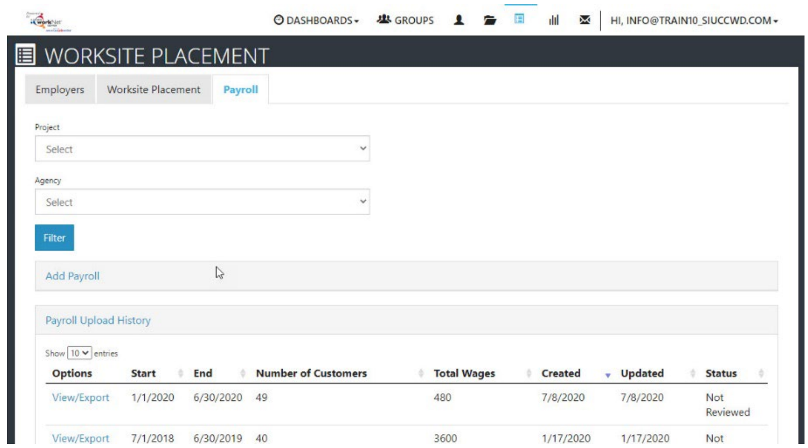
Editing Worksite Information and Contacts

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.

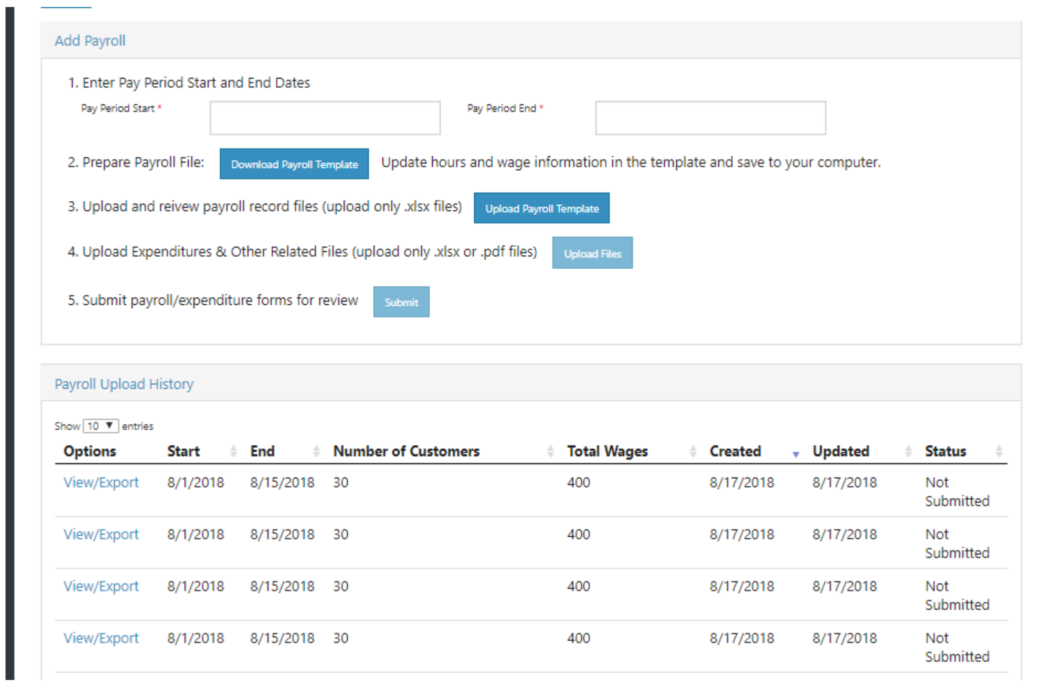
Editing Job Posting Information

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



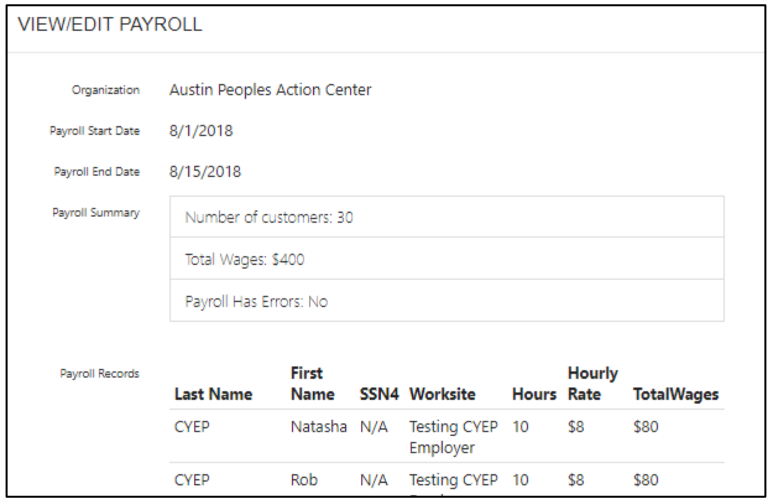
1. From the Worksite Placement tab in the top menu:
2. Select Payroll.
3. Select Project if you have access to more than one.
4. Select Agency if you have access to more than one.
5. Select Add Payroll.
6. Enter Pay Period (start and end dates).
7. Download the Payroll Template and update the wage and hour information, as needed.



8. Save the document to your computer. *It is important to not change the file name of the document. The naming convention must be the same as when downloaded to be accepted during the upload.*
9. Add the hours worked by each participant. *Remove any participants from the spreadsheet list who did not have hours in the selected pay period.*
10. ***DO NOT ADD PARTICIPANTS*** *who do not appear on the list. Return to their career plan to ensure the activity is started/open.*
11. Select Upload Payroll Template and upload the saved document.
12. Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
13. Upload any supporting documents as needed.
14. When you are finished, Submit the payroll for review.
    a. If the payroll status is Not Submitted, click the View/Export to edit or delete the payroll.
    b. If the payroll status is Not Reviewed or Reviewed and an error is discovered, *use the Help Request* (specify the grant program with which the payroll is associated) to have the payroll rejected. Make the correction(s), reupload the payroll, and resubmit.

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.



VIEW/EDIT PAYROLL

Organization: Austin Peoples Action Center

Payroll Start Date: 8/1/2018

Payroll End Date: 8/15/2018

Payroll Summary:
- Number of customers: 30
- Total Wages: $400
- Payroll Has Errors: No

Payroll Records

Last Name	First Name	SSN4	Worksite	Hours	Hourly Rate	TotalWages
CYEP	Natasha	N/A	Testing CYEP Employer	10	$8	$80
CYEP	Rob	N/A	Testing CYEP	10	$8	$80