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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.

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.**

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:**
 - 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
 - i. Earnfare – (SETS only)
9. **Click Filter.** You may also filter the results by clicking the top of each column to sort A-Z or Z-A.
10. **Select** from the list of Employers that show in the filtered list.

The screenshot shows the 'WORKSITE PLACEMENT' interface. At the top, there are tabs for 'Employers', 'Worksite Placement', and 'Payroll'. Below the tabs, there are dropdown menus for 'Project' (DHS Youth Programs), 'Grantee/Provider' (DHS - AACF), and 'Employment Type' (Work Experience). There are buttons for 'Filter', 'Reports', 'Export', and 'Add Employer/Worksite'. A section titled 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' includes a search bar and a table of results.

Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
DHS Youth	DHS - AACF	AACF	CVS	Cashiers	8	1	1
DHS Youth	DHS - AACF	AACF	Harper Electronics	2025 Electrician Assistant	7	0	3

Showing 1 to 2 of 2 entries

Clicking links in the columns will yield specific results:

- **Project** – tells with which grant project the employer is associated.
- **Agency** – tells with 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. **Enter** filters as described above.
3. **Select** the **Add Employer/Worksite** button on the right-hand side to add an employer/worksite.

This screenshot is identical to the one above, showing the 'WORKSITE PLACEMENT' interface with the 'Add Employer/Worksite' button highlighted in the top right corner.

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:

Add New Employer

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 Next

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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.

- Select an existing employer. OR
- Add New Employer. Check with the grant manager about who the employer should be based upon the circumstances of the grant.
 - Enter the employer name, description, and location.
 - Indicate if this location is a worksite. If it is the worksite, select it on Step 2.
 - Add a NAICS Code from the Lookup
 - 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.

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 *

joe.fly@stetsonmills.com

Primary Phone (Format: XXX-XXX-XXXX) *

312-321-3211

Secondary Phone (Format: XXX-XXX-XXXX)

Back

Next Step

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DASHBOARDS

GROUPS

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

WORKSITE PLACEMENT

EDIT EMPLOYER INFORMATION

Name *

Asian Human Services

Description *

Office assistant

Website URL

NAICS Code

5611

Lookup NAICS Codes

CONTACTS

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

Add Contact

4. **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.

WORKSITE PLACEMENT

RETURN TO WORKSITE LIST

Progress: Select Employer (✓) | **Select Worksite** | Add Worksite Placement Information

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

Show 10 entries

Search:

Select	Name	Street	City	State
<input type="button" value="Select"/>	Asian Human Services	321 N. Main St.	Chicago	IL

Showing 1 to 1 of 1 entries

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WORKSITE PLACEMENT

EDIT WORKSITE INFORMATION

Name *

Asian Human Services

Primary Phone (Format: XXX-XXX-XXXX) *

3123213211

Secondary Phone (Format: XXX-XXX-XXXX)

Address 1 *

321 N. Main St.

Address 2

City *

Chicago

State *

Illinois

ZIP Code *

60616

CONTACTS

First Name *

Last Name *

Title *

Email *

Primary Phone (Format: XXX-XXX-XXXX) *

Secondary Phone (Format: XXX-XXX-XXXX)

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WORKSITE PLACEMENT

RETURN TO WORKSITE LIST

Progress: Select Employer (✓) | **Select Worksite** | Add Worksite Placement Information

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

Name *

☐ Is this worksite the same as the employer?

Primary Phone (Format: XXX-XXX-XXXX) *

Secondary Phone (Format: XXX-XXX-XXXX)

Address 1 *

Address 2

City *

State *

Illinois

ZIP Code *

PRIMARY CONTACT

First Name *

Last Name *

Title *

Email *

Primary Phone (Format: XXX-XXX-XXXX) *

Secondary Phone (Format: XXX-XXX-XXXX)

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5. Add the worksite placement information.

- Lookup** 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 Customers

The Customer profile on Illinois workNet allows partners to add the customer to a worksite after a worksite is added to the agency. Customer should be added from the Career Plan / IEP / Case Management tab.

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

- Click** on the Career Plan tab in the customer profile.
- Select** Step 3 – Add Steps/Services/Activities.
- 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.
- Click** the blue pencil to edit.
- 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*

Employer	Worksite	Job	Total Number of Openings
Add Testing CYEP Employer	Testing CYEP 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

Hourly Wage for Placement*: 15.00

Subsidized Wage or Training Wage Match*: 10.00

Unsubsidized/Employers Wage Match*: 5.00

Position Type*: Full Time

Status*: Terminated

Start Date*: 5/15/2020

End Date*: 5/29/2020

Return Date*: 5/29/2020

Subsidized End Date*: 5/29/2020

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 Telger
On Hold (Inactive)	5/15/2020	5/26/2020	5/29/2020	5/15/2020		6/2/2020	

Showing 1 to 2 of 2 entries

Days In Subsidized Employment: 9

☐ 30 Days Follow-Up Due on 6/14/2020
☐ 60 Days Follow-Up Due on 7/14/2020
☐ 90 Days Follow-Up Due on 8/13/2020
☐ 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 currently set to 'On Hold (Inactive)'. 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 shows one entry: 'On Hold (Inactive)' with a Start Date of 7/24/2019, an Inactive Date of 8/6/2019, and an Updated Date of 5/15/2020. The table also shows 'Showing 1 to 1 of 1 entries' and 'Days In Subsidized Employment: 97'.

- 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 require worksite evaluations for other milestones.

The screenshot shows the 'Follow-up' section of the form. It includes a 'Days In Subsidized Employment' section with a list of follow-up options: 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. Below this is a 'Remove Worksite Job' button. The form also has input fields for 'How many hours a week are you planning on working on this?' (set to 15.00) and 'WIOA Funded?' (set to No). There is a text area for 'Other Notes' and a 'Show More Situations' link. At the bottom, there is a footer note: '**This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM**' and an 'Update Customer Service' button.

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.

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

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).

WORKSITE PLACEMENT

Employers | Worksite Placement | **Payroll**

Project:

Agency:

Filter

Add Payroll

Payroll Upload History

Show 10 entries

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

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. 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.

Add Payroll

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

Payroll Upload History

- Select Payroll Upload History** to view a list of previously uploaded payroll items.
- 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	Total Wages
CYEP	Natasha	N/A	Testing CYEP Employer	10	\$8	\$80
CYEP	Rob	N/A	Testing CYEP	10	\$8	\$80

Remove Uploaded Payroll

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

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

Upload a corrected copy.