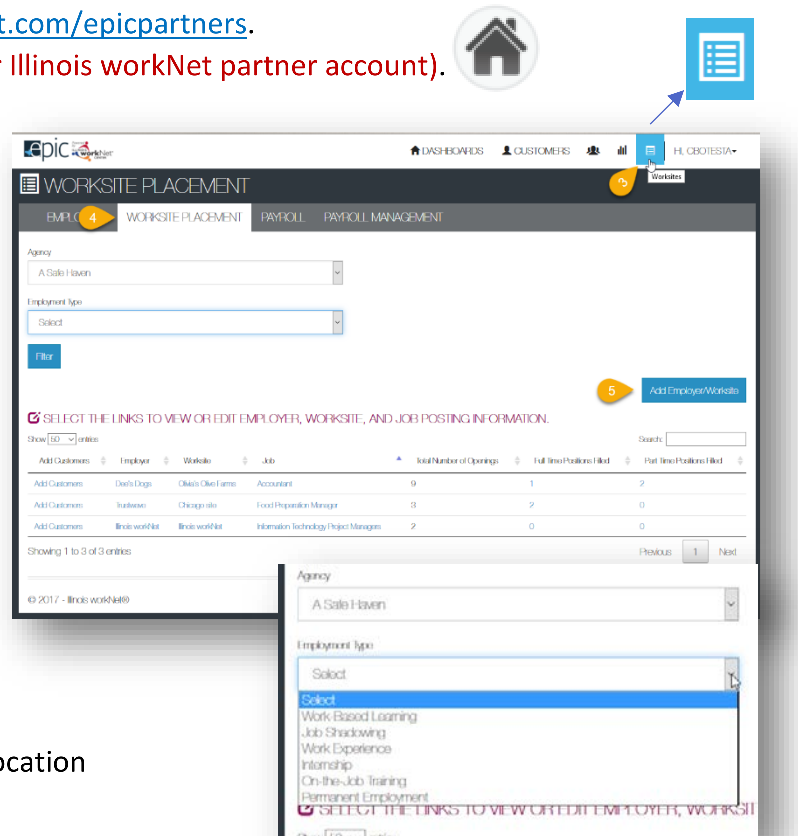
Access Worksite Placement and Payroll Tools

1. Log into EPIC Partner Tools www.illinoisworknet.com/epicpartners.
2. Select EPIC Partner Dashboard (Log in with your Illinois workNet partner account).
3. Select the Worksites from the top menu.
4. Select Worksite Placement on the next screen that opens. Your agency will appear in the Agency window.



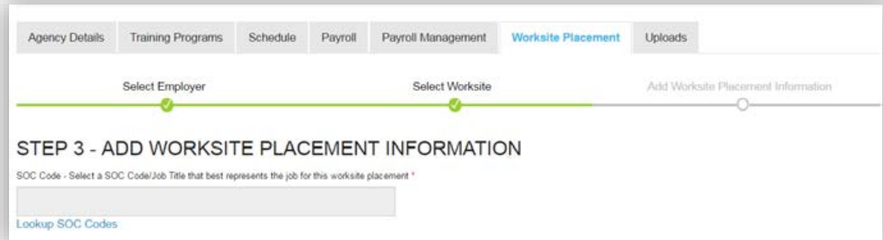
Only CBOs (and state staff with a Super Admin role – select Agency) can access this information.

Add a Worksite

5. Select Add Employer/Worksite button to add an employer worksite.
   a. Select an existing employer. You can filter by Employment Type in the box just below your Agency name. OR,
   b. Add a new employer.
      i. Enter the employer description and location information.
      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.
6. Select a worksite.
   a. Select an existing worksite.
   b. Add a new worksite.
      iv. Enter worksite location information.
      v. Indicate if it this location is a worksite.
      vi. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.
7. Add worksite placement information.

Employers can be used across agencies and regions. That means you can see employers (location and contact information only) that have been entered by other partner sites. The purpose is to eliminate duplicate entries.

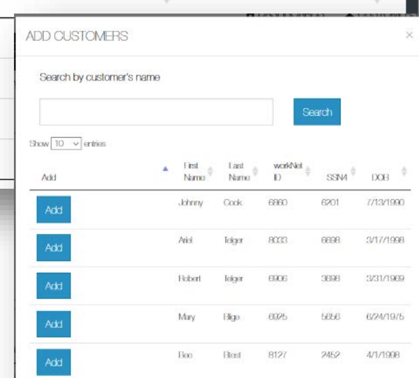
Worksites are linked to a specific agency. That means only CBO staff associated with your organization can view the worksites and placement information.



a. Lookup the SOC Code using keywords, select the best fit SOC title.
b. The job title will prepopulate using the SOC title. However, you can change the title as needed below.
c. Enter a job description.
d. Select an employment type. For the EPIC program, the majority of the placements should be work experience. Wages earned during work experience do not impact the customer's SNAP Eligibility.
e. Enter the hourly rate.
f. Enter the number of openings.
g. Enter the start/end date. These fields will be used in the future but do not impact the EPIC worksite placements at this time. You can enter the display dates to show for the life of the EPIC program.

Add/Edit Customer Worksite Placements

To edit a worksite or employer – click on the name of the worksite or employer to open the record. Make changes This is also where you would add additional contacts for that employer or worksite. Click the arrows to sort alphabetically.



Add Customers

1. Select Add Customer to place a customer in a specific job and worksite.
2. Select Add to add the customer.
   a. Hourly wage will be prepopulated with the information that was entered with the job. However, you can change this for each person.
   b. Select the type of position.
      i. Full time
      ii. Part time
   c. Select a Status.
      i. Not started
      ii. Open

Status is part of the placement since worksite placement will be used to populate the customer's ISTEP in the next ISTEP release. It will be treated like a service and can populate IWDS.

iii. Successful Completion
iv. Unsuccessful Completion

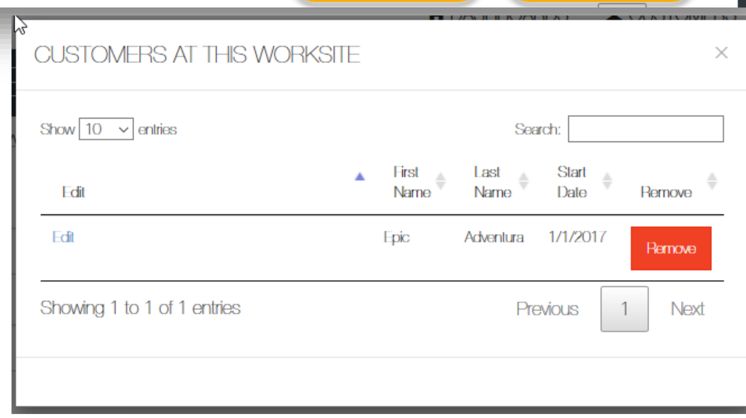
d. Enter in the Start/End Date.

As the customers are added to a site, the number of openings will count down/decrease. Once all of 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 openings and save the changes.
2. Edit the positions filled. Select the link in the position filled 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.

Edit Placed Customers

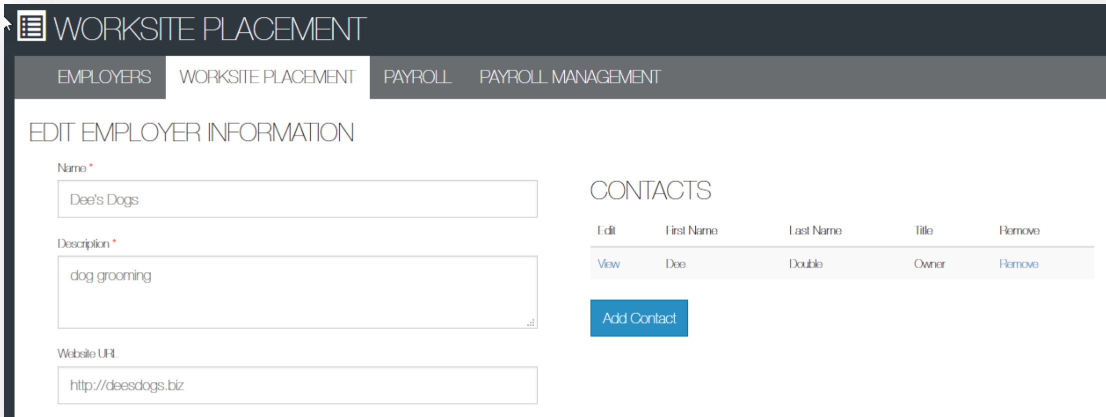
1. Select the number in full-time or part-time positions to access a list of customers.
2. Select the edit button to edit customer information.
3. Update their information and save the changes.



Editing Employer Information and Contacts

1. Select the link in the employer column to access a list of contacts.
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 a list of customers.
2. Update the worksite information. Contacts can be added, edited, and removed.
3. Update their information and save the changes.

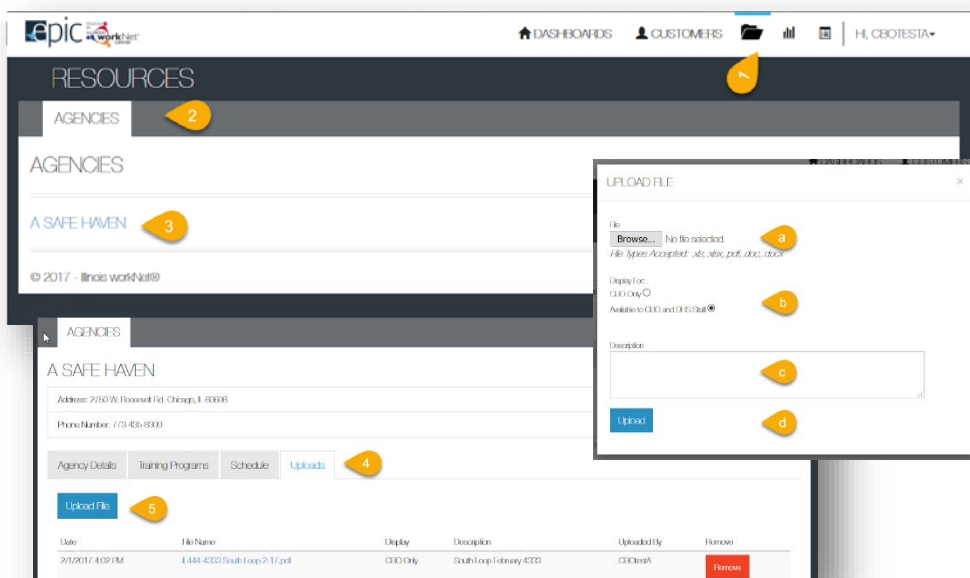
Worksite agreements are required with all entities that serve as a work based learning environment. These agreements should be uploaded to the Agency Upload tab on the EPIC dashboard.

Review EPIC Pilot Program Partner Manual | Section IV - Program Administration | Letter C – Employer Partnerships / Worksite Agreements
https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC%20Procedures%20Manual%20Final.pdf

Editing Job Posting Information

1. Select the link in the job column to access a list of customers.
2. Update the job posting information and quantities.
3. Update their information and save the changes.

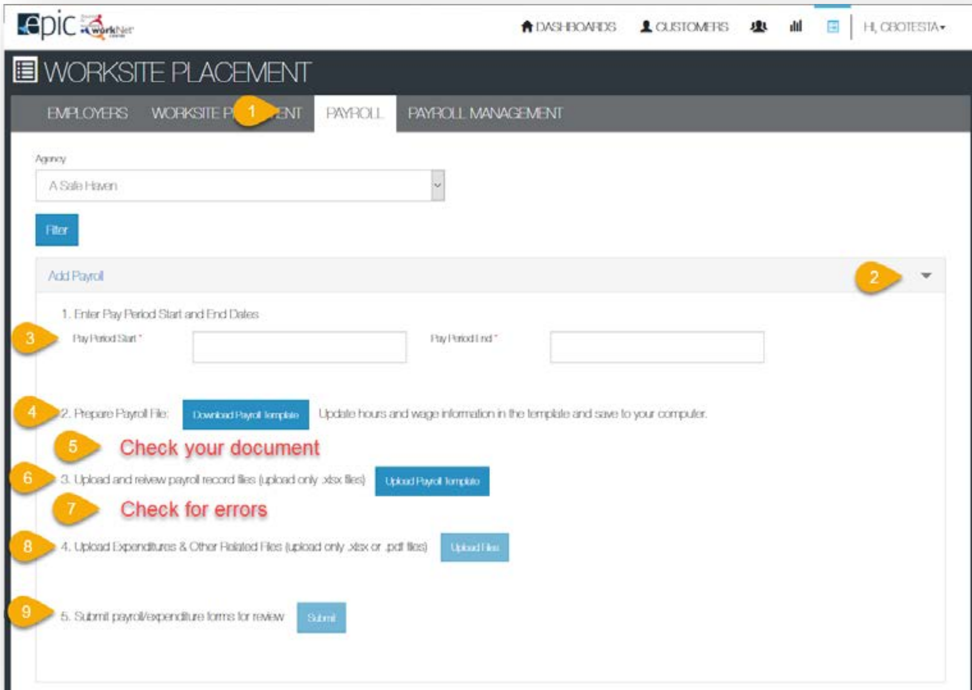
Uploading Signed Worksite Agreements into EPIC



1. Select the Resources tab.
2. Select the Agencies tab, and select on your agencies name.
3. Select your Agency.
4. Select the Uploads tab.
5. Click Upload File
   a. Choose the file you wish to upload.
   b. Select Display For: CBO Only and DHS
   c. Enter in a description about the document being uploaded
   d. Click Upload

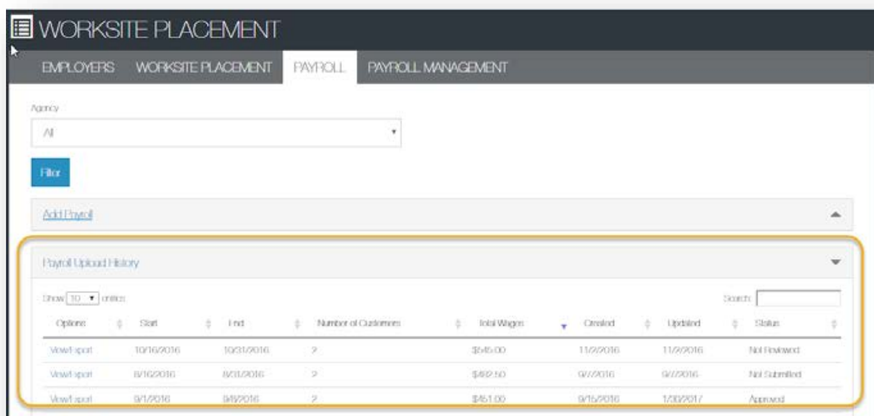
Upload Payroll

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



Payroll Upload History

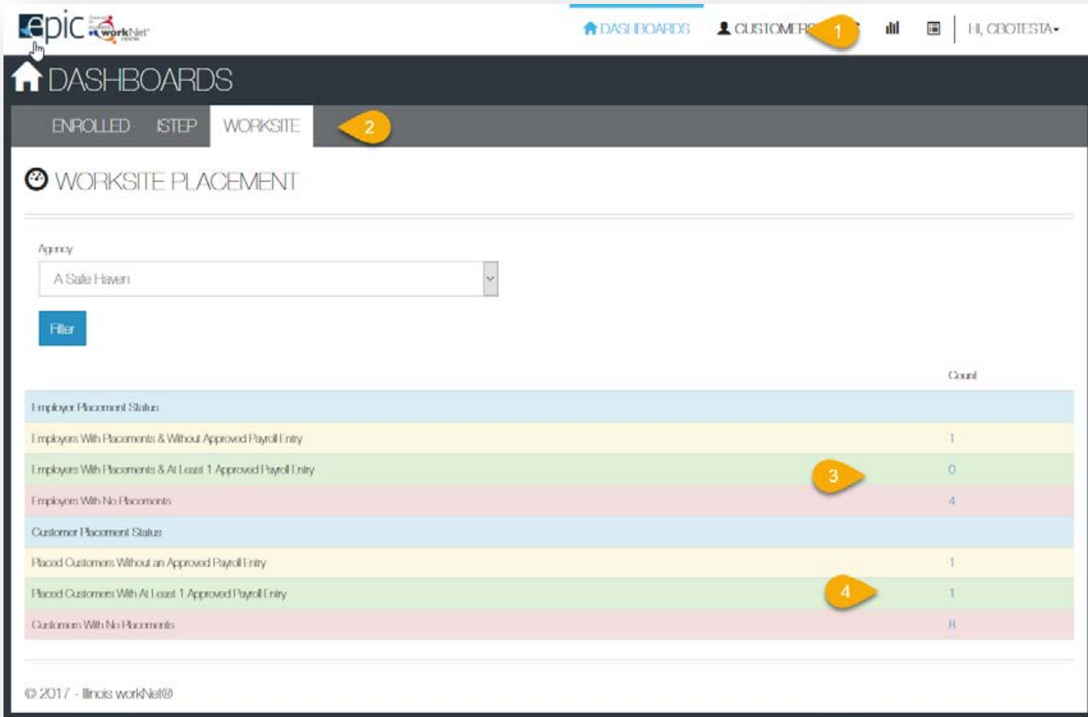
1. Select Payroll Upload History to view a list of previously uploaded payroll items.
2. Select view/edit to view or update a payroll item.
   a. Payroll that has not been submitted has a status of **Not Submitted**. You can only remove payrolls that have not been submitted. If you need to make a correction, 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 Commerce reviews and approves a payroll, the status changes to **Approved**. You can export this information and view uploaded files.

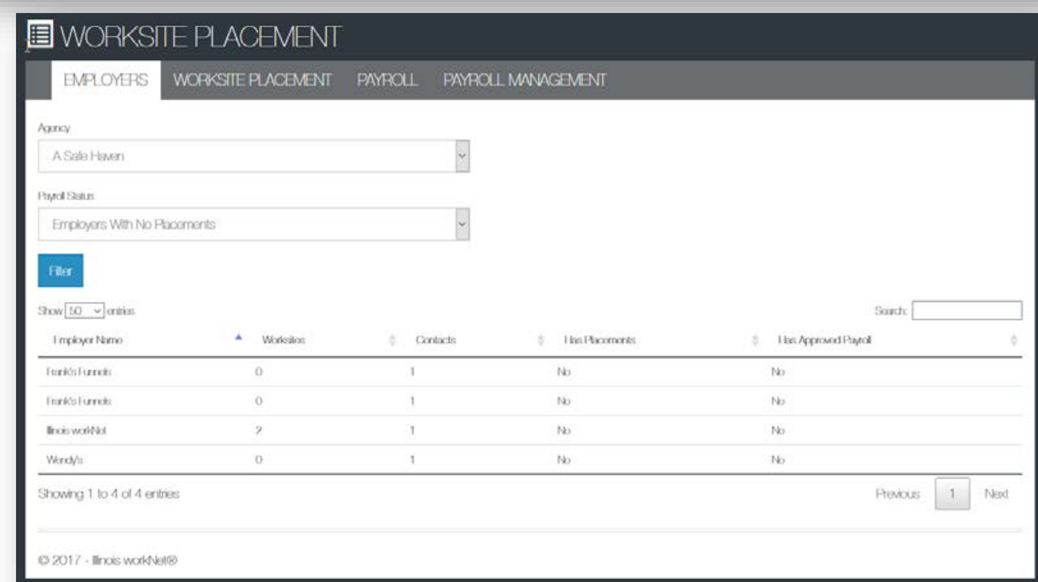


Worksite Dashboard

1. Select Dashboard in the top menu
2. Select the Worksite Tab – your agency will appear in the list. If you have access to more than one agency, select the agency and filter the results.
3. Select the number in any Employer Placement Status lines to see the statistics of the employers.
4. Select the number in any Customer Placement Status lines to see the list of the customers associated to that line.

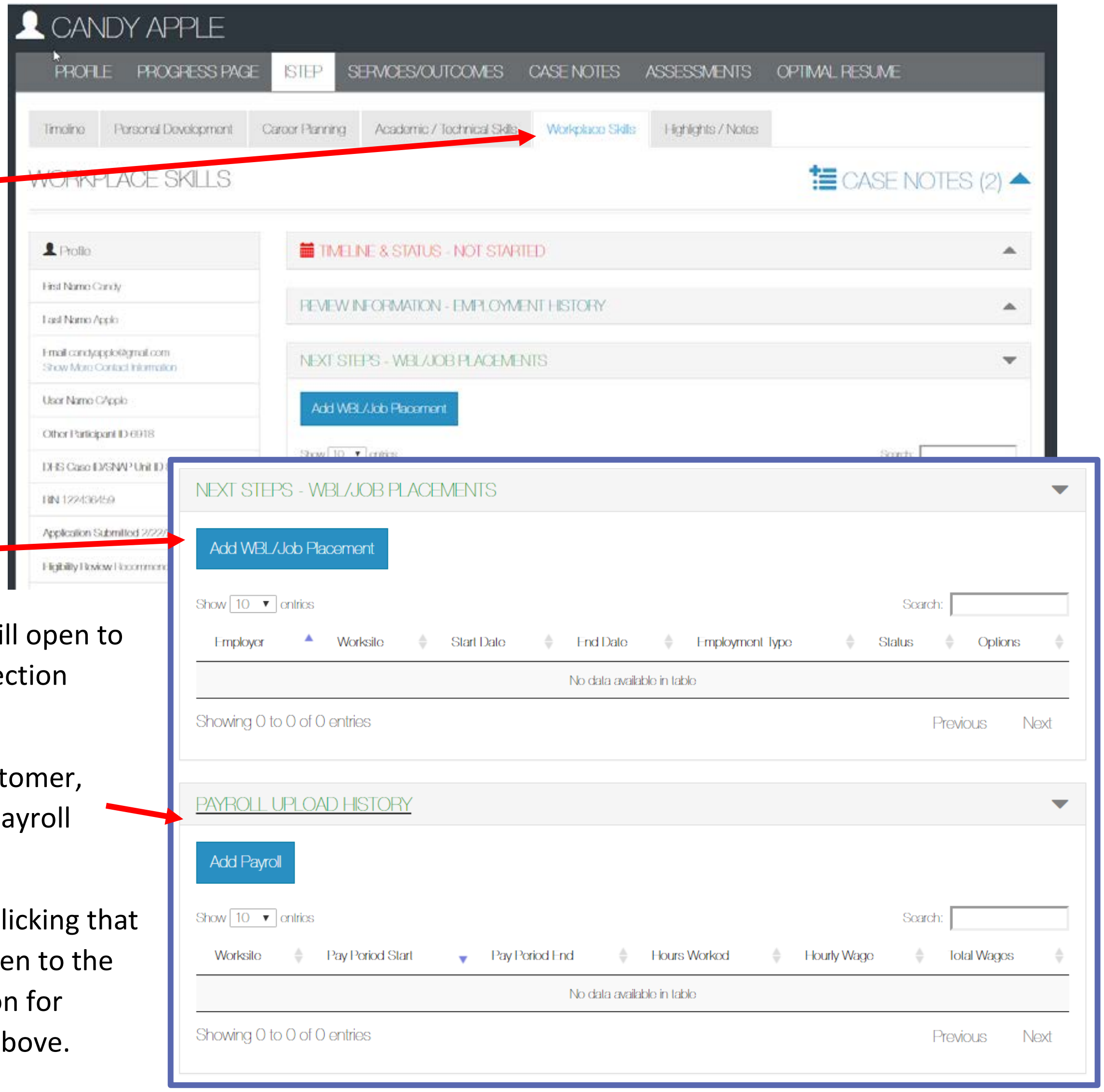
Employers or Customers in the Yellow lines require attention to bring them into the Green status line.





From the Customer ISTEP

To add Work Experience items from the Customer ISTEP:



Select the Workplace Skills tab in the customer's ISTEP.

When selecting that tab, the NEXT STEPS – WBL/JOB PLACEMENTS opens.

Select "Add WBL/Job Placement" – by clicking that link, a new window will open to the Worksite Placement section discussed above.

To add payroll for that customer, open the section labeled Payroll Upload History.

Select "Add Payroll" – by clicking that link, a new window will open to the Worksite Placement section for Payroll section discussed above.

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