



REPORTING AND PAYROLL

SUMMER YOUTH EMPLOYMENT PROGRAM 2014

Summer Youth Employment Program 2014

Evaluation

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

SYEP 2014

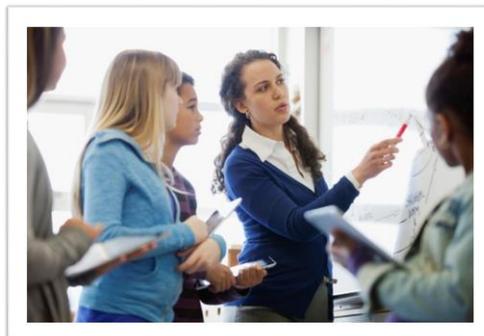
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WHAT WE WILL COVER

- Reports
- Payroll



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WORKFORCE PROFESSIONALS GUIDE

**SYEP
2014**

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YOUR TOOLS

**SYEP
2014**

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



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



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REPORTING

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Reporting

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



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REPORTING

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



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TIMESHEET



Youth Wage Timesheet

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

Personnel is limited to work 40 continuous hours or more must have an unpaid rest period of at least 20 minutes or at before the 1 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	1:00					
Sunday	1:10					
Monday	1:20					
Tuesday	1:30					
Wednesday	1:40					
Thursday	1:50					
Friday	1:60					
<small>Total weekly hours rounded to 1/4 hour</small>						TOTAL WK 1
Time on Work Readiness						WK1 TOTAL

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	1:70					
Sunday	1:80					
Monday	1:90					
Tuesday	1:100					
Wednesday	1:110					
Thursday	1:120					
Friday	1:130					
<small>Total weekly hours rounded to 1/4 hour</small>						TOTAL WK 2
Time on Work Readiness						WK2 TOTAL

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: _____

- Youth and Employer should verify time worked



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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



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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.

- Export Payroll Template
- Update payroll information and save as a CSV file.
- Import New Payroll File

Upload History/Search

Select Employer: Bureau of Benefits
 Select Worksite: Select a Worksite

Payroll Period Start Date: [] [X]
 Payroll Period End Date: [] [X]

Last Name filter: []

Search Export

Action	Activity Date	Pay Period Date *	Pay Periods	Invoices Imported	Added By	Org #	Organization
	9/21/2010 3:14:35 PM	(Date)	1	36	Susan Dubeck	896	South Suburban College
	9/21/2010 3:16:05 PM	(Date)	1	98	Susan Dubeck	896	South Suburban College
	10/11/2010 3:05:23 PM	(Date)	2	101	Susan Dubeck	896	South Suburban College
	10/8/2010 3:02:59 PM	(Date)	1	109	Susan Dubeck	896	South Suburban College
Update	10/18/2010 1:13:39 PM	(Date)	3	99	Susan Dubeck	896	South Suburban College
Update	10/18/2010 1:15:03 PM	(Date)	2	91	Susan Dubeck	896	South Suburban College

Expenditure Report Upload Instructions Coming Soon



EXPENDITURE UPLOAD



ILLINOIS workNet CENTERS

SYED 2014

dashboards Customers Teams Employer Payroll / Expenditures Resources Reports

Customer Work Placements Credentials

Illinois Department of Commerce and Economic Opportunity
 Workforce Development Bureau
 Grant Manager: Tammy Stone
 Email Address: tammy.stone@icoman.com Phone: 217-552-5549 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: _____ (date) _____
 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.





YOUTH OUTCOMES

Dashboard Youths Employers Placements Organizations

Search Profile

Youth Profile

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

Organization
Illinois workNet
2450 Education Dr

Providers add youth outcomes to the youth profile page.

These will display on your dashboard.

Dashboard Youths Employers Placements Organizations

Intake

Completed Applications
Applications in Progress
Total

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%	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%	0%	100%

Assessments and Worksite Placement Status

Section	Count	Percent

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%	0%



END OF PROGRAM

Dashboard Youths Employers Placements Payroll/Expenditures Reports Resources

Intake Work Placements

Youth and Providers submit success stories through the SYEP tools.

Training+Connecting
Developing Illinois' Workforce

SYEP 2014 About Quality Locations Apply Employers Resources News & Updates FAQ Contact Us

Be a SYEP Employer

Employer Participation is Key!

The Illinois Department of Commerce and Economic Opportunity is sponsoring the Illinois Summer Youth Employment Program (SYEP). SYEP 2014 promotes employment and training opportunities through a summer employment program that focuses on:

- Work Experiences
- Career Exploration
- Job Readiness
- Personal Responsibility

Why participate?

Existing Illinois Workforce

What is the program?

Employers submit success stories through the SYEP Employer webpage.



REPORTING: DASHBOARDS

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Dashboards provide an overview of youth status in the program.

The dashboard screenshot shows the following data:

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

Additional information from the dashboard includes:

- Completed Applications: 1
- Applications In-Progress: 0
- Total: 0
- Class County Assistance Center
- 205 State Street
- Boardtown, IL 62818
- Accepting Applications No

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

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REPORTS

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The Reports page screenshot shows the following navigation and content:

- Navigation: Dashboard, Youths, Employers, Placements, Payroll/Expenditures, Reports, Resources
- Section: SYEP Reports
- Text: Select a report.
- General Reports:
 - 4754 Eligibility Report
 - Incomplete Applications
 - Jobs
 - 2327 Report
 - 2013 Loss
 - 2013 Loss
- Placement Reports:
 - Random Assignment Data Entry Report
 - Post-Random Assignment Report

A red banner across the list reads: **Tools Coming Soon**

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- Upcoming Items (Additional webinars and dates may be added)
 - Get Started – July 1 @ 1PM (SYEP Partners)
 - Career Readiness – July 1 @ 2:30PM (SYEP Partners)
 - Youth Work Experience – July 2 @ 1PM (SYEP Partners)
 - Program Reports & Payroll – July 2 @ 2:30PM (SYEP Partners)
 - Violence Prevention Webinar – June 25 1PM & July 8th 2PM (SYEP Youth and Partners)
 - Technical Assistance Webinars – June 25 July 2, 9, 16, 30 August 13, 20 10:30-11AM (SYEP Partners)

Sign into SYEP Tools

All Resources

THANK YOU FOR YOUR TIME

Please forward additional questions to info@illinoisworknet.com.

QUESTIONS

Email:
info@illinoisworknet.com



Join Us!

