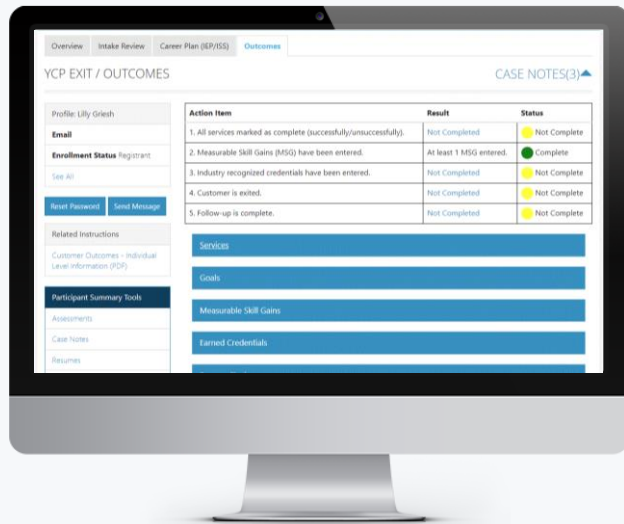




Youth Career Pathways Worksite Placement

www.illinoisworknet.com

WORKSITE PLACEMENT IS COMPRISED OF 5 MAIN STEPS:



01 Add Employers

02 Add Worksites

03 Add Placement Information

04 Add Worksite Placement Step

05 Upload Payroll

ADDING EMPLOYERS WORKSITES, & PLACEMENTS

MANAGE EMPLOYERS AND WORKSITES

WORKSITE PLACEMENT

Employers | **Worksite Placement** | Payroll | Payroll Management

Project: YCP

Grantee/Provider: YCP - Springfield Provider

Employment Type: Select

Filter Reports

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		YCP	YCP -	Test	Worksite	Shipping	5	0	0

ADD EMPLOYERS

DASHBOARDS- CUSTOMERS GROUPS HI, OGRIESHEIM@SIUCCWD.COM-

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 entries Search:

[Add New Employer](#)

Select	Employer	Street	City	State	Worksite
Select	Test Employer	82 Country Place	Springfield	IL	Yes
Select	We Have Trucks	850 N. Church St.	Rockford	IL	No

Showing 1 to 2 of 2 entries Previous Next

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SELECT WORKSITES

DASHBOARDS- CUSTOMERS GROUPS HI, OGRIESHEIM@SIUCCWD.COM-

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 10 entries Search:

Add New Worksite

Select	Name	Street	City	State
Select	Test Employer	82 Country Place	Springfield	IL
Select	Worksite Yard 2	4 Carefree Drive	Springfield	IL

Showing 1 to 2 of 2 entries Previous 1 Next

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ADD PLACEMENT INFORMATION

STEP 3 - ADD PLACEMENT INFORMATION

SOC Code - Select a SOC Code/Job Title that best represents the job for this worksite placement *

[Lookup SOC Codes](#)

Title - You can update this title as needed *

Description *

Employment Type *

Hourly Wage For Placement *

Total Number of Openings *

Estimated Length in Weeks *

[Previous Step](#) [Finish](#)

ADD WORKSITE PLACEMENT
TO THE CUSTOMER

ADD WORKBASED/WORKSITE PLACEMENT SERVICE

The screenshot shows a web application window titled "IEP/ISS CAREER PLAN ADD STEPS/SERVICES - YCP". The interface includes a navigation menu with tabs for "Overview", "Intake Review", "Career Plan (IEP/ISS)", and "Outcomes". Below this is a secondary navigation bar with buttons for "Overview", "1. Review Assessment", "2. Set Goals", "3. Add Steps/Services" (which is highlighted), and "Update Log".

The main content area is titled "ADD STEPS/SERVICES" and includes a link for "CASE NOTES (18)". On the left, there is a profile card for "Frank Sonat" with fields for "Email" (FS2@noemail.com), "User Name" (FSonat1), and "Last 4 SSN" (3543). Below the profile card are buttons for "Reset Password" and "Send Message".

The main content area contains three steps:

- STEP 1: Add Step/Service** with an "Add Step/Service" button.
- STEP 2: Assign Step/Service(s) to a Goal** with a search input field and a table. The table has columns for "Step/Service", "Note", "Status", and "Other Items". The table is currently empty, displaying "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" navigation links.
- STEP 3: Manage Step/Service(s) in Goal**

At the bottom left, there is a "Related Instructions" section.

MANAGE WORKBASED/WORKSITE PLACEMENT SERVICE

Add	Test Employer	Worksite Yard 2	Shipping, Receiving, and Traffic Clerks	5
	We Have Trucks	We Have Trucks	Light Truck or Delivery Services Drivers	0
Add	Test Employer	Test Employer	Construction and Building Inspectors	13

Showing 1 to 3 of 3 entries

Previous 1 Next

[Remove Worksite Job](#)

Job Title
Construction and Building Inspectors

Employer
Test Employer

Employment Type
Job Shadowing

Worksite
Test Employer

Minimum Wage for Placement *
25.00

Start Date *
1/6/2022

Hourly Wage for Placement *
25.00

End Date
1/21/2022

MANAGE
PAYROLL

MANAGE PAYROLL INFORMATION

The screenshot shows a web application interface for 'WORKSITE PLACEMENT'. At the top, there is a navigation bar with 'DASHBOARDS', 'CUSTOMERS', 'GROUPS', and a user profile 'HI, OGRIESHEIM@SIUCCWD.COM'. Below this is a blue header with the title 'WORKSITE PLACEMENT'. The main content area has four tabs: 'Employers', 'Worksite Placement', 'Payroll' (which is active), and 'Payroll Management'. Under the 'Payroll' tab, there are two dropdown menus for 'Project' and 'Agency', both currently set to 'Select'. To the right of these is a 'Related Instructions' box containing a link for 'Worksite Placement Instructions'. Below the dropdowns is a blue 'Filter' button and a grey 'Add Payroll' button. The bottom section is titled 'Payroll Upload History' and features a table with one entry. The table has columns for 'Options', 'Start', 'End', 'Number of Customers', 'Total Wages', 'Created', 'Updated', and 'Status'. The entry shows a start date of 1/1/2020, an end date of 6/30/2020, 1 customer, and total wages of 13320. The 'Created' date is 7/15/2020 and the 'Updated' date is 7/15/2020. The status is 'Not Reviewed'. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links.

WORKSITE PLACEMENT

Employers Worksite Placement **Payroll** Payroll Management

Project
Select

Agency
Select

Filter

Add Payroll

Payroll Upload History

Show 10 entries

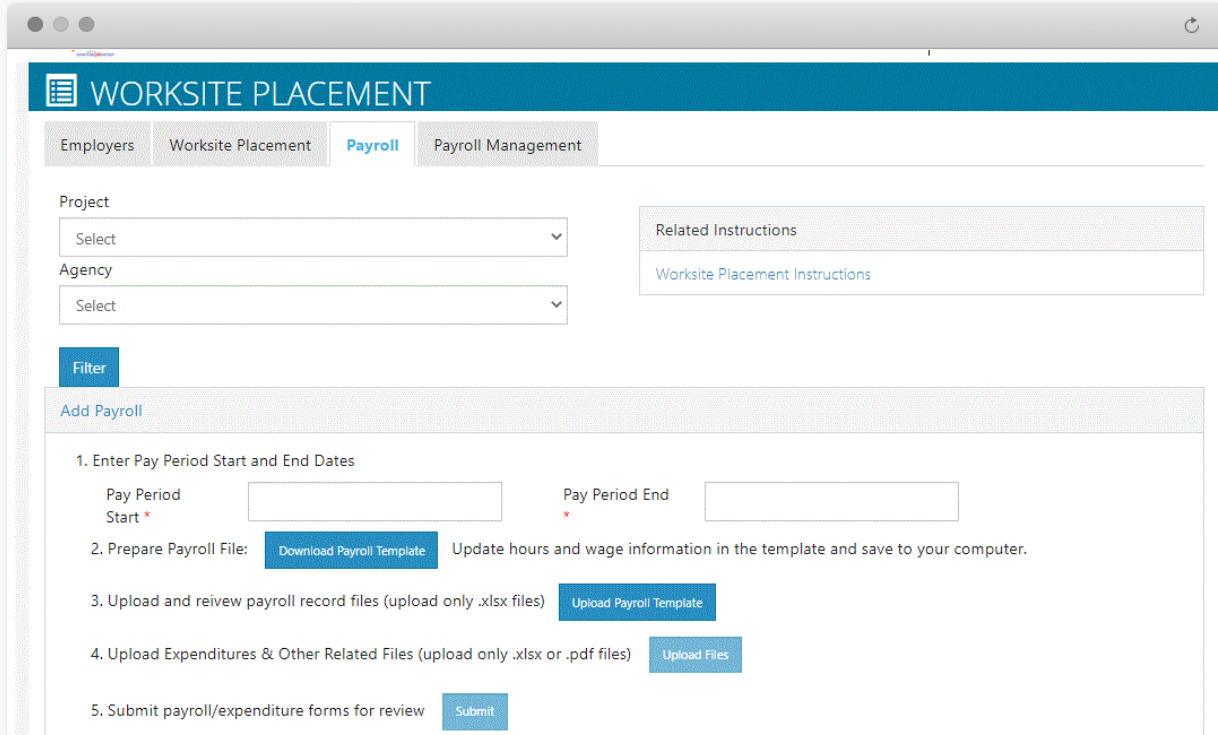
Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
View/Export	1/1/2020	6/30/2020	1	13320	7/15/2020	7/15/2020	Not Reviewed

Showing 1 to 1 of 1 entries

Previous 1 Next



ADD PAYROLL



WORKSITE PLACEMENT

Employers | Worksite Placement | **Payroll** | Payroll Management

Project
Select

Agency
Select

Filter

Related Instructions
[Worksite Placement Instructions](#)

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](#)

UPCOMING PERFORMANCE WEBINAR PRESENTED BY DCEO

WIOA Title I YOUTH Performance Accountability - Understanding the Youth measures to optimize successful performance outcomes

Jan 19, 2022 at 01:00 PM

This session will equip attendees with a strong technical and operational understanding of the WIOA Title I YOUTH Performance Measures, specifically. Since Youth measure methodologies differ from IA and ID measures in several ways, the intent of this WIOA Wednesday Webinar is relieve any confusion or uncertainty we may have when it comes to Youth performance indicators. Understanding all of the “rules” that apply to capturing and reporting Youth performance outcomes will contribute greatly to successful performance outcomes for LWIAs and the State.

REGISTER HERE: https://illinoisstate.zoom.us/webinar/register/WN_zTEm2VsR8uxzB9Gcsxh_A



THANKS FOR VIEWING!

YOUTH CAREER PATHWAYS PY2021

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youth career pathways