Go to 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.)*

1. Select the Payroll tab to add/upload payroll and expenditure reports.

					Payroll Start Date	

Organization Payroll

All Records ▾

Springfield Urban League

Add Payroll

From	To	Number of Youth	Total	Created	Updated	Status	Edit	
7/11/2014	7/31/2014	3	759.50	7/10/2014	7/10/2014	Not Submitted	Edit	View
7/11/2014	7/25/2014	3	716.62	7/10/2014	7/10/2014	Not Submitted	Edit	View

Payroll Start Date	
Payroll End Date	

Add Dates and Continue

Edit Payroll

Back to Payroll List

1. Payroll Start Date *	7/9/2014
Payroll End Date *	7/31/2014
2. Prepare Payroll File	Download Payroll Template Update hours and wage information in the templa... to your computer
3. Upload and Review Payroll Records File	Browse... Upload Payroll Template

2. Download the payroll template and update the hour and wage information for each youth. Save the template to your computer as a CSV file.

3. Back on the website, browse to the saved template and upload the CSV file.

Payroll Records	Number of Youth: **3**
	Total Wages: **90.00**
	Payroll Has Errors: **No**

Payroll Has Errors:
19,Springfield Urban League,2,Telger Tools - Dirt Removal South,656133e-1c83-45b2-846c-6e3b6606b60. Janet.Jackson 7894,6/1/2014,7/31/2014,0.00,0.00

Last Name	First Name	SSN4	Worksite Name	Hours	Hourly Rate	Total Wages
Quasi	Quinn	4578	Telger Tools - Dirt Removal South	10.00	9.00	90.00
Jackson	Janet	7894	Telger Tools - Dirt Removal South	0.00	0.00	0.00
Riveter	Rosie	9875	Telger Tools - Dirt Removal South	0.00	0.00	0.00

If the system detects an error, review the message and find the youth's name in your CSV file.

Update the youth's information in the template and save to your computer. Re-upload the template. The new upload will override the existing upload. You can continue to re-upload as needed prior to submitting payroll.

4. Browse to your updated expenditure report and upload the file. (Acceptable file types include .pdf, .xls, .xlsx, and .csv.)

IMPORTANT – Make sure your payroll start/end dates match the information in your expenditure report.

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4. Upload and Review
Expenditure File
Upload only .pdf, .xls, .xlsx, .csv files

Browse...   **Upload Expenditure Files**

Expendenture Files   No expendentures have been uploaded.

Submit

Submit payroll once the payroll CSV file and expenditure report are uploaded

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Expendenture Files   Expenditure Report.pdf - Uploaded on 7/10/2014 3:59 PM

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5. Once both the payroll and expenditure documents are uploaded, you can submit your payroll. Once you submit your payroll, you **cannot** make changes.

View your payroll approval status.

Springfield Urban League

Add Payroll

50 ▾ records per page   Search: _____

From	To	Number of Youth	Total	Created	Updated	Status	Edit	
7/1/2014	7/17/2014	1	0.00	7/17/2014	7/17/2014	Not Submitted	Edit	View
6/1/2014	7/31/2014	3	90.00	7/10/2014	7/10/2014	Not Reviewed	View	
6/1/2014	7/31/2014	1	0.00	7/10/2014	7/10/2014	Not Submitted	Edit	View

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Not Submitted: Grantee has not submitted payroll/expenditures for review. The information can be edited by the grantee until it is submitted.

Not Reviewed: Grantee submitted payroll/expenditures. DCEO/DHS will update the status once it is approved.

Approved: DCEO/DHS reviewed and approved payroll/expenditures.