REPORTING AND PAYROLL

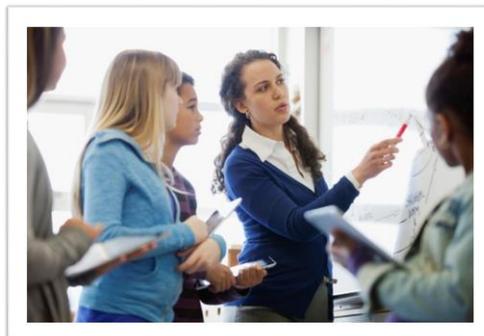SUMMER YOUTH EMPLOYMENT PROGRAM 2014

ILLINOIS WORKNET SYEP 2014 - WWW.ILLINOISWORKNET.COM/SYEP2014

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WHAT WE WILL COVER

- Reports
- Payroll

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WORKFORCE PROFESSIONALS GUIDE

YOUR TOOLS

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

Partners
SYEP Guide
Workforce Partner Layoff
Recovery Guide

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

REPORTING

Reporting

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

REPORTING

- 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

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

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.

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

Upload History/Search

Select Employer: Bureau of Benefits
Select Worksite: Select a Worksite
Payroll Period Start Date:
Payroll Period End Date:
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
	10/1/2010 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

- DCEO will require a Trial Balance Report monthly from your accounting software.

- All expenditures will be submitted using this form.

YOUTH OUTCOMES

Providers add youth outcomes to the youth profile page.

These will display on your dashboard.

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.

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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ILLINOIS **work**Net

- 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

SYEP 2014 Updates

Workforce Partner R_____ _____ Training   *Register Online Today!*

Frequently Asked Questions

Archived Training Materials and Videos

Full List of Resources

THANK YOU FOR YOUR TIME

Please forward additional questions to info@illinoisworknet.com.

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QUESTIONS

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Join Us!

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