

REPORTING AND PAYROLL

SUMMER YOUTH EMPLOYMENT PROGRAM 2014



Summer
Youth Employment
Program 2014

Evaluation

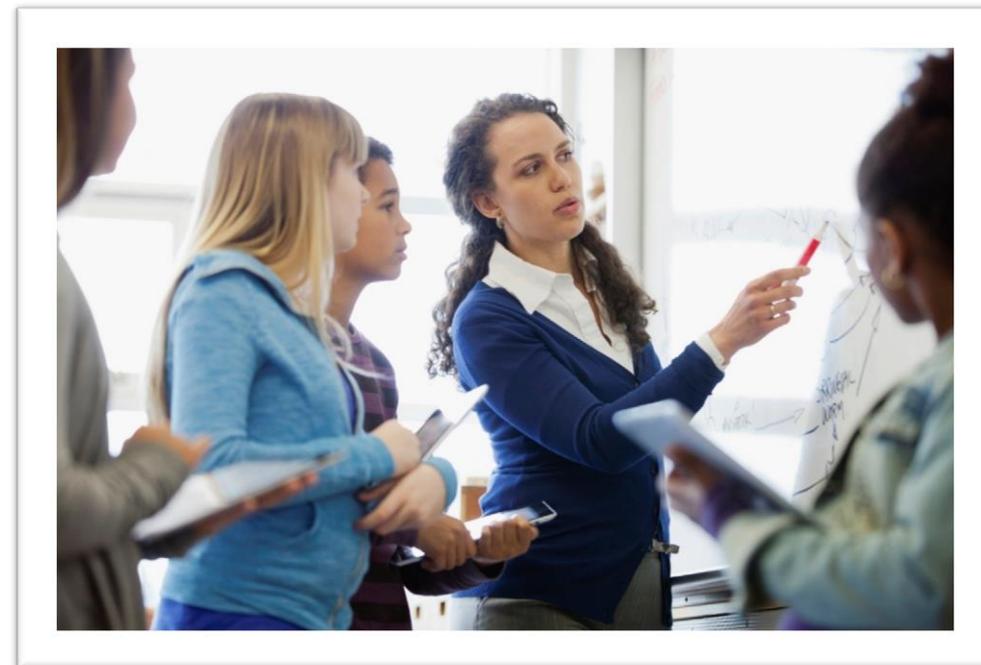
- OUTSTANDING
- Excellent
- Very Good
- Average
- Below Average

**SYEP
2014**

WHAT WE WILL COVER

- Reports
- Payroll





WORKFORCE PARTNER GUIDE

**SYEP
2014**

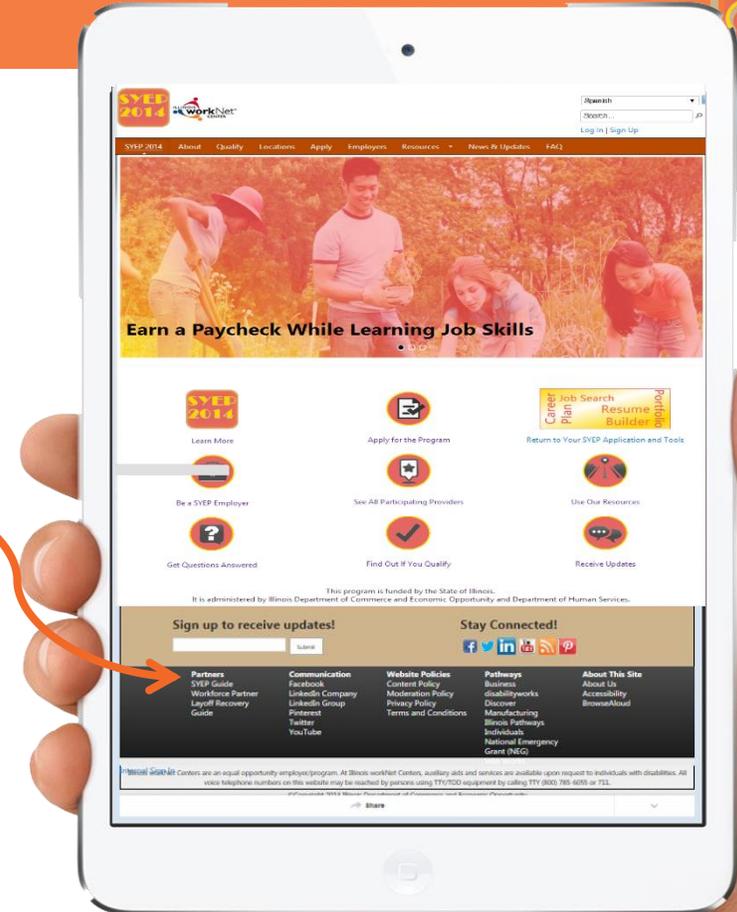
YOUR TOOLS

SYEP
2014

- Use the SYEP Guide as your main resource.
- To access it, click the link in the footer of the SYEP website.



<http://www2.illinoisworknet.com/SYEP2014/Pages/SYEPguide.aspx>



REPORTING

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2014



Reporting

- Requirements
- Payroll Upload
- Expenditures Report Upload
- Youth Outcomes

REPORTING

**SYEP
2014**

- Maintain Time Records and Payroll
- Upload Expenditure Reports
- Enter Outcomes for Each Youth
- Run Reports as Needed



TIMESHEET



- Youth and Employer should verify time worked.

Youth Wage Timesheet

Pay Period Start _____ Pay Period End _____ ID No. _____
 Worksite: _____ Dept. No. _____
 Employee Name: _____ SSN+4 _____
 Career Specialist: _____

Participants scheduled to work 7 1/2 continuous hours or more must have an unpaid meal period of at least 20 minutes at or before the 5 hour mark

WEEK 1 Time cannot exceed 40 paid hours a week. No overtime is allowed.

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs Worked not including Lunch
Saturday	1/0/00					
Sunday	1/1/00					
Monday	1/2/00					
Tuesday	1/3/00					
Wednesday	1/4/00					
Thursday	1/5/00					
Friday	1/6/00					
<small>Total weekly hours rounded to 1/4 hour</small> TOTAL WK 1						WK1 TOTAL
Time on Work Readiness						

WEEK 2 Time cannot exceed 40 paid hours a week. No overtime is allowed.

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs Worked not including Lunch
Saturday	1/7/00					
Sunday	1/8/00					
Monday	1/9/00					
Tuesday	1/10/00					
Wednesday	1/11/00					
Thursday	1/12/00					
Friday	1/13/00					
<small>Total weekly hours rounded to 1/4 hour</small> TOTAL WK 2						WK2 TOTAL
Time on Work Readiness						
Pay Period Total Hours						

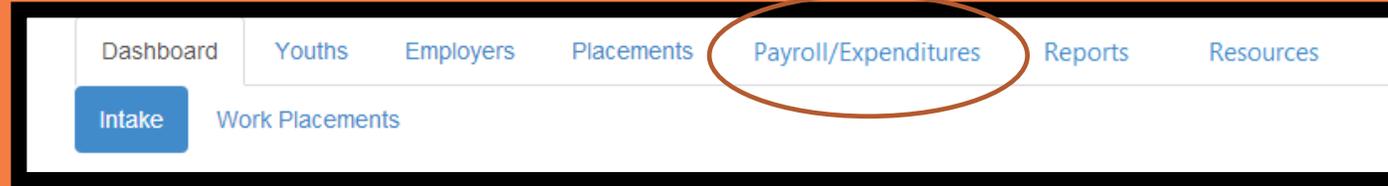
It is hereby certified that the services presented in this statement were provided and all is shown correctly.

Employee Signature and Date

On-Site Supervisor Signature and Date

SYEP Agency Staff Signature and Date

PAYROLL FORM



- Export a Comma Separated (.csv) file of your employee records.
- OR export the information from Illinois workNet.
- Information MUST match the fields exactly or upload will fail.

Column Name	Description	Format	Sample
Provider	The grantee is the employer of record. This is the id of the grantee.	integer	FEIN 99-9999999
PayPeriodEndDate	End date of the pay period	Use MM/DD/YYYY format	11/25/2011
FirstName	First Name	30 characters	John
LastName	Last Name	30 characters	Smith
SSN4	The last four digits of the SSN.	4 characters, including any leading zeroes	0345
WorkSite	Work site where the youth was placed based on worksites entered in Illinois workNet.	250 characters	White Oaks Mall
HoursWorked	Hours worked	decimal number	35.5 or 35.50
HourlyWage	Hourly wage	decimal number	9.0
TotalGrossWages	Total Gross Wages (Hours worked * Hourly wage)	decimal number	355.00

EXPENDITURE UPLOAD



Dashboard Youths Employers Placements **Payroll/Expenditures** Reports Resources

Intake Work Placements

Illinois Department of Commerce and Economic Opportunity
Workforce Development Bureau

Grant Manager Tammy Stone
Email Address tammy.stone@illinois.gov
Phone 217-557-5549 Fax 217-558-2444

Expenditure Summary and Payment Request Form

Grantee Name _____ Date _____
Grant Number _____ Report Period

From	To

 Report No _____
Prepared By _____ Partial
Final
Phone Number _____ E-Mail Address _____

Line Item:	Budget	Previously Reported Expense	Current Period Expense	Balance
1000 Youth Wages				\$0.00
2000 Program Services				\$0.00
3000 Contractual				\$0.00
4000 Other				\$0.00
5000 Administration				\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Grantee Certification

All expenditures from these project funds are for approved project costs only. Further, I certify that supporting documentation of actual expenditures is on file in our office, and that I have full signature authority to sign on behalf of this agency.

By: _____
Grantee Signature (date)

DCEO Authorization for Payment

Grant Manager: _____ (date)
Manager: _____ (date)
Accounting Input

- DCEO will require a Trial Balance Report monthly from your accounting software.
- All expenditures will be submitted using this form.

FORMS & PAYROLL

- Payroll upload is required based on each providers pay periods.
- Youth could work at multiple worksites during any pay period.
- Verify each youth's payroll is tied to the worksite(s) they are assigned.
- Payment to grantees will be based on the upload of payroll information.
- Dept. of Commerce & Economic Opportunity (DCEO) will ensure that payroll upload matches expenditures.
- DCEO will verify the payroll uploads match invoices for payroll reimbursement.



Workforce Partner View

Overview Prepare Payroll/Expenditure Report Upload Files

1. Prepare the Payroll CSV file.
 - a. Recommended Approach: **Export the payroll template – button** This includes youth with the organization, worksite and last 4 of SSN. Simply update the pay period and hours worked for each youth at a worksite and save to your computer.
 - b. Option 2: Create a CSV file using the required format ([Field Descriptions](#)) ([Sample CSV](#))
2. Prepare Expenditure Report PDF.
 - a. Complete expenditure report form (PDF). Make sure pay period dates match with the payroll pay period dates.
 - b. Save to your computer and upload the document when payroll is uploaded.

Overview Prepare Payroll/Expenditure Report Upload Files

1. Pay Period Start Date Pay period End Date
2. Payroll CSV File
 - a. Upload file. *(Prompted to browse and upload.)*
 - b. View data. *(Prompted to import if accurate.)*
 - c. Import data. *(Provided feedback on successful submission or errors and next steps.)*
3. Expenditure Report PDF
4.

Overview Prepare Payroll/Expenditure Report Upload Files

Pay Period Start Date	Pay Period End Date	Payroll (link to view)	Expenditure Report (Link to PDF)	Status
				Not reviewed
				In-process
				Issue
				Submitted to Comptroller

YOUTH OUTCOMES

SYEP
2014

Dashboard | Youths | Employers | Placements | Organizations

Intake

Completed Applications	1
Applications In-Progress	0
Total	1

All Organizations ▾

Eligibility Determination Status

Section	Count	Percent	Loss Rate	Pass Rate
Submitted	0	0%		
Eligible	1	100%		
Not Eligible	0	0%		
Total	1		0%	100%

Enrollment Status

Section	Count	Percent	Loss Rate	Pass Rate
Not Enrolled	0	0%		
Enrolled	1	100%		
Declined Offer	0	0%		
Not Suitable	0	0%		
Do not enroll at this time	0	0%		
Total	1		0%	100%

Assessments and Worksite Placement Status

Section	Count	Percent
---------	-------	---------

Dashboard | Youths | Employers | Placements | Organizations

Search | Profile

Youth Profile

- Name: Chris E Scheufele
- DOB: 6/14/1994

Organization
Illinois workNet
2450 Foundation Dr

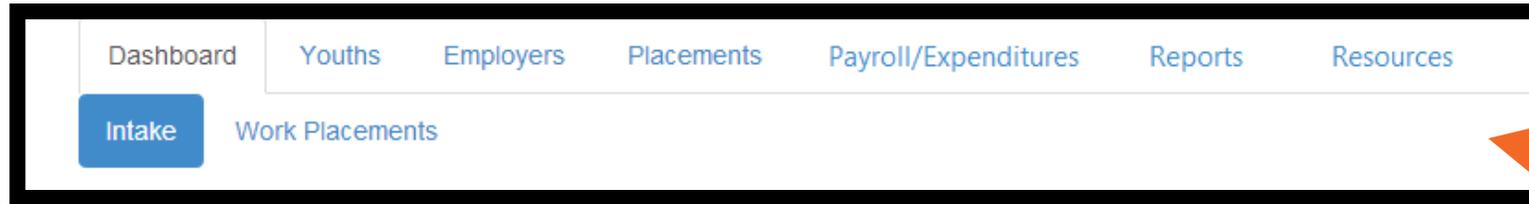
Providers add youth outcomes to the youth profile page.

These will display on your dashboard.

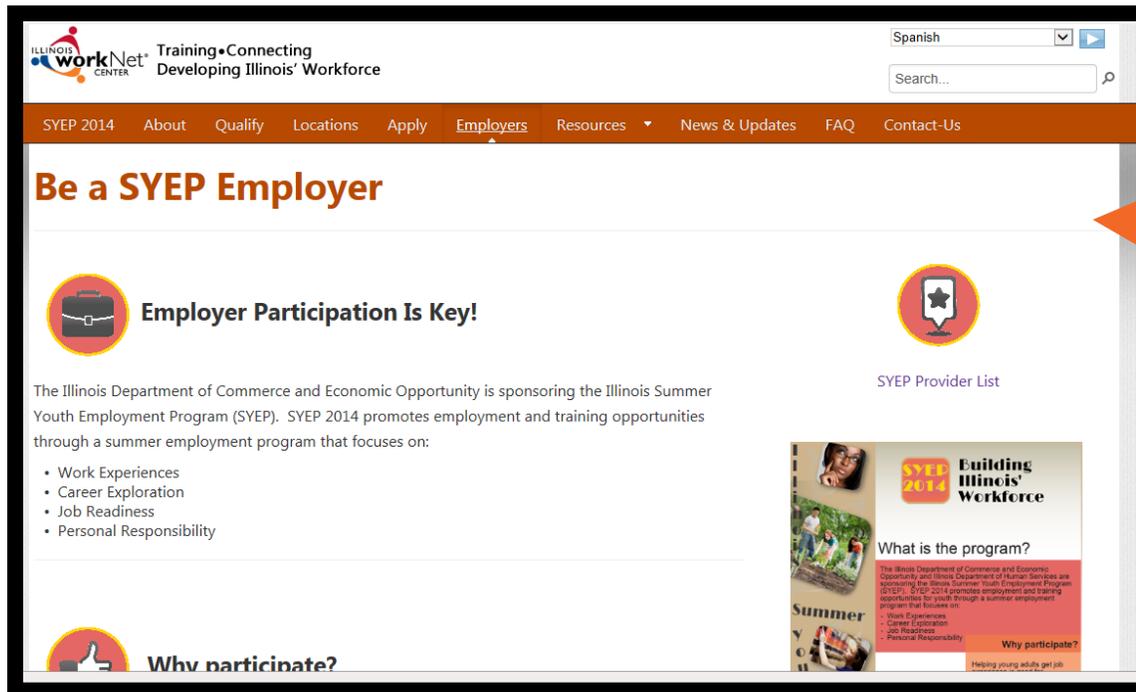
Completion Status

Section	Count	Percent	Loss Rate	Pass Rate
Not Set	0	0%		
Returned to school	0	0%		
Hired by employer	0	0%		
Enrolled in training	0	0%		
Withdrawn/Exited	0	0%		
Total	0		0%	0%

END OF PROGRAM



Youth and Providers submit success stories through the SYEP tools.



Employers submit success stories through the SYEP Employer webpage.

REPORTING: DASHBOARDS



Dashboards provide an overview of youth status in the program.

The screenshot displays a web dashboard with a navigation menu at the top containing "Dashboard", "Youths", "Employers", and "Placements". Below the menu, there are two tabs: "Intake" (highlighted in blue) and "Work Placements".

On the left side, there is a summary box for "Completed Applications" with three sub-items: "Completed Applications" (1), "Applications In-Progress" (3), and "Total" (4). To the right of this box, there is a form for "Cass County Assistance Center" with fields for "205 State Street", "Beardstown, IL 62618", and "Accepting Applications No".

Below these elements is a table titled "Eligibility Determination Status". The table has five columns: "Section", "Count", "Percent", "Loss Rate", and "Pass Rate". The data is as follows:

Section	Count	Percent	Loss Rate	Pass Rate
Submitted	1	100%		
Eligible	0	0%		
Not Eligible	0	0%		
Total	1		0%	0%

An orange arrow points from the "Submitted" row of the table to the first point in the list on the right.

1. Easy access to a list of youth through the dashboard.
2. Export the list for more detailed reports (coming soon).

REPORTS



Dashboard Youths Employers Placements **Payroll/Expenditures** Reports Resources

Intake Work Placements

SYEP Reports

Select a report.

General Reports

- ATM Eligibility Report
- Incomplete Applications
- Teams
- F132 Report
- 9025 Credits
- 9025 Scores
- ...

Assignment Reports

- Random Assignment Data Entry Report
- Post-Random Assignment Report

Tools Coming Soon

All Resources



SYEP 2014 Updates



Workforce Partner B...

Training



Frequently Asked Questions



Archived Training Materials and Videos



Full List of Resources

Register Online Today!

- Upcoming Items (Additional webinars and dates may be added)
 - Violence Prevention Webinar – July 8th 2PM (SYEP Youth and Partners)
 - Technical Assistance Webinars – July 9, 16, 30 August 13, 20 10:30-11AM (SYEP Partners)

THANK YOU FOR YOUR TIME

Please forward additional questions to
SYEP2014@illinoisworknet.com.



QUESTIONS

**SYEP
2014**

Join
Us!



Email:

syep2014@illinoisworknet.com