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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.

WORKSITE PLACEMENT

Employers | **Worksite Placement** | Payroll

Project: DHS Youth Programs

Grantee/Provider: IYIP Asian Human Services

Employment Type: Work Experience

Filter Reports

Related Instructions: Worksite Placement Instructions

Add Employer/Worksite

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	McNeal Welding	McNeal Welding	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	14	0	1

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.

WORKSITE PLACEMENT

Employers | **Worksite Placement** | Payroll

Project: Select
Grantee/Provider: Select
Employment Type: Select

Filter | Reports

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	Austin Peoples	Austin Peoples	Austin Peoples	Office and Administrative	9	0	1

Add Employer/Worksite

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.

a. Select an **existing employer**. OR

WORKSITE PLACEMENT

Select Employer | Select Worksite | Add Worksite Placement Information

RETURN TO WORKSITE LIST

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

Show 10 entries Search: []

Select	Employer	Street	City	State	Worksite
Select	Miller Construction	2450 Foundation Drive	Springfield	IL	Yes
Select	McNeal Welding	123 Main St.	Chicago	IL	Yes
Select	Asian Human Services	321 N. Main St.	Chicago	IL	Yes

Showing 1 to 3 of 3 entries Previous 1

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RETURN TO WORKSITE LIST

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

Name *
Asian Human Services

Is this employer the worksite?

Description *
Office assistant

Website URL

NAICS Code *
5611 - Office Administrative Services
Lookup NAICS Codes

NAICS Title *
Office Administrative Services
Lookup NAICS Codes

Primary Phone (Format: XXX-XXX-XXXX) *
312-321-3211

Secondary Phone (Format: XXX-XXX-XXXX)

Address 1 *
321 N. Main St.

Address 2

City *
Chicago

State *
Illinois

ZIP Code *
60616

PRIMARY CONTACT

First Name *
Joe

Last Name *
Fly

Title *
Manager

Email *
jodyfly@hotmail.com

Primary Phone (Format: XXX-XXX-XXXX) *
312-321-3211

Secondary Phone (Format: XXX-XXX-XXXX)

Back | Next Step

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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

SEARCH NAICS CODES

Enter a keyword to search for a NAICS Code or just select the search button to see a full list.

Office Administrative Services Search

Show 10 entries Search: []

Select	Naics Code	Title
Select	5611	Office Administrative Services
Select	56111	Office Administrative Services
Select	561110	Office Administrative Services

Showing 1 to 3 of 3 entries Previous 1 Next

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

WORKSITE PLACEMENT

EDIT EMPLOYER INFORMATION

Name *

Description *

Website URL

NAICS Code ⓘ

[Lookup NAICS Codes](#)

CONTACTS

Edit	First Name	Last Name	Title	Remove
View	Joe	Fly	Manager	Remove

[Add Contact](#)

3. Select a worksite.

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

DASHBOARDS ▾
GROUPS
HI, RRABBIT1 ▾

WORKSITE PLACEMENT

[RETURN TO WORKSITE LIST](#)

Select Employer ✓
Select Worksite ○
Add Worksite Placement Information ○

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

Show entries
[Add New Worksite](#)

Search:

Select	Name	Street	City	State
Select	Asian Human Services	321 N. Main St.	Chicago	IL

Showing 1 to 1 of 1 entries

Previous
1
Next

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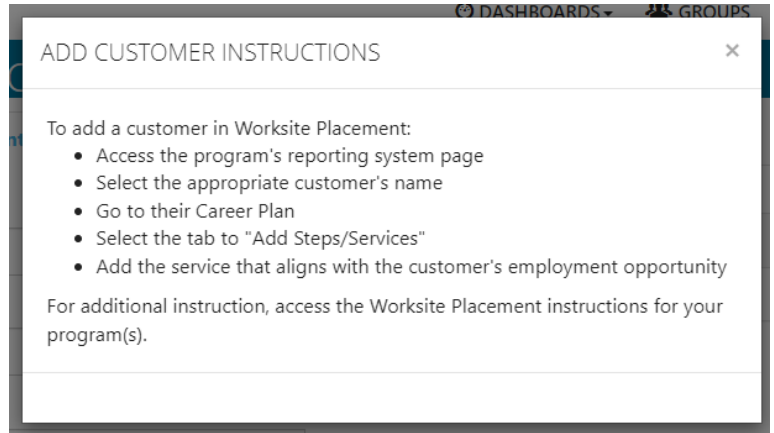
or

- 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.

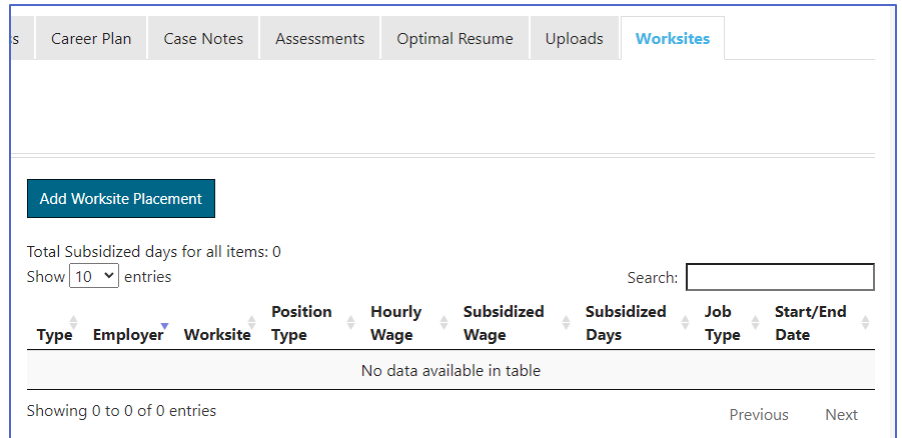
4. Add the worksite placement information.
 - a. Lookup the SOC Code, using keywords, and select the SOC title that best fits. *Similar to the NAICS lookup.*
 - b. The job title will pre-populate using the SOC title. You can change the title as needed below.
 - c. Enter a job description.
 - d. Select 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.

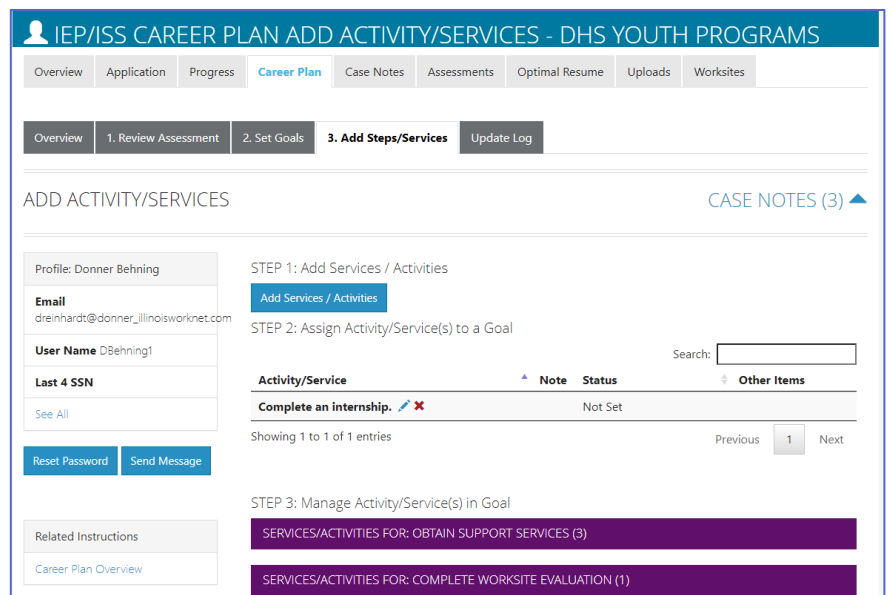


Add Customers from the Worksites Tab Customer should be added from the Career Plan / IEP / Case Management tab. Buttons on this page will redirect partners to the customer's career plan.



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**.

Start permanent employment as part of this program.

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.

Goal*

Select a goal

Select a goal

Gain Employment

[Reset Placement](#) [Send Message](#) Show entries Search

Employer	Worksite	Job	Total Number of Openings
Add Testing CYPE Employer	Testing CYPE Employer	Business Operations Specialists, All Other	1
Add Quality testers	Quality testers	Cashiers	1
Add Double E	Double E	Chief Sustainability	1
Double E	Double E	Computer Operators Level 1	0
Add Double E	Double E	Computer Programmers	1

Showing 1 to 5 of 13 entries Previous 1 2 3 Next

Job Title: Teacher Assistants
Employer: Roosevelt University
Employment Type: Permanent Employment
Worksite: Roosevelt University

Minimum Wage for Placement*: 15.00
Start Date*: 5/15/2020

Hourly Wage for Placement*: 15.00
End Date:

Subsidized Wage or Training Wage Match*: 10.00
Inactive Date: 5/20/2020

Unsubsidized Employers Wage Match*: 3.00
Return Date: 5/29/2020

Position Type*: Full Time
5/15/2020

Status*: Terminated
Subsidized End Date:

STATUS HISTORY

Status	Start Date	Inactive Date	Return Date	Subsidized Start Date	Subsidized End Date	Updated Date	Updated By
Started (Open)	5/15/2020			5/15/2020		6/2/2020	Amelia Jelger
On Hold (Inactive)	5/15/2020	5/20/2020	5/29/2020	5/15/2020		6/2/2020	

Showing 1 to 2 of 2 entries Previous 1 Next

Days In Subsidized Employment: 9

- 30 Days Follow-Up Due on 6/16/2020
- 60 Days Follow-Up Due on 7/16/2020
- 90 Days Follow-Up Due on 8/16/2020
- 180 Days Follow-Up Due on 11/11/2020
- 270 Days Follow-Up Due on 2/8/2021

- 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.

The screenshot shows a form with several input fields and a status dropdown menu. The status dropdown is open, showing options: On Hold (Inactive), Planned/Not Started, Started (Open), On Hold (Inactive), and Terminated. Below the form is a 'STATUS HISTORY' table with columns for Status, Start Date, Inactive Date, Return Date, Updated Date, and Updated By. The table contains one entry: On Hold (Inactive) with Start Date 7/24/2019, Inactive Date 8/6/2019, and Updated Date 5/15/2020. There are also 'Previous' and 'Next' navigation buttons.

- 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.

The screenshot shows a section titled 'Days In Subsidized Employment: 0'. Below this are five radio button options for follow-up periods: 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, and 270 Days Follow-Up Due on 1/25/2021. There is a red 'Remove Worksite Job' button. Below are input fields for 'How many hours a week are you planning on working on this?' (value: 15.00) and 'WIOA Funded?' (value: No). There is also an 'Other Notes*' text area. At the bottom, there is a blue 'Update Customer Service' button and a footer note: '**This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM**'.

NOTE: A worksite evaluation is recommended at the 30-day review mark. Grants may require 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 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.

The screenshot shows the 'WORKSITE PLACEMENT' interface with the 'Payroll' tab selected. It includes dropdown menus for 'Project' and 'Agency', a 'Filter' button, and an 'Add Payroll' button. Below is a 'Payroll Upload History' table with columns for Options, Start, End, Number of Customers, Total Wages, Created, Updated, and Status.

Options	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

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.*

The 'Add Payroll' form contains the following steps and fields:

1. Enter Pay Period Start and End Dates
Pay Period Start * Pay Period End *
2. Prepare Payroll File: [Download Payroll Template](#) Update hours and wage information in the template and save to your computer.
3. Upload and review payroll record files (upload only .xlsx files) [Upload Payroll Template](#)
4. Upload Expenditures & Other Related Files (upload only .xlsx or .pdf files) [Upload Files](#)
5. Submit payroll/expenditure forms for review [Submit](#)

Payroll Upload History

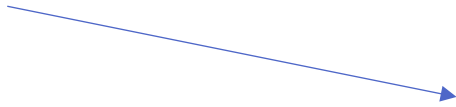
Show 10 entries

Options	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

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