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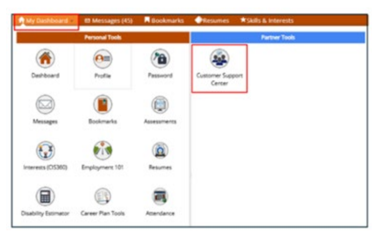
Purpose

The worksite placement tool is available to workforce partners using the Customer Support Center 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.

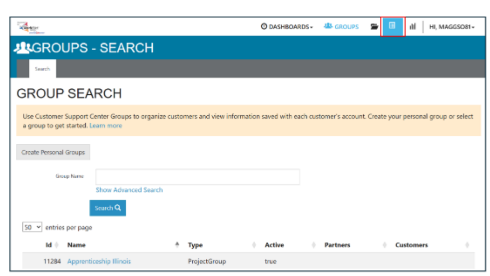
The payroll tool allows the grantee to upload payroll to document subsidized wages or permanent wages for tracking purposes. Grantors can review and approve payroll uploads. Some grants may request permanent employment be added in another section, i.e. outcomes. Check with the grant administrator or project manager.

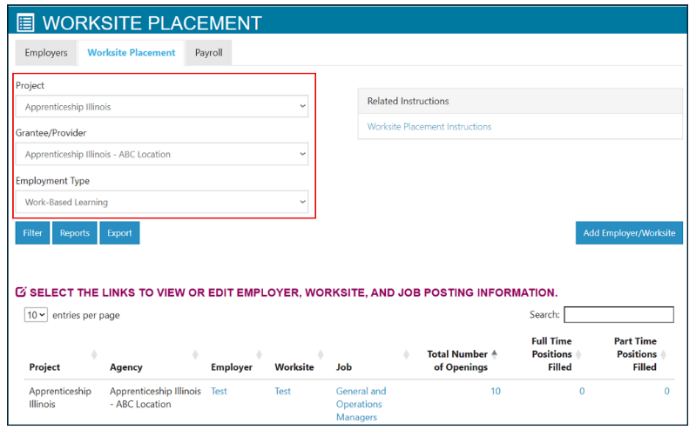
The Grantee/Provider staff enters employers, worksite information, placements, and uploads payroll. The program statewide staff reviews and approves payroll uploads.



Access Worksite Placement and Payroll

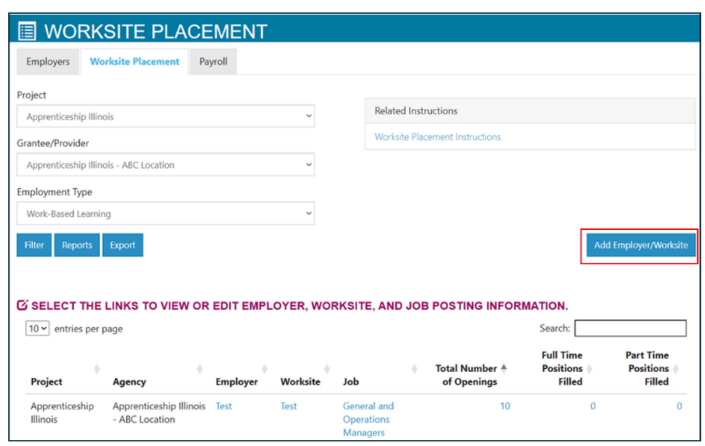
1. Log in to www.illinoisworknet.com
2. Select My Dashboard
3. Select Partner Tools
4. Select Customer Support Center
5. Select Worksite Placement tab (bulleted list icon)
6. Select Project





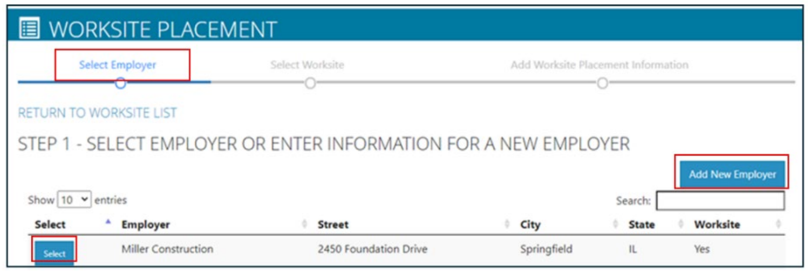
7. Select Grantee/Provider. If you are associated with multiple agencies/locations for the program, they will display as a list.
8. Select the Employment Type:
    - Work-Based Learning
    - Job Shadowing
    - Work Experience
    - Internship
    - On-the-Job Training
    - Permanent Employment
    - Apprenticeship
    - Pre-Apprenticeship
    - Job Site Practicums
    - Earnfare – (ISETS program only)
    - AmeriCorps – (DHS YOUTH programs only)
9. Click Filter. You can filter the results by clicking the up and down arrows at the top of each column to sort A-Z or Z-A.
10. Clicking links in the columns will yield specific results:
    - **Project** (no link) – Displays the grant project the employer is associated with.
    - **Agency** (no link) – Displays the agency the employer is associated with.
    - **Employer** – The entity responsible for payroll. If clicked, the employer information can be edited.
    - **Worksite** – Associated with the employer. If clicked, worksite information can be edited.
    - **Job** – Associated with the worksite. If clicked, the 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 Full-Time position for that job.
    - **Part Time Positions Filled** – If clicked, yields a list of participants associated with a Part-Time position for that job.

Add or Edit a Worksite/Employer



1. On the Worksite Placement tab:
    - Select Project
    - Select Grantee/Provider. If you are associated with multiple agencies/locations for the program, they will display as a list.
    - Select Employment Type
    - Select the Add Employer/Worksite button on the right-hand side to add an employer/worksite.

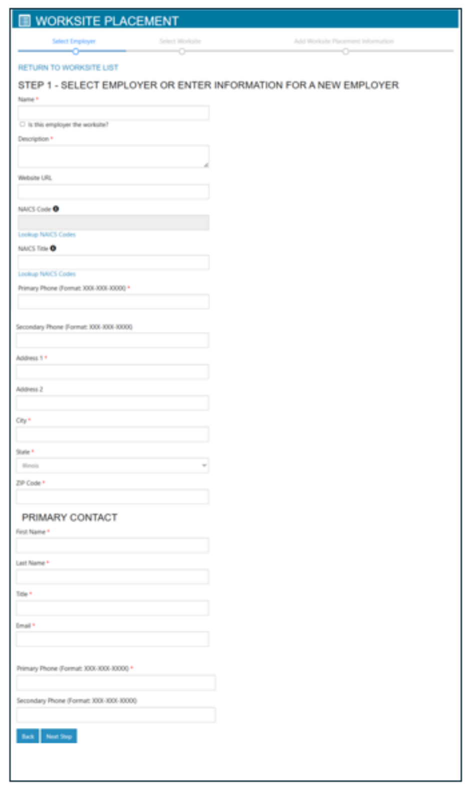
2. Select an existing employer



-OR-

3. Select Add New Employer. Check with the grant manager about who the employer should be based on the circumstances of the grant.
   - *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.*

STEP 1 – SELECT EMPLOYER OR ENTER THE INFORMATION FOR A NEW EMPLOYER



Enter the following information:

- Employer Name
- Indicate if this location is a worksite
- Description
- Add a NAICS code from the lookup tool provided
- Add Primary Phone (Format: XXX-XX-XXXX)
- Add Address
- Add Primary Contact. A minimum of one contact is required; you can add more contacts once the site is set up. Additional contacts may be added later by clicking on the employer from the worksite placement dashboard and adding more contacts.

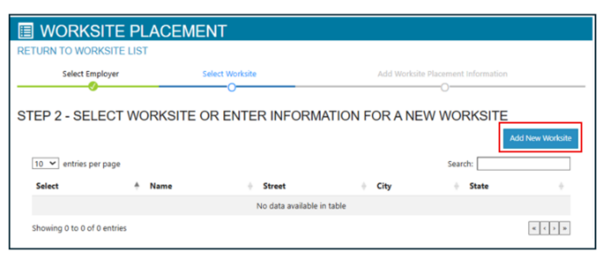
- Click Next Step

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

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

-OR-

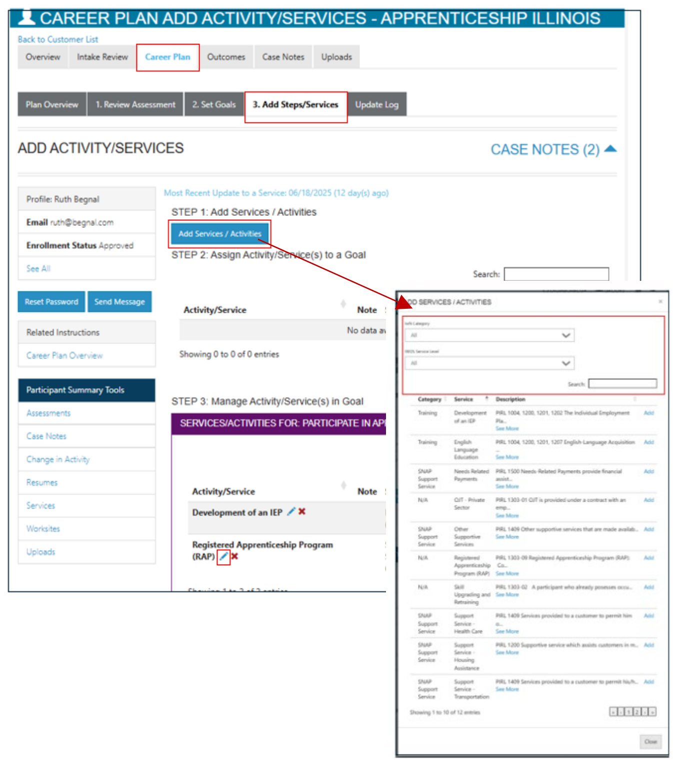
2. Click Add New Worksite
   - Enter the worksite location information or indicate if this worksite information is the same as the employer.
   - Add a primary contact for the worksite. A minimum of one contact is required; add more contacts once the site is set up.



- Click the worksite link in the Worksite Dashboard.
- Click Add Contact.
- Fill in the information and click Add Contact. The contacts are shown in a table like the employer contacts.
    - Add the worksite placement information.
    - Look up the SOC Code, using keywords, and select the SOC title that best fits. *Similar to the NAICS lookup.*
    - The job title will pre-populate using the SOC title. Change the title as needed below. Power tip *– if this job will be used year after year, include the year at the beginning of the job title i.e. 2024 Lifeguard. Then the following year just make a new job entitled 2025 Lifeguard.*
    - Enter a job description.
    - 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.*
    - Enter the hourly pay rate.
    - Enter the number of openings.
    - 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 Apprentices

The Apprentice (Customer) profile on Illinois workNet allows partners to add an apprentice to a worksite after a worksite has been added to the agency. The apprentice should be added from the Career Plan tab.

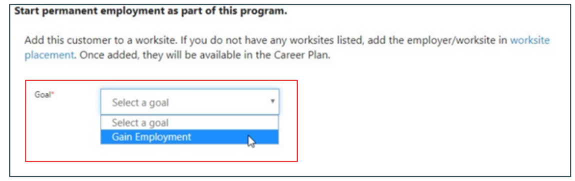


Add Apprentices to a Worksite in the Career Plan/IEP/Case Management

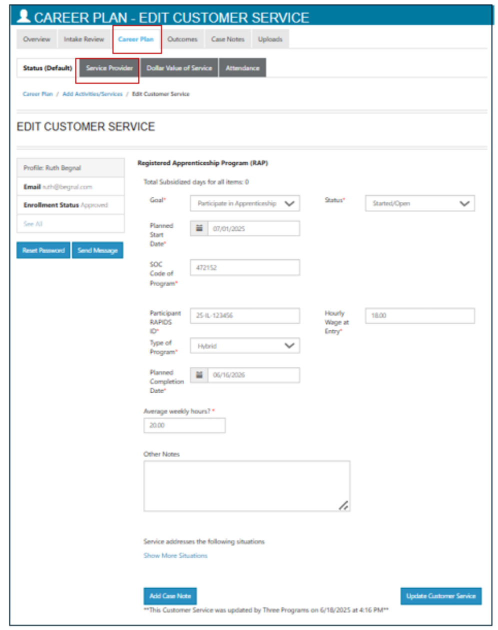
1. Click on the Career Plan tab in the apprentice profile.
2. Select **Step 3 – Add Steps/Services/Activities**
3. Look for the activity inside the purple boxes by clicking on the appropriate box

- OR -

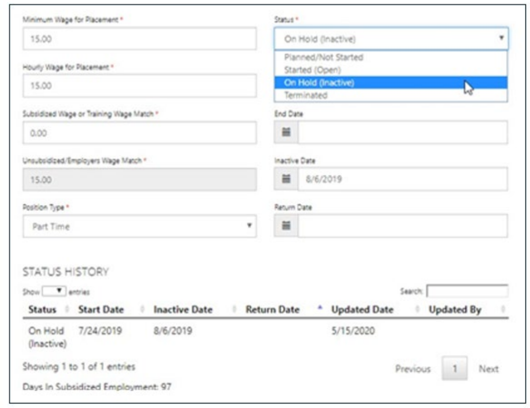
4. Click the blue Add Services/Activities button to search for the service or activity.
5. Click the blue pencil icon to edit.
6. Complete the information on the career plan activity.



7. 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.
8. Select a worksite from the list. Click Add. Information in the system will automatically fill in the gray boxes.
9. Complete the remainder of the information:



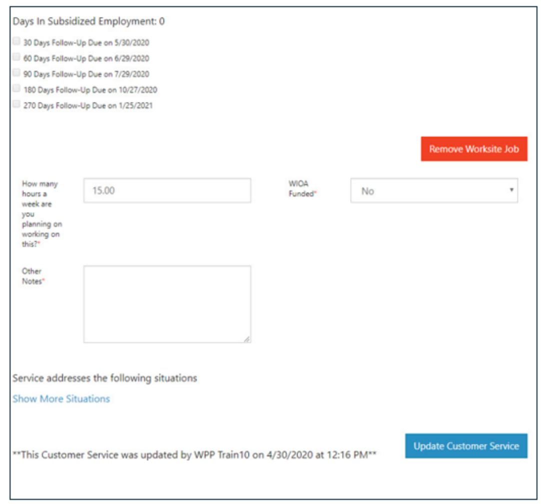
    - Minimum wage for placement based on your region and customer age or circumstance.
    - Hourly wage will be pre-populated with the information that was entered with the job. You can change this for each customer. Hourly wage must be equal to or greater than minimum wage.
    - Enter the subsidized wage and the date the subsidized wages begin.
    - Enter the subsidized wage and the date the subsidized wages begin.
    - The subsidized wage should be no more than the minimum wage.
    - Customer receives subsidized wages based on program contact.
    - The 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.
    - Days in subsidized employment are listed at the top of each placement.
    - Unsubsidized wage will automatically be calculated by subtracting the subsidized wage from the hourly wage.
    - *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.
10. Select the type of position
    - Full-time
    - Part-time
11. Select a Status
    - Planned/Not Started – The subsidized wage time-periods will not begin with this status
    - Started (Open) – The start date begins the time limit for the subsidized wage
    - 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).
    - Terminated – for Permanent Employment. This status "pauses" the subsidized wage time-period.
    - Successful or Unsuccessful Completion – ends counting subsidized days for that work experience.



12. Enter in the Start/End Date.
13. Enter how many hours per week they will work.
14. Enter if it is WIOA funded.
15. Enter any other notes.
16. Check any situations the service addresses.
17. Save the Customer Service.
18. Most programs require a case note be added when an activity is created.
19. 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 require worksite evaluations for other milestones.

20. Review the history of changes as needed. Select Show History to view a log of changes to the customer's placement.



Edit Employer, Worksite, and Job Posting Information

As apprentices 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 apprentices:

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 column to access a list of apprentices.

(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.

10 entries per page   Search:

Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
IDHS E&T	Asian Human Services	Four Season HVAC	Four Season HVAC	Construction Laborers	0	1	2
IDHS E&T	Asian Human Services	Four Season HVAC	Four Season HVAC	Heating, Air Conditioning, and Refrigeration	0	1	2

Edit 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. Contacts only added by staff from your organization/group can be edited or removed.
3. Update the information and save the changes.

Edit Worksite Information and Contacts

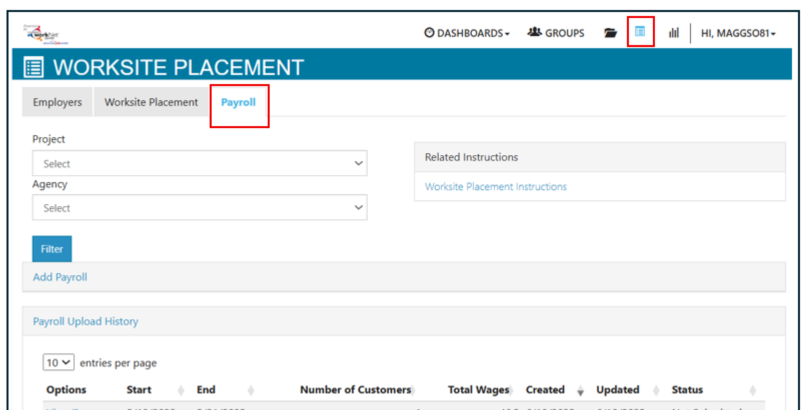
1. Select the link in the Worksite column to access worksite information.
2. Update the worksite information. Contacts can be added, edited, and removed.
3. Update their information and save the changes.

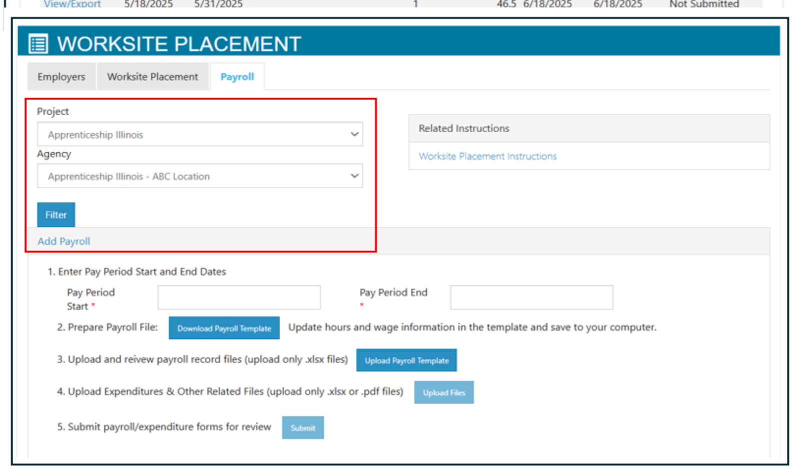
Edit Job Posting Information

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 – if required by your contract

1. From the Worksite Placement (bulleted list icon) tab in the top menu:
2. Select the **Payroll** tab
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.* To remove participants who are not participating in this grant period -
    a. Go to the worksite experience activity and close out the activity. This will remove the participant from the list.
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. Verify there are no errors with the uploaded document. If there are, remove the document, correct the errors, and re-upload.
13. Upload any supporting documents as needed
14. When 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

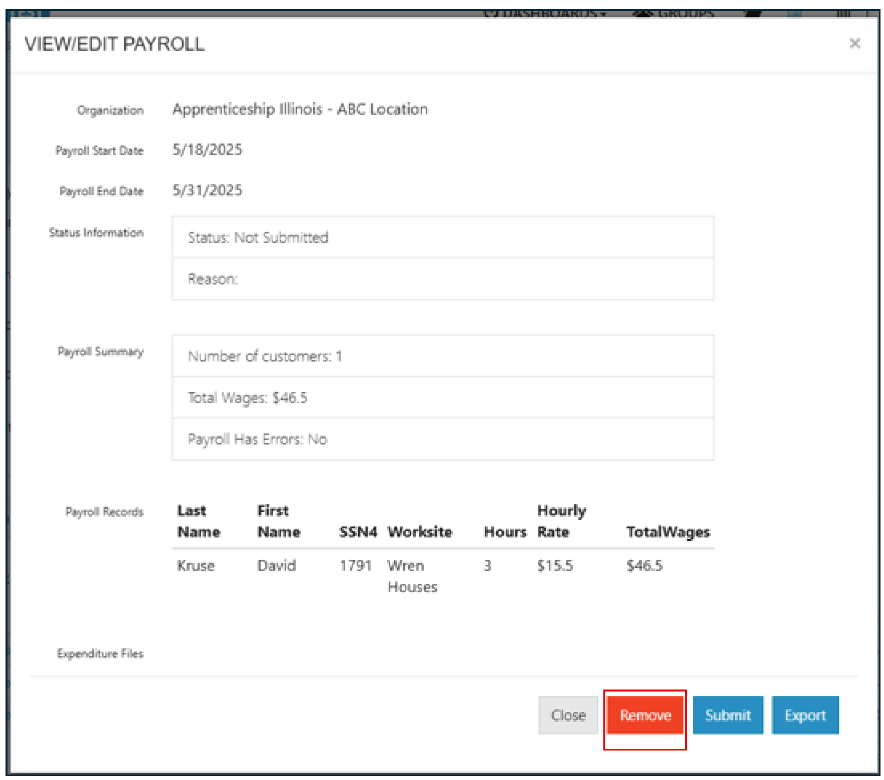
1. Select Payroll Upload History to view a list of previously uploaded payroll items.
2. Select View/Edit to view or update a payroll item.

Remove Uploaded Payroll

If the payroll has not been approved/reviewed by the grant program administrator, submit a help request to request that the payroll be **unsubmitted**.

Once the report displays unsubmitted, partners can access the payroll to delete.

Upload a corrected copy.



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