

#### Purpose:

The worksite placement tool is available to Community Youth Employment Program (CYEP) grantees. The purpose is to identify employers and worksites, the number of openings for those worksites, and youth worksite placements. The payroll tool allows the grantee to upload youth payroll document subsidized wages. IDHS can review and approve payroll uploads.

#### Who Enters/Maintains Data

There are two components:

• Grantee/Provider staff enters employers, worksite information, placements, and uploads payroll.

**Shortcut Tip:** 

• IDHS statewide staff reviews and approves payroll uploads.

# **Access Worksite Placement and Payroll**

- 1. Log into <u>www.illinoisworknet.com</u>.
- 2. Select My Dashboard.
- 3. Select Partner Tools.
- 4. Select Customer Support Center.
- 5. Select Worksite Placement.
- Go to <u>www.illinoisworknet.com/CYEPpartners</u>. Select the link to the Community Youth Employment Program Partner Tools.
- 6. Select the agency. If you are associated with multiple agencies/locations for the program, they will display as a list.

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Employers	Worksite Placen	nent Pa	yroll							
Project										
CYEP				•						
Grantee/Provider										
Austin Peoples	Action Center			٣						
Employment Type										
Permanent Em	ployment			٣						
Filter										
									Add Employer/Works	site
	THE LINKS TO		EDITEM	PLOYER, V	NORKSITE, A	ND JOB POSTIN	G INFOR	MATION.		
Show 10 V entries									Search:	
Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Ti Filled	me Positions 🖕	Part Time Position Filled	<b>is</b>
Add	CYEP	Austin	Testing	Testing	Business	4	1		0	
Customers		Peoples Action	CYEP Employer	CYEP Employer	Operations Specialists,					
		Center	e.upioyei	-inproyer	All Other					
Add	CYEP	Austin	Double E	Double E	Computer	7	1		2	
Customers		Peoples			Programmers					



# Add a Worksite

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

or

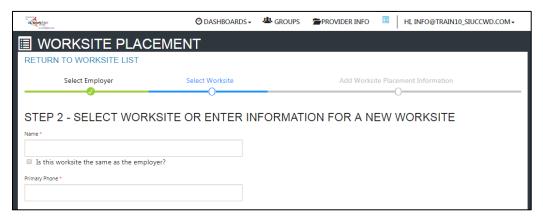
- b. Add a new employer.
  - i. Enter the employer name, description, and location.
  - ii. Indicate if this location is a worksite.
  - iii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.

Source Street		🕲 DASHBOARDS -	A GROUPS	PROVIDER INFO	🔲   HI, INFO	@TRAIN10_SIUCCWD.COM~
	SITE PLACEME	ENT				
Select	t Employer O	Select Worksite		Add Works	ite Placement Info	rmation
RETURN TO W	ORKSITE LIST					
STEP 1 - S	ELECT EMPLOYER		FORMAT		IEW EMPL	OYER
						Add New Employer
Show 10 🔻 entries						Search:
Select	Employer	\$ Street		City	🔶 State	Worksite 🗘
Select	Testing CYEP Employer	100 Ma	ain Street	Springfield	IL	Yes
Select	Double E	123 str	eet	springfield	IL	No

- 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 the worksite placement information.

a Contraction	🕑 DASHBOARDS 🗸	A GROUPS	PROVIDER INFO		HI, INFO@TRAIN10_SIUCCWD.COM -
	NT				
Select Employer	Select Worksite		Add Worksi	te Place	ement Information
RETURN TO WORKSITE LIST					
STEP 3 - ADD PLACEMENT IN	FORMATION				
SOC Code - Select a SOC Code/Job Title that best represents the job fo	or this worksite placement *				
Lookup SOC Codes					
Title - You can update this title as needed *					
Description *					

- 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. Permanent placement is the only option available for this program.
- e. Enter the hourly pay rate.
- f. Enter the number of openings.

# Add/Edit Customer Worksite Placements

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WORKSITE PLACEMEN	Т			
Employers Worksite Placement Payroll				
Project				
CYEP	Ŧ			
Grantee/Provider				
Austin Peoples Action Center	Ŧ			
Employment Type				
Permanent Employment	Ŧ			
Filter				
—				Add Employer/Worksite
Show 10 View or EDIT E	EMPLOYER, WORKS	SITE, AND JOB POSTIN	IG INFORMATION.	Search:
Add		Total Number of	Full Time Positions	Part Time Positions
Customers Project Agency Employer V	Vorksite Job	Openings	Filled	<sup>⊕</sup> Filled <sup>⊕</sup>
	esting Business CYEP Operations	4	1	0
Action Employer E	mployer Specialists,			
Center	All Other			
Add CYEP Austin Double E E Customers Peoples	Oouble E Computer Programmers	7	1	2



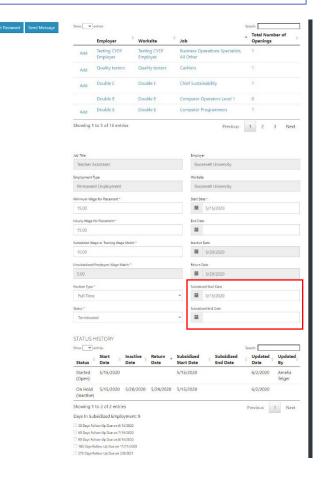
# Add Customers

Preferred Method for Adding Customers to Worksites: Add customers in their Career Plan. The Career Plan will add the customer to a worksite. You will be able to edit the information in either area.

- 1. Select Add Customer next to the employer/worksite to display a list of customers.
- 2. A modal window will open asking you to select a customer to add to the worksite.
  - a. Click Add.
  - b. Another modal window will open that says: REDIRECTING TO CAREER PLAN - if you want to add employment to this customer, you will be redirected to the customer Career Plan. Complete the information on the step that is added to the customer career plan. Click Go To Career Plan Note: \*\*If you have access to more than one program, verify the selected placement is with correct program.
- 3. Complete information on the career plan step.
  - a. Select a goal. If a goal had not already been created, Select Gain Employment.
  - b. Select a worksite from the list. Click Add. Information in the system will automatically fill in the gray boxes.
  - c. Complete the remainder of the information. Refer to complete directions in Document Customer Plans and Progress in their Career Plan (PDF) on the CYEP Partner page.
    - i. Minimum wage for placement based on your region and customer age or circumstance.
    - ii. Hourly wage will be prepopulated with the information that was entered with the job. You can change this for each customer. Hourly wage must be equal to or greater than minimum wage.
    - iii. Enter the subsidized wage. Enter the date subsidized wages begin.

If you want to add employment to this customer, you will be redirected to the customer Career Plan. Complete the information on the step. Go To Career Plan **If you have access to more than one program verify the selected placement is with correct program.	RE	DIRECTING TO CAREER PLAN
		1 3
	**If	





1. The subsidized wage should be no more than the minimum wage.



# Worksite Placement and Payroll Upload

June 2020 v8

- 2. Customer only receive 90-days of subsidized wages regardless of the number of placements.
- 3. Start date begins the time limit for the subsidized wage of no more than 90-days. This is based on the customer and not on a specific placement.
- 4. Days in subsidized employment is listed at the top of each placement.
- iv. Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
- v. To move a customer to unsubsidized wage after having been subsidized, enter 0 (zero) in the subsidized wage line and save. Enter the date the subsidy was removed.
- d. Select the type of position.
  - i. Full-time.
  - ii. Part-time.
- e. Select a Status.
  - Planned/Not Started The subsidized wage 90-day time-period will not begin with this status.
  - ii. Started (Open) The start date begins the time limit for the subsidized wage.
  - iii. On Hold (inactive) This status "pauses" the subsidized wage 90-day time-period. Enter the date a customer becomes Inactive or Returns. When the customer returns to Active status update the status to Started (Open).

Minimum Wage for Placement *	Status *
15.00	On Hold (Inactive)
Hourly Wage for Placement *	Planned/Not Started Started (Open) On Hold (Inactive)
15.00	Terminated
Subsidized Wage or Training Wage Match *	End Date
0.00	<b>m</b>
Unsubsidized/Employers Wage Match *	Inactive Date
15.00	8/6/2019
Position Type *	Return Date
Part Time 🔻	<b>=</b>
STATUS HISTORY Snew vertex Status © Start Date © Inactive Date © Ret	Search Search urn Date * Updated Date © Updated By
On Hold 7/24/2019 8/6/2019 (Inactive)	5/15/2020
Showing 1 to 1 of 1 entries	Previous 1 Next
Days In Subsidized Employment: 97	

- iv. Terminated This status "pauses" the subsidized wage 90-day time-period.
- f. Enter in the Start/End Date.
- g. Enter how many hours per week they will work.
- h. Enter if it is WIOA funded.
- i. Enter any other notes.
- j. Check any situations the service addresses.
- k. Save the Customer Service.

# Community Youth Employment Program

- 4. After the Save is completed, you will see the follow-up options. Follow-up is required at 30, 60, 90, 180, and 270 days. 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 the subsidized wage as needed, and select that you have verified employment.
  - a. NOTE: A worksite evaluation is due with the 30-day review. The other milestones do not require the evaluation, but you

30 Days Follow	dized Employment: 0 /-Up Due on 5/30/2020				
	-Up Due on 6/29/2020				
90 Days Follow	-Up Due on 7/29/2020				
180 Days Follo	w-Up Due on 10/27/2020				
270 Days Follo	w-Up Due on 1/25/2021				
					to store to a antico
					Remove Worksite Job
How many hours a	15.00		WIOA Funded*	No	v
week are					
you planning on					
working on this?*					
Other					
Other Notes*					
		4			
		h.			
Notes"	sses the following situation	<i>A</i>			

can choose to use the evaluation tool.

5. Review the history of changes as needed. Select Show History to see a log of changes to the customer's placement.

\*\*This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM\*\*

# Editing Employer, Worksite, and Job Posting Information

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.
- 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.)

6how 50 🔻 entries						Search:
Add Customers	♦ Employer ♦	Worksite	Job 🔺	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	Natasha's Creations	Central Location	Creative Artists	2	0	1

# Worksite Placement and Payroll Upload

June 2020 v8

Update Customer Service



June 2020 v8

# **Editing Employer Information and Contacts**

Agency Details	Training Programs	Schedule	Payroll	Payroll Manag	ement	Worksite Placemer	t Uploads		
	OYER INFOR	RMATIO	N						
Natasha's Cro	eations				CON	ITACTS			
Description *					Edit View	First Name Natasha	Last Name Jones	<b>Title</b> Owner	Remove Remove
An innovative people.	locally owned company	/ that creates w	onderful thi	ngs for	Add C	ontact			
Website URL	screations com								

- 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.

# **Editing Worksite Information and Contacts**

- 1. Select the link in the Worksite column to access 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 column to access the specific job information.
- 2. Update the job posting information and quantities.
- 3. Update their information and save the changes.

# **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.



# Worksite Placement and Payroll Upload

June 2020 v8

- 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.

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nployers	Worksite Placer	ment Payr	oll								
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Pay Perio	od Start *			Pay Period End *							
2. Prepar	re Payroll File:	Download Payroll T	emplate Update hou	irs and wage infor	mation in the t	emplate a	ind sa	ve to your o	comput	er.	
3. Uploa	d and reivew payr	oll record files	(upload only .xlsx file	S) Upload Payroll Te	emplate						
	d Europeithurse Ru										
4. Uploa	a Expenditures &	Other Related	Files (upload only .xls	x or .pdf files)	Upload Files						
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Worksite Placement and Payroll Upload

June 2020 v8

Sections	Information Bubble/Next Steps
	Customer Placement Status (Note: This is not a historical
snapshot in time.)	
Employers Without Customer Placements	These employers have been added to worksite placement,
	but they do not have customers placed in their opening.
Employers With Placements	
Employers With Subsidized	These employers have been added to worksite placement,
Placements Only	and all of the placements are subsidized.
Employers With Subsidized and	These employers have been added to worksite placement,
Unsubsidized Placements	and there is a mixture of subsidized and unsubsidized
	placements.
Employers With Unsubsidized	These employers have been added to worksite placement,
Placements Only	and all of the placements are unsubsidized.
Customer Placement Status	
Customers With Placements – Employment	These customers have been added to worksite placement,
Not Started	but their start date is in the future.
Customers With No Placements Next Steps	Next Steps:
	<ul> <li>Add these customers to a worksite placement.</li> </ul>
	Upload payroll
	<ul> <li>If they are no longer participating in the program,</li> </ul>
	update the progress page case closure section.
	Partner Instructions:
	Worksite Placement and Payroll Upload (PDF)
	Document Customer Eligibility, Enrollment, and Case
	Closure (PDF)
Customers Who Have Ever Had Subsidized	These customers have been added to subsidized worksite
Placement & Do Not Have At Least One	placement, but they do not have at least one payroll entry
Payroll Entry	approved.
	Next steps:
	Check to see if the customer has a payroll uploaded
Customers Who Had Subsidized Placement &	These customers have been added to subsidized worksite
Have At Least One Payroll Entry	placement, and they have at least one payroll entry.
Customers Only In A Fully Unsubsidized	These customers have been added to a fully unsubsidized
Placement & Payroll Entry Not Required	worksite placement. Payroll upload is not required.
Customers No Longer In Program With No	These customers have a closed case and they were never
Placements	placed at a worksite.

Community Youth Employment Program

Customer Current Subsidized Placement Time Period Status (Note: This is not a historical snapshot in						
time.)						
Subsidized Wage Customers with Inactive	These customers have been added to subsidized worksite					
Status	placement and their placement has been made inactive or					
	they have been terminated from the placement.					



	June 2020 V8
Subsidized Wage Customers with Inactive Status more than 30 days <u>Next Steps</u>	<ul> <li>Next Steps:</li> <li>Follow-up with these customers to see if they can go back to work in the current placement or if they can be placed at a different worksite.</li> </ul>
	<ul> <li>Partner Instructions:</li> <li>Worksite Placement and Payroll Upload (PDF)</li> </ul>
Subsidized Wage Customers With More Than 60 Days Remaining	These customers have been added to subsidized worksite placement and they have 60 days or more available for subsidized employment.
Subsidized Wage Customers With 59 - 15 Days Remaining	These customers have been added to subsidized worksite placement and they have 59-15 days available for subsidized employment.
	Make sure there is a plan in place to transition this customer from subsidized to unsubsidized employment.
Subsidized Wage Customers With 14 - 1 Days Remaining	These customers have been added to subsidized worksite placement and they have 14-1 days available for subsidized employment. Make sure there is a plan in place to transition this customer
Customers Marked as Subsidized Wages & Beyond 90 Day Time Period. <u>Next Steps</u>	<ul> <li>from subsidized to unsubsidized employment.</li> <li>Next Steps: <ul> <li>Make sure the customer is transitioned from subsidized to unsubsidized employment.</li> <li>Update the customer's worksite placement wages to show they are in fully subsidized employment.</li> </ul> </li> <li>Partner Instructions: <ul> <li>Worksite Placement and Payroll Upload (PDF)</li> </ul> </li> </ul>
No Longer Eligible for Subsidized Employment	<ul> <li>Customers who:</li> <li>Were placed in a subsidized worksite placement;</li> <li>Are no longer eligible for subsidized employment; and</li> <li>Are no longer marked as receiving subsidized employment.</li> </ul>