

Go to [www.illinoisworknet.com/SYEP2014guide](http://www.illinoisworknet.com/SYEP2014guide) and select "Sign into SYEP Partner Tools".



**Summer Youth Employment Program 2014**  
Workforce and Education Partner Online Guide

Program Implementation Information:  
 - Forms  
 - Instructions  
 - Resources  
 - Updates  
 - Videos

Get Started

Sign into SYEP Partner Tools (This sign in is for providers only. It is not for youth or customers.)

Select the Employer tab. Select the Add Employer button to add a new employer and worksite(s).

Dashboard   Youths   **Employers**   Placements   Payroll

## Employer List

Employers are accessible across all organizations for SYEP. Worksites are designated for an Organization. Only those with access to the organization can update information about the worksite and assign youth placements.

**Add Employer**

My Employers ▾

50 ▾ records per page

Search for an employer.  
Search:

Employer Name	Address	Industry	# of Worksites
<a href="#">Dee's Desks</a>	5432 South St., Springfield	Marketing, Sales and Services	1
<a href="#">Donner's Doughnuts</a>	321 Dunkin Dr., Chatham	Hospitality and Tourism	1
<a href="#">Pollock's Pineapples</a>	101 main, Springfield	Energy**	1
<a href="#">Telger Tools</a>	123 Street, Springfield	Architecture and Construction**	2
<a href="#">Walmart</a>	345 Summit Ave., Springfield	Marketing, Sales and Services	1

Select the header titles to sort the list by column.

Select the employer to view or update details.

Enter or update the employer information.

### Telger Tools

[Back to Employers](#)

Name \*

Address Line 1 \*

Address Line 2

City \*

State \*

Zipcode \*

ZIP Code Plus Four

Look up your Zipcode Plus Four \*

Identify an industry that best represents the employer \*  ▾

Main Phone # \*

Alternate Phone #

Is this a worksite?  Check if yes.

**Update**

### Primary Contact

First Name \*

Last Name \*

Title

Email \*

Primary Phone \*

Alternative Phone

**Add Employer**

If the employer is the worksite, check the box.

Otherwise you can add worksites further down on the page.

A primary contact is required for the employer.

Add the worksite information.

## Worksites

Add Worksite

### Add Worksite

**Name \***

**Worksite agreement is with the following organization**

**Main Phone # \***

**Alternate Phone #**

**Supervisor Background Checks Complete**  Yes  No

**Supervisor Background Check Date**

**Worksite Agreement is in Place**  Yes  No

**Worksite Agreement Date**

**Projected Part Time Placements \***

**Projected Full Time Placements \***

**Address Line 1 \***

**Address Line 2**

**City \***

**State \***

**Zipcode \***

**ZIP Code Plus Four**   
[Lookup your Zipcode Plus Four \\*](#)

This field will auto-populate with your organization name.

If you have access to multiple organizations, you will see a drop down menu with the list of organizations. Select the organization that is associated with that worksite.

NOTE: Only youth that are enrolled with the organization can be placed with the worksite.

Background checks and a worksite agreement must be marked as completed before youth can be placed with the site.

### Worksite Contact

**Use Existing Contact**  Yes  No

**Existing Contact \***

Save your information and add the worksite.

## Worksites

Add Worksite

Builder North

Edit

456 Place  
Springfield, IL 62707-5409  
Ph: 217-789-7897  
**Organization:** Springfield Urban League  
Supervisor Background Checks Complete: Yes  
Supervisor Background Check Date: 4/1/2014  
Site Agreement Checks Complete: Yes  
Site Agreement Date: 7/4/2014  
Projected Part-Time Pos: 3  
Projected Full-Time Pos: 4

Smith, Bob  
bsmith@nomail.com  
Ph: 217-555-8989  
Alt: 217-897-8989

Select Edit to update worksite information.

If a worksite needs to be deleted, contact [syep2014@illinoisworknet.com](mailto:syep2014@illinoisworknet.com).