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## Overview

### Purpose:

The worksite placement tool is available in the Customer Support Center. The purpose is to identify employers who are providing work-based learning experiences/permanent placement, the number of openings for those worksites, and worksite placements. The payroll area is a tool that allows the partner to upload youth payroll for subsidized employment. If the payroll upload is associated with a special program, the grant manager may choose to review and approve payroll uploads.

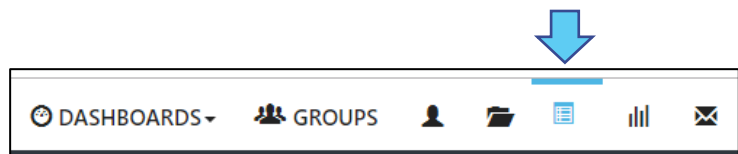
### Who Enters/Maintains Data

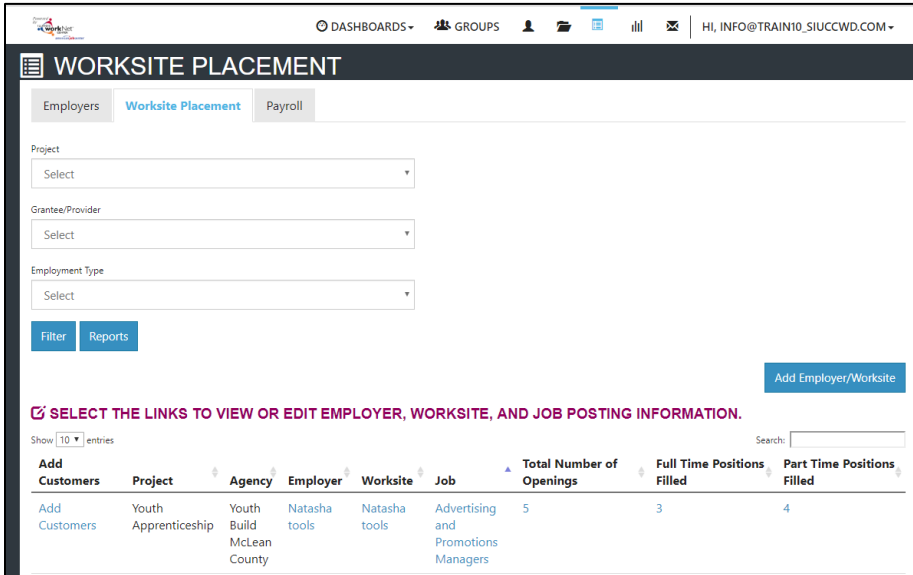
There are two components:

- **Partner staff** enter employers, worksite information, placements, and upload payroll.
- **Grant Manager** review and approve payroll uploads (optional).

### Access Worksite Placement and Payroll

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Customer Support Center**.
4. Select **Worksite Placement icon**.
5. Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

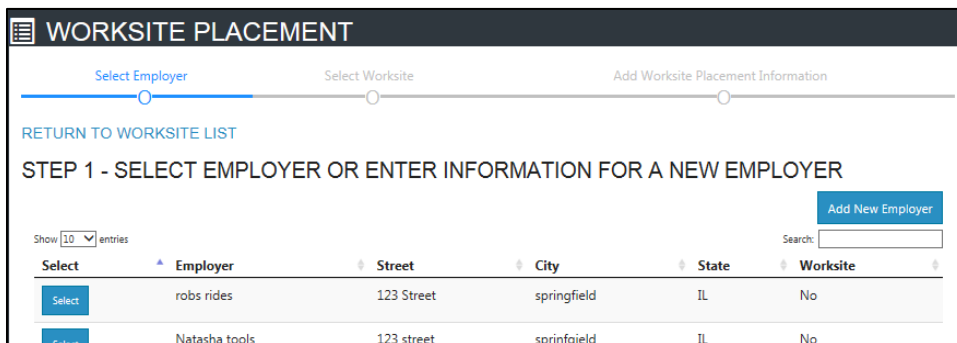




## Add a Worksite

1. Select the **Worksite Placement** tab.
2. **Select** an employer or **Add Employer/Worksite** button to add an employer/worksite.
  - a. Select an existing employer.
 

or
  - b. Add a new employer.
    - 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 worksite placement information.

- a. Lookup the SOC Code using keywords and select the SOC title that best fits.
- b. The job title will prepopulate using the SOC title. You can change the title as needed below.
- c. Enter a job description.
- d. Select an **Employment Type**.
- e. Enter the hourly pay rate.
- f. Enter the number of openings.

### Add/Edit Worksite Placements

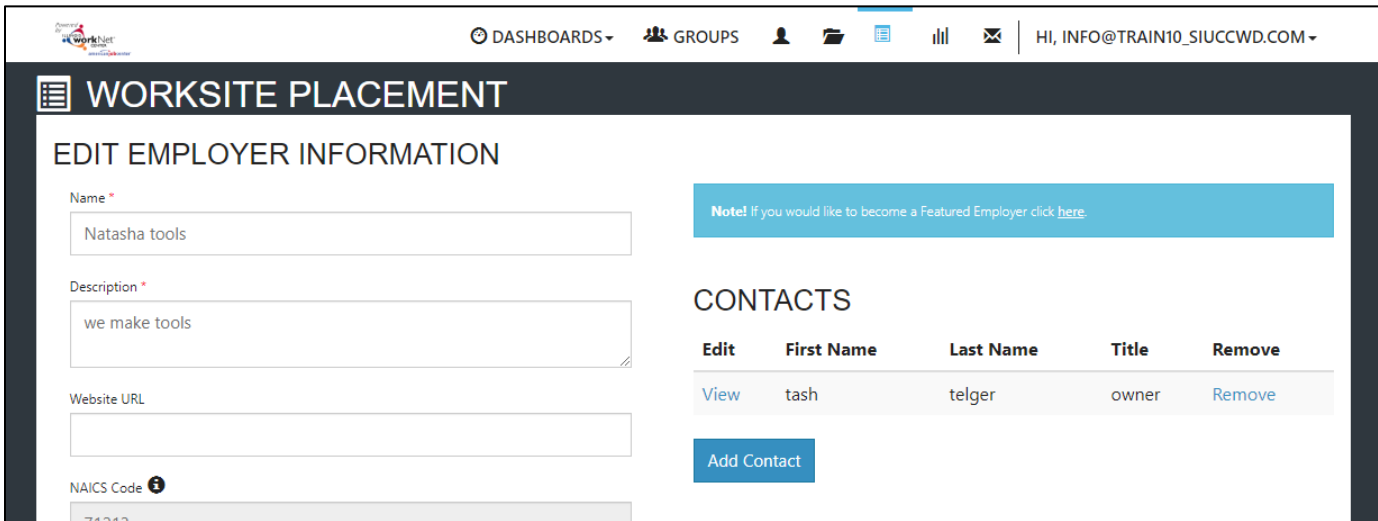
#### Editing Employer, Worksite, and Job Posting Information

**SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.**

Show  entries Search:

| Add Customers                 | Project              | Agency                    | Employer                      | Worksite                      | Job   | Total Number of Openings | Full Time Positions Filled | Part Time Positions Filled |
|-------------------------------|----------------------|---------------------------|-------------------------------|-------------------------------|---|--------------------------|----------------------------|----------------------------|
| <a href="#">Add Customers</a> | Youth Apprenticeship | Youth Build McLean County | <a href="#">Natasha tools</a> | <a href="#">Natasha tools</a> | <a href="#">Advertising and Promotions Managers</a> | 5                        | 3                          | 4                          |

## Editing Employer Information and Contacts



The screenshot shows a web application interface for 'WORKSITE PLACEMENT'. The top navigation bar includes 'DASHBOARDS', 'GROUPS', and a user profile icon. The main content area is titled 'EDIT EMPLOYER INFORMATION' and contains several input fields: 'Name \*' (filled with 'Natasha tools'), 'Description \*' (filled with 'we make tools'), 'Website URL', and 'NAICS Code' (with a help icon). A blue note box says 'Note! If you would like to become a Featured Employer click here.' To the right, a 'CONTACTS' table is displayed with columns for 'Edit', 'First Name', 'Last Name', 'Title', and 'Remove'. The table contains one row with 'View', 'tash', 'telger', 'owner', and 'Remove' links. Below the table is an 'Add Contact' button.

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.
4. If this employer should be a Featured Employer select the link to complete the form.

### Illinois workNet Featured Employers

Illinois workNet offers a section that focuses on employers in Illinois. We call it our Featured Employers. Any company in Illinois who is hiring or may be hiring can submit their company to the site. This will help qualified applicants find you easily. Another benefit is the posting helps you market your company and provide additional search engine benefits.

## Editing Worksite Information and Contacts

1. Select the link in the **Worksite** column to access the worksite information.
2. Update the worksite information. Contacts can be added, edited, and removed.
3. Update their information and save the changes.

## Editing Job Posting Information

1. Select the link in the **Job (or Total number of Openings)** column to access the specific job information.
2. Update the job posting information and quantities.
3. Update their information and save the changes.

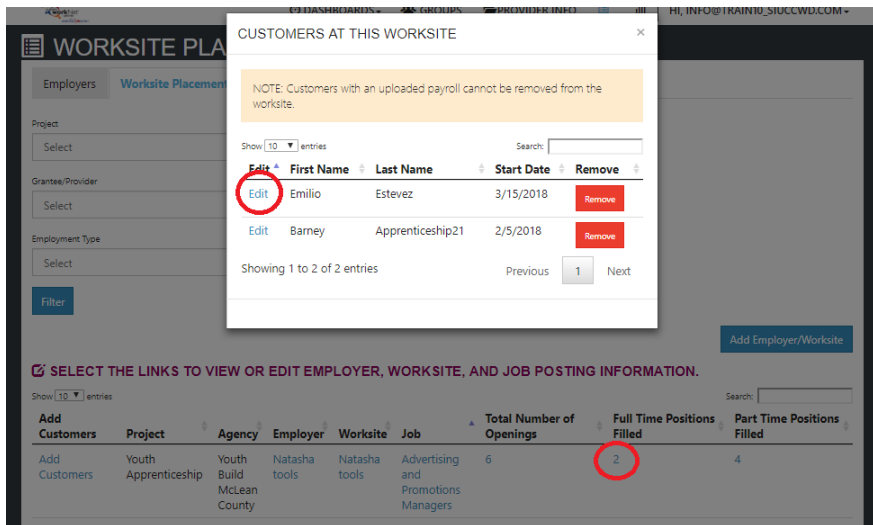
## Add/Edit Customers in a Worksite Placement –

Customers should be added to a worksite using the Illinois workNet Career Plan. Why? Adding it via the Career Plan allows the service to be:

- Associated with the customer goals and the barriers that are address by completing the service.
- Associated with a credential.
- Visible to the customer through their career plan.
- Sent as a request to enter the service into IWDS.
- Synced with the related service in IWDS.
- Populate both the Career Plan area and Worksite Placement area at the same time. No need for duplicate entry.

1. Go to the customer list to select the customer and then select their Career Plan.
2. Select **Add Services/Steps** and enter the following information:
  - a. Select the employer/worksite.
  - b. Minimum wage for placement based on your region and customer age/circumstance.
  - c. Hourly wage will be prepopulated with the information that was entered with the job. You can change this for each customer. If this is an unpaid worksite placement, enter "0" for the hourly wage.
    - i. Enter the subsidized wage or training wage match.
    - ii. Unsubsidized/employers 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**.
    - i. Planned/Not Started
    - ii. Started (Open)
    - iii. On Hold (inactive)
    - iv. Successful Completion (not displayed for permanent placement)
    - v. Unsuccessful Completion (not displayed for permanent placement)
    - vi. Terminated (displayed for permanent placement only).
  - f. Enter in the Start/End Date.
3. Follow-up checkboxes are available at 30, 60, 90, 180, and 270 days to indicate the customer employment/placement has been verified for accuracy. 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 wages as needed, and select that you have verified employment.
4. Updates will be documented in the Career Plan. However, a more detailed history is available in the worksite placement module.
  - a. Select the positions filled link for the worksite.
  - b. Select the edit button for the customer.

c. Select Show History to see a log of changes to the customer's placement.

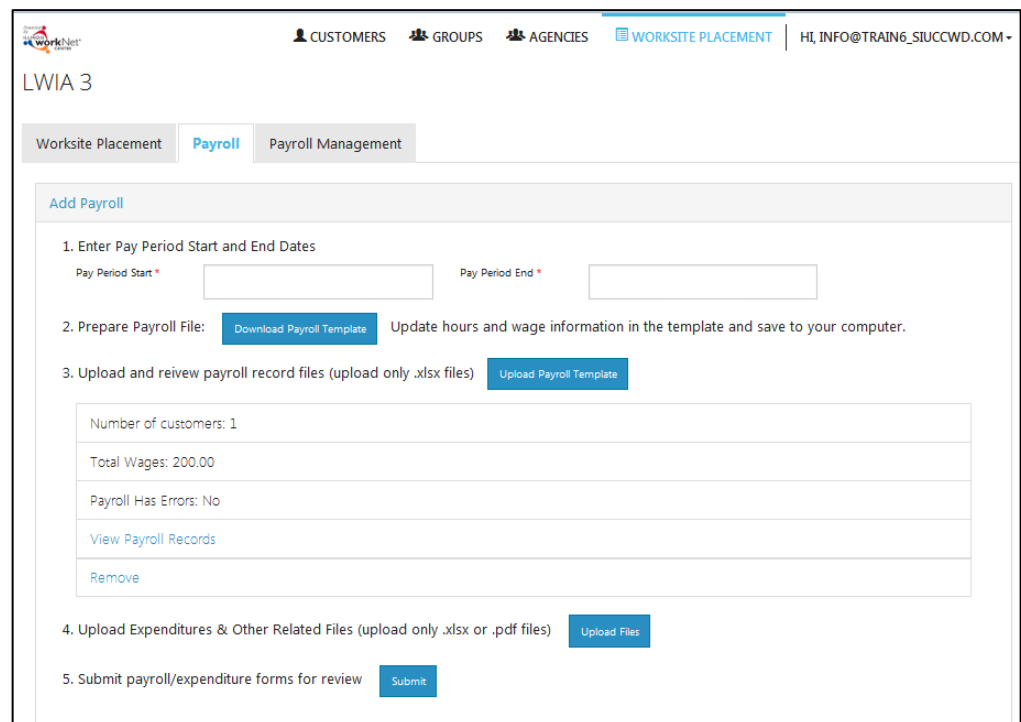


As customers are added to a site, the number of openings will count down/decrease. Once all the job openings have been filled, the Add Customer link will disappear. To add more customers, you can either:

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.)

## Upload Payroll

1. Select **Payroll**.
2. Select **Add Payroll**.
3. Enter **Pay Period** (start and end dates).
4. Download the **Payroll Template** and update the wage and hour information, as needed.
5. Save the document to your computer.
6. Select **Upload Payroll Template** and upload the saved document.



7. Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
8. Upload any supporting documents as needed.
9. When you are finished, **Submit** the payroll for review.

## 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.
  - a. Payroll that has not been submitted has a status of **Not Submitted**. You can only remove payrolls that have not been submitted. If you need to make a correction, remove the payroll item and re-enter the information. You can export this information and view uploaded files.
  - b. Payroll that has been submitted has a status of **Not Reviewed**. You can export this information and view uploaded files.
  - c. Once grant manager reviews and approves a payroll, the status changes to **Approved**. You can export this information and view uploaded files.

**Note:** Once a payroll has been submitted, it **cannot** be edited. If there is an error, contact [info@illinoisworknet.com](mailto:info@illinoisworknet.com) for assistance.

## Worksite Placement Information at the Individual Level

Worksite placement information that is entered through the Career Plan or Worksite Placement Module updates the Youth Career Pathways customer level information.

1. Go to your customer list to select the customer
2. Select the Worksites tab to see a summary of placements and payroll uploads. You can add or update worksite placements from this page, but it is recommended to use the career plan to make the updates.

**YOUTH CAREER PATHWAYS WORKSITE PLACEMENT**

Overview | Intake Form | Intake Review | Career Plan | Case Notes | Outcomes | Assessments | Optimal Resume | Uploads | **Worksites**

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**WORKSITE PLACEMENT**

Profile: Tasha Boyd [Add Worksite Placement](#)

Email: tboyd@noemail.com

User Name: tboyd1997

Last 4 SSN: 3215

See All

[Sync With IWDS](#)

Last Sync: 9/18/2018 2:03 AM

[Reset Password](#) [Send Message](#)

Related Instructions

[Worksite Placement Instructions](#)

Show 10 entries Search:

| Type       | Employer        | Worksite        | Position Type | Hourly Wage | Subsidized Wage | Job Type                            | Start/End Date     |
|------------|-----------------|-----------------|---------------|-------------|-----------------|-------------------------------------|--------------------|
| Internship | Quality testers | Quality testers | Full Time     | \$10.00     | \$0.00          | Non-Destructive Testing Specialists | 8/1/2018 - Present |

Showing 1 to 1 of 1 entries Previous 1 Next

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**PAYROLL**

Show 10 entries Search:

| Worksite                   | Pay Period Start | Pay Period End | Hours Worked | Hourly Wage | Total Wages |
|----------------------------|------------------|----------------|--------------|-------------|-------------|
| No data available in table |                  |                |              |             |             |

Showing 0 to 0 of 0 entries Previous Next

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