

## Contents

Purpose .....	1
Who Enters/Maintains Data .....	1
Access Worksite Placement and Payroll .....	1
Add a Worksite.....	2
Add Customer Worksite Placements .....	4
Editing Employer, Worksite, and Job Posting Information .....	5
Editing Employer Information and Contacts.....	6
Editing Worksite Information and Contacts .....	6
Editing Job Posting Information .....	6
Upload Payroll.....	6
Payroll Upload History .....	7

## 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](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center/IWIS**.
5. Select **Worksite Placement**.
6. Select **Project**.

### Shortcut Tip:

Go to your program partner page.

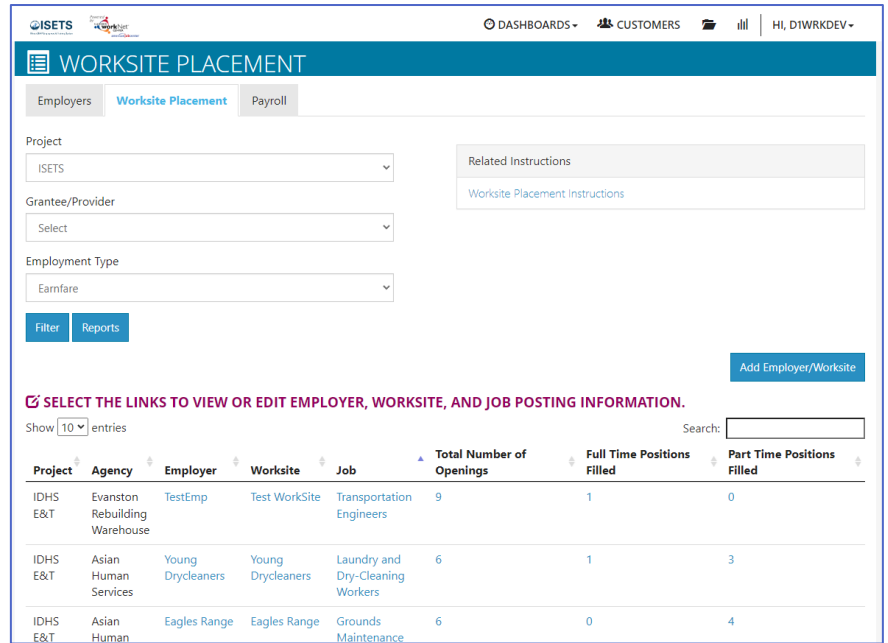
Select the link to the **Customer Support Center Tools**.

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
  - i. **EARNFARE**

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.

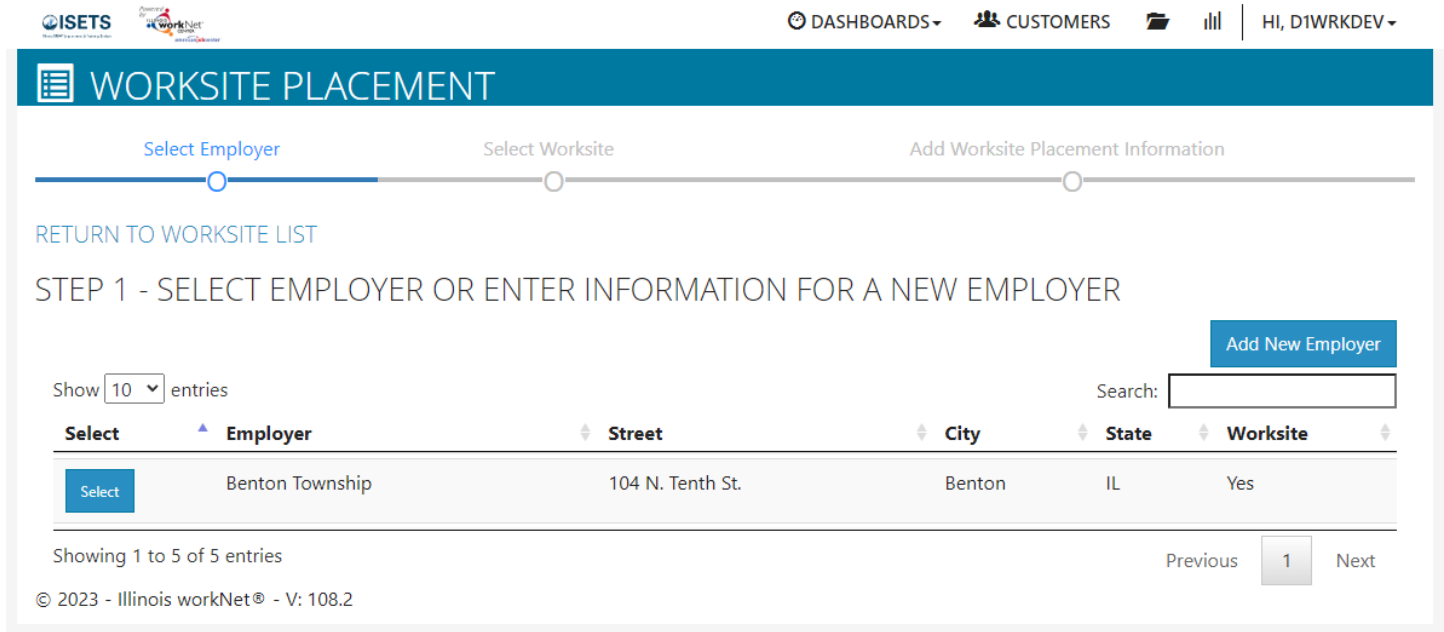


The screenshot shows the 'WORKSITE PLACEMENT' dashboard. It has tabs for 'Employers', 'Worksite Placement', and 'Payroll'. The 'Worksite Placement' tab is active. On the left, there are dropdown menus for 'Project' (ISETS), 'Grantee/Provider' (Select), and 'Employment Type' (Earnfare). Below these are 'Filter' and 'Reports' buttons. On the right, there is a 'Related Instructions' box with 'Worksite Placement Instructions'. A blue button 'Add Employer/Worksite' is in the top right. Below the instructions, there is a checkbox 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' and a 'Show 10 entries' dropdown. A table lists employers with columns: Project, Agency, Employer, Worksite, Job, Total Number of Openings, Full Time Positions Filled, and Part Time Positions Filled.

Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
IDHS E&T	Evanston Rebuilding Warehouse	TestEmp	Test WorkSite	Transportation Engineers	9	1	0
IDHS E&T	Asian Human Services	Young Drycleaners	Young Drycleaners	Laundry and Dry-Cleaning Workers	6	1	3
IDHS E&T	Asian Human	Eagles Range	Eagles Range	Grounds Maintenance	6	0	4

## Add a Worksite

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**. For the Earnfare program, the partner provider will be the employer of record.



The screenshot shows the 'WORKSITE PLACEMENT' dashboard in the 'Add New Employer' step. It has a progress bar with three steps: 'Select Employer', 'Select Worksite', and 'Add Worksite Placement Information'. The first step is active. Below the progress bar, there is a 'RETURN TO WORKSITE LIST' link. The main heading is 'STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER'. There is a search bar and a 'Show 10 entries' dropdown. A table lists employers with columns: Select, Employer, Street, City, State, and Worksite. A blue button 'Add New Employer' is in the top right.

Select	Employer	Street	City	State	Worksite
Select	Benton Township	104 N. Tenth St.	Benton	IL	Yes

Showing 1 to 5 of 5 entries

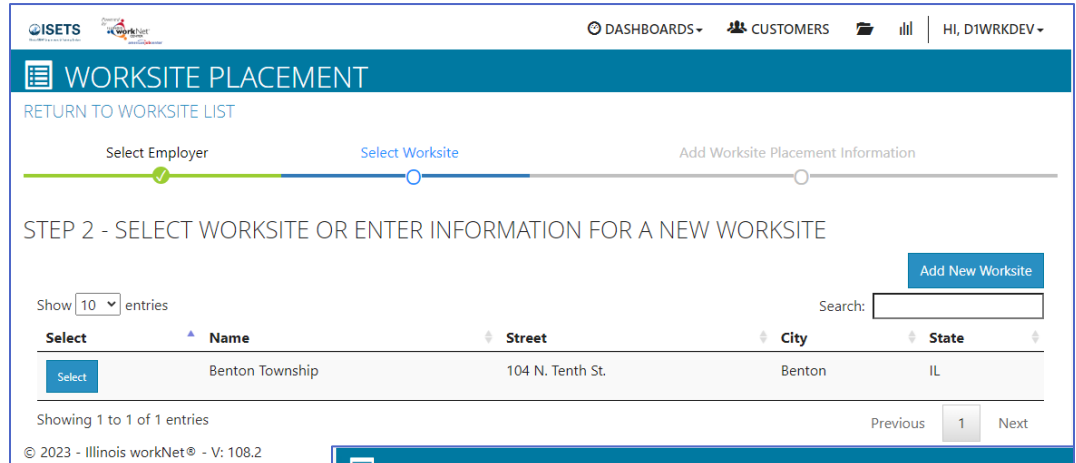
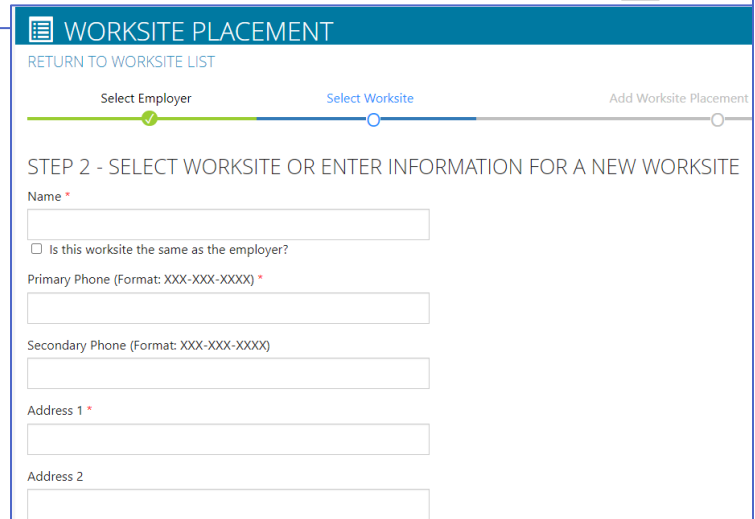
Previous 1 Next

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- b. **Add New Employer**. If the partner agency name is not listed.
  - 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.

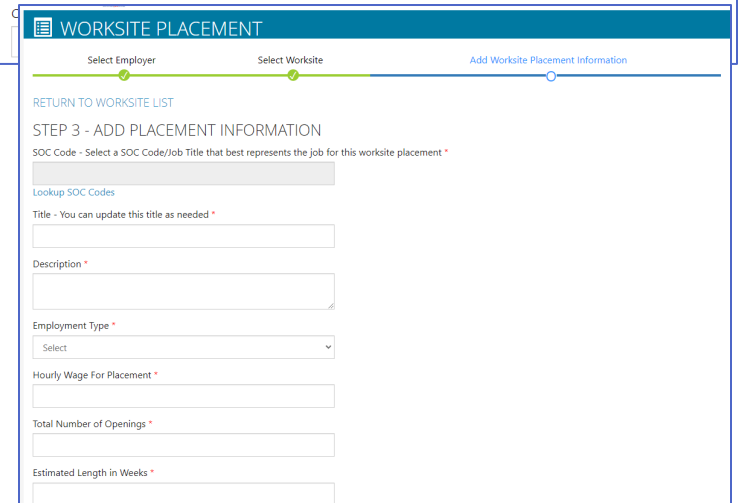
3. Select a worksite.

- 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 the worksite placement information.

- a. Lookup the SOC Code, using keywords, and select the SOC title that best fits.
- 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**. Earnfare.
- e. Enter the hourly pay rate.
- f. Enter the number of openings. *For EARNFARE the positions will be doubled for each 6 month period. I.e. if there are 10 slots for a position, enter 20 (or 40 for the whole year). 10 for CW-Community Workfare and 10 for TJU – Transitional Job*
- g. Estimate length in Weeks – 6 months maximum is 26 weeks.



## Add Customer Worksite Placements

The IEP/Case Management allows the worksite to be added to the customer worksite activity.

### 1. Complete information on the IEP/Case Management activity.

- a. Select a goal.
- 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.
  - i. Minimum wage for placement based on current state minimum wage for CW and TJU.
  - ii. Hourly wage will be pre-populated with the information that was entered with the job. 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.
- 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
- Gain Employment

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
Add 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/Employer Wage Match\*: 5.00 | Return Date: 5/29/2020

Position Type\*: Full Time | Subsidized Start Date: 5/15/2020

Status\*: Terminated | Subsidized End Date:

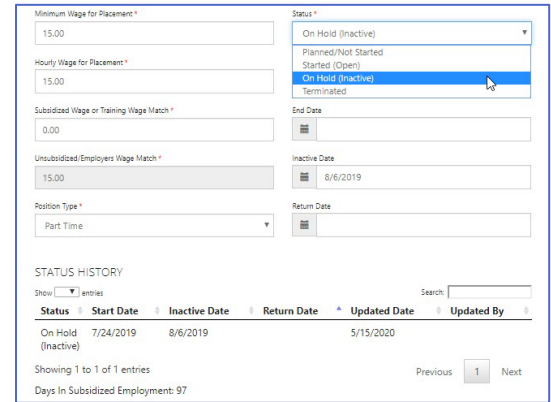
Status	Start Date	Inactive Date	Return Date	Subsidized Start Date	Subsidized End Date	Updated Date	Updated By
Started (Open)	5/15/2020			5/15/2020		6/2/2020	Amelia Teiger
On Hold (Inactive)	5/15/2020	5/20/2020	5/29/2020	5/15/2020		6/2/2020	

Showing 1 to 2 of 2 entries

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 11/13/2020
- 270 Days Follow-Up Due on 3/9/2021

- i. Planned/Not Started
  - ii. Started (Open) – The activity must be started to track for Billing and Staffing.
  - iii. Successful Completion
  - iv. Unsuccessful Completion
- f. Enter in the Start/End Date.
  - g. Enter how many hours per week they will work.
  - h. Enter any other notes.
  - i. Check any situations the service addresses.
  - j. Click the Service Provider tab to ensure the correct agency is selected.
  - k. **Click** Update Customer Service.
  - l. **Complete** the case note.



Minimum Wage for Placement \*  
15.00

Hourly Wage for Placement \*  
15.00

Subsidized Wage or Training Wage Match \*  
0.00

Unsubsidized Employers Wage Match \*  
15.00

Position Type \*  
Part Time

Status \*  
On Hold (Inactive)  
Planned/Not Started  
Started (Open)  
**On Hold (Inactive)**  
Terminated

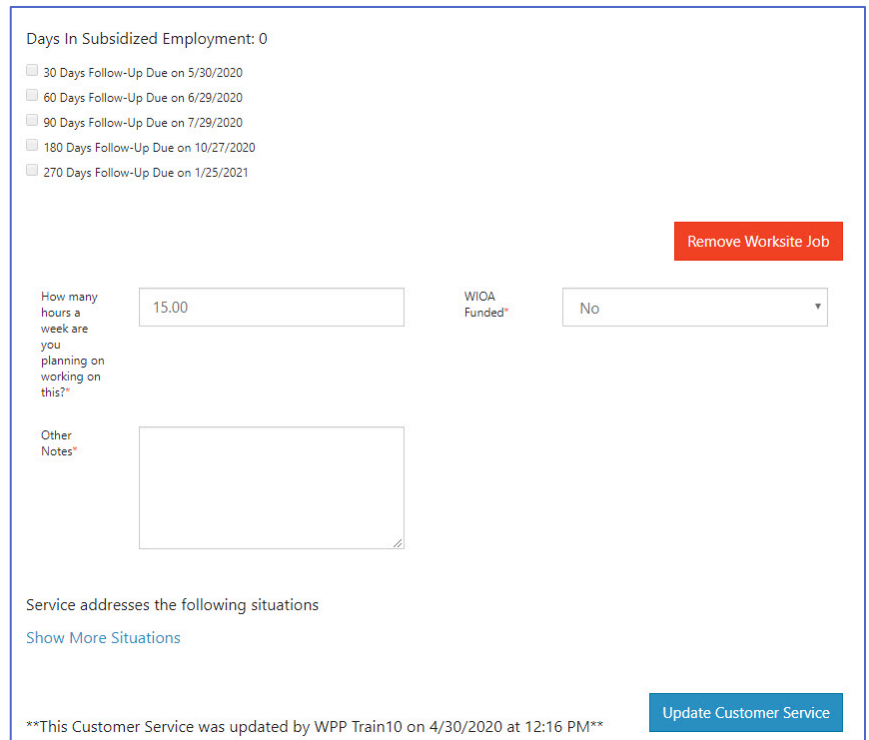
End Date  
Inactive Date  
8/6/2019  
Return Date

STATUS HISTORY

Status	Start Date	Inactive Date	Return Date	Updated Date	Updated By
On Hold (Inactive)	7/24/2019	8/6/2019		5/15/2020	

Showing 1 to 1 of 1 entries  
Days In Subsidized Employment: 97

2. After the Save is completed, follow-up options become available. The option to follow-up is available at 30, 60, 90, 180, and 270 days based upon grant contract. 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.



Days In Subsidized Employment: 0

- 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
- 270 Days Follow-Up Due on 1/25/2021

How many hours a week are you planning on working on this? \*  
15.00

WIOA Funded\*  
No

Other Notes\*

Remove Worksite Job

Service addresses the following situations  
[Show More Situations](#)

\*\*This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM\*\*  
Update Customer Service

- a. NOTE: A worksite evaluation is recommended at the 30-day review mark. The other milestones do not require the evaluation, but you can choose to use the evaluation tool.

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

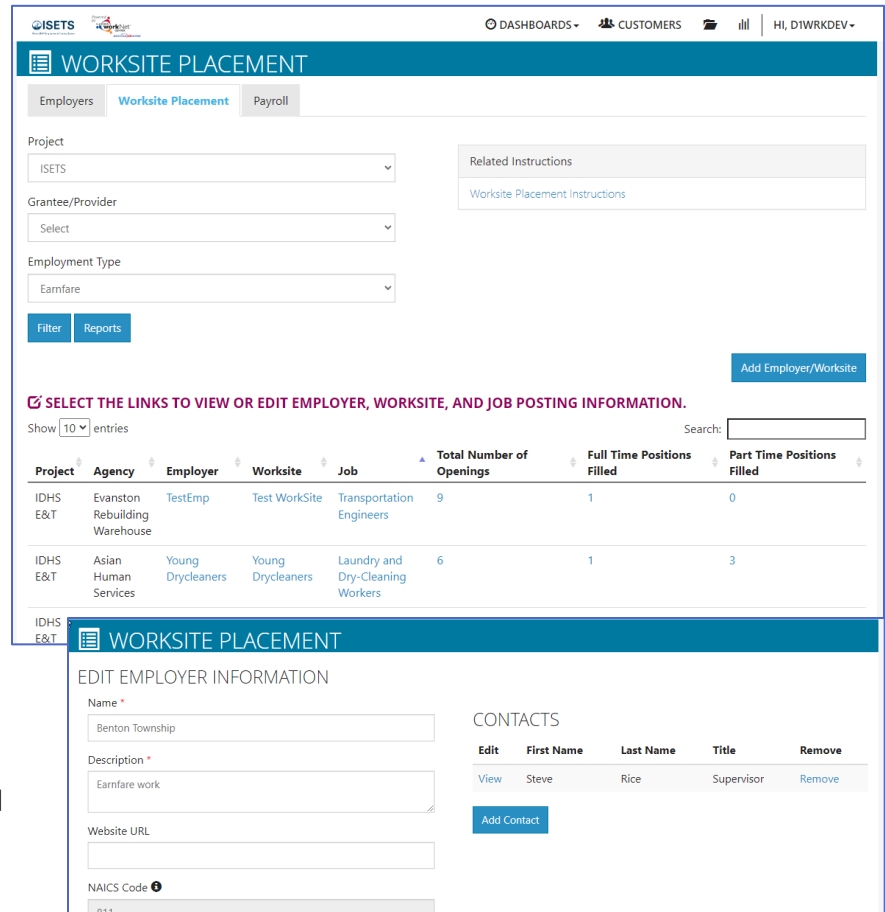
## Editing Employer, Worksite, and Job Posting Information

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, 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.)

## 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.

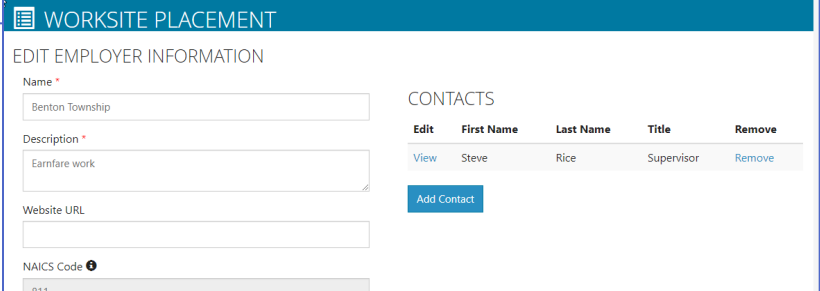


The screenshot shows the 'WORKSITE PLACEMENT' interface with the 'Employers' tab selected. It includes a search bar, a table of employer information, and a 'Related Instructions' box.

Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
IDHS E&T	Evanston Rebuilding Warehouse	TestEmp	Test WorkSite	Transportation Engineers	9	1	0
IDHS E&T	Asian Human Services	Young Drycleaners	Young Drycleaners	Laundry and Dry-Cleaning Workers	6	1	3

## 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.



The screenshot shows the 'EDIT EMPLOYER INFORMATION' interface with the 'CONTACTS' tab selected. It includes a form for editing employer information and a table of contact information.

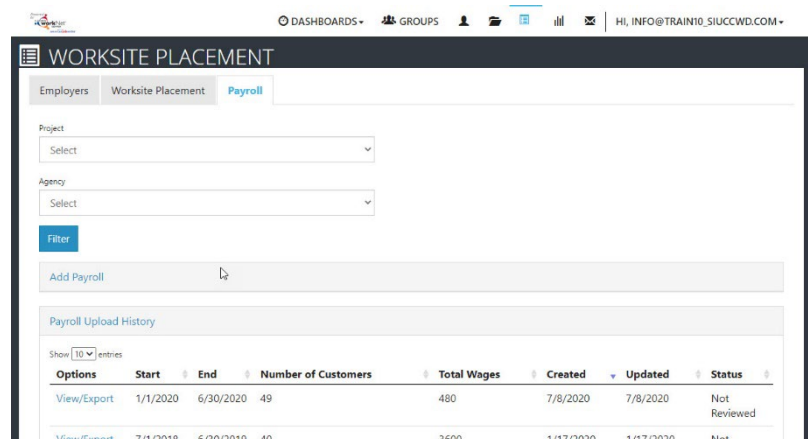
Edit	First Name	Last Name	Title	Remove
<a href="#">View</a>	Steve	Rice	Supervisor	<a href="#">Remove</a>

## 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 **Project** if you have access to more than one.
3. Select **Agency** if you have access to more than one.
4. Select **Add Payroll**.
5. Enter **Pay Period** (start and end dates).
6. 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 a form for adding payroll and a table of payroll upload history.

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
<a href="#">View/Export</a>	1/1/2020	6/30/2020	49	480	7/8/2020	7/8/2020	Not Reviewed
<a href="#">View/Export</a>	7/1/2018	6/30/2019	40	3600	1/17/2020	1/17/2020	Not

7. 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.*
8. Add the hours worked by each participant. *Remove any participants from the spreadsheet list who did not have hours in the selected pay period.*
9. Select **Upload Payroll Template** and upload the saved document.
10. Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
11. Upload any supporting documents as needed.
12. 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, *contact [info@illnoiswornet.com](mailto:info@illnoiswornet.com)* (specify the grant program with which the payroll is associated) to have the payroll removed. Make the correction and reupload the payroll.

### Add Payroll

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](#)

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### Payroll Upload History

Show  entries

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
<a href="#">View/Export</a>	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
<a href="#">View/Export</a>	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
<a href="#">View/Export</a>	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
<a href="#">View/Export</a>	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted

## 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.