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Purpose

The worksite placement tool is available to workforce partners using the Customer Support Center/IWIS for grant programs. The purpose is to identify employers and worksites, the number of openings for those worksites, and worksite placements. These are primarily for subsidized wage positions but may also include permanent employment. The payroll tool allows the grantee to upload payroll to document subsidized wages or permanent wages for tracking purposes. Grantors can review and approve payroll uploads. Some grants may request permanent employment be added in another section, i.e. outcomes. Check with the grant administrator or project manager.

Who Enters/Maintains Data

There are two components:

- **Grantee/Provider staff** enters employers, worksite information, placements, and uploads payroll.
- **Program statewide staff** reviews and approves payroll uploads.

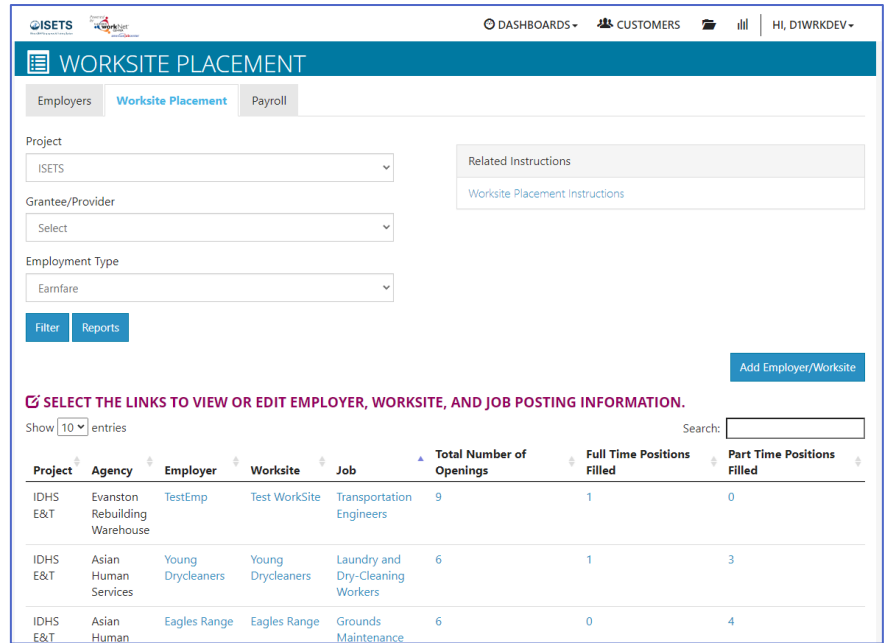
Access Worksite Placement and Payroll

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center/IWIS**.
5. Select **Worksite Placement** from the top menu (icon looks like a bulleted list).
6. Select **Project**.
7. Select **the agency**. If you are associated with multiple agencies/locations for the program, they will display as a list.

8. Select the **Grantee/Provider**.
9. Select the **Employment Type**:
 - a. Work-based Learning
 - b. Job Shadowing
 - c. Work Experience
 - d. Internship
 - e. On-the-Job Training
 - f. Permanent Employment
 - g. Apprenticeship
 - h. Pre-Apprenticeship
 - i. **EARNFARE**

10. Click **Filter**. You may also filter the results by clicking the top of each column to sort A-Z or Z-A.

11. Select from the list of Employers that show in the filtered list.

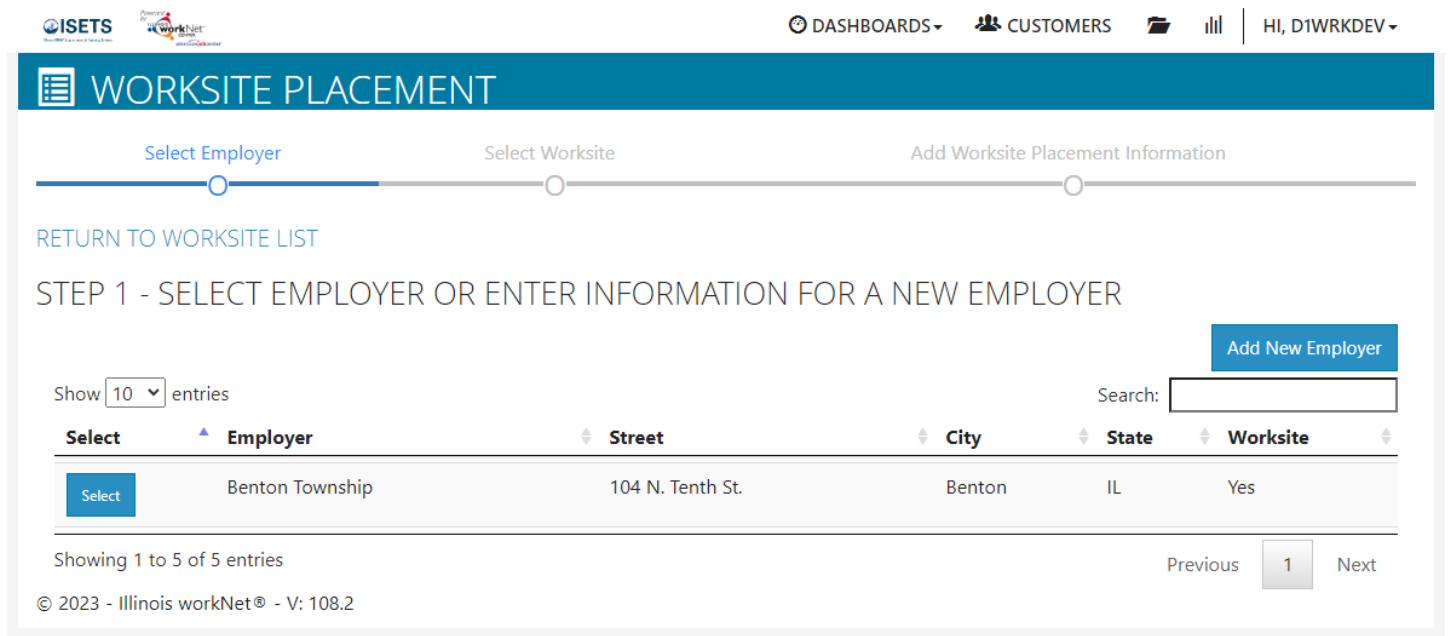


The screenshot shows the 'WORKSITE PLACEMENT' dashboard with the 'Worksite Placement' tab selected. It features a search bar, a list of employers with columns for Project, Agency, Employer, Worksite, Job, Total Number of Openings, Full Time Positions Filled, and Part Time Positions Filled. A table with 3 rows and 8 columns is visible.

Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
IDHS E&T	Evanston Rebuilding Warehouse	TestEmp	Test WorkSite	Transportation Engineers	9	1	0
IDHS E&T	Asian Human Services	Young Drycleaners	Young Drycleaners	Laundry and Dry-Cleaning Workers	6	1	3
IDHS E&T	Asian Human	Eagles Range	Eagles Range	Grounds Maintenance	6	0	4

Add a Worksite

1. Select the **Worksite Placement** tab.
2. Select the **Add Employer/Worksite** button on the right-hand side to add an employer/worksite.
 - a. Select an **existing employer**. For the Earnfare program, the partner provider will be the employer of record. Partner information should be added for the **Add New Employer** if the agency isn't listed.



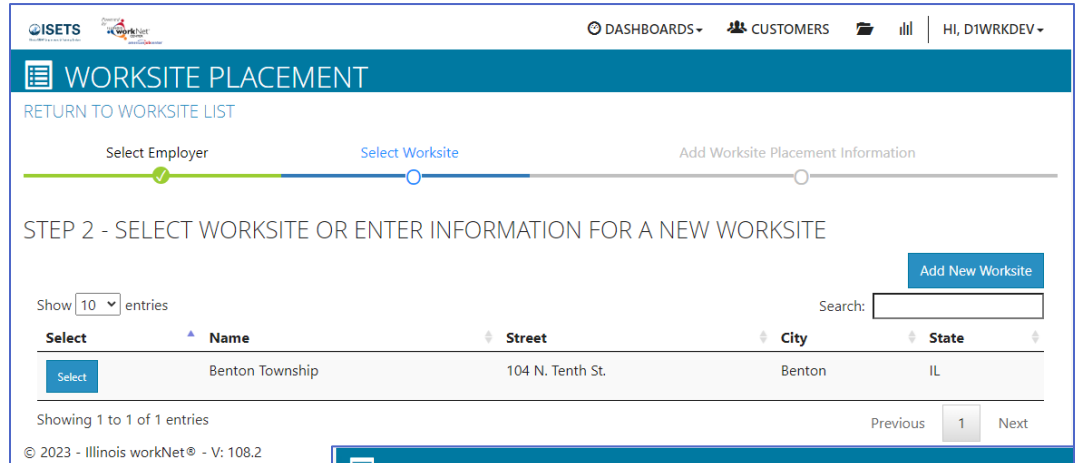
The screenshot shows the 'Add New Employer' form in the 'WORKSITE PLACEMENT' dashboard. It includes a progress bar with three steps: 'Select Employer', 'Select Worksite', and 'Add Worksite Placement Information'. The first step is active. Below the progress bar, there is a 'RETURN TO WORKSITE LIST' link and the heading 'STEP 1 - SELECT EMPLOYER OR ENTER INFORMATION FOR A NEW EMPLOYER'. A search bar and a table with 1 row and 6 columns are visible.

Select	Employer	Street	City	State	Worksite
Select	Benton Township	104 N. Tenth St.	Benton	IL	Yes

- b. **Add New Employer**. If the partner agency name is not listed.
 - 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.



WORKSITE PLACEMENT

RETURN TO WORKSITE LIST

Select Employer Select Worksite Add Worksite Placement Information

STEP 2 - SELECT WORKSITE OR ENTER INFORMATION FOR A NEW WORKSITE

Show 10 entries Search: [Add New Worksite](#)

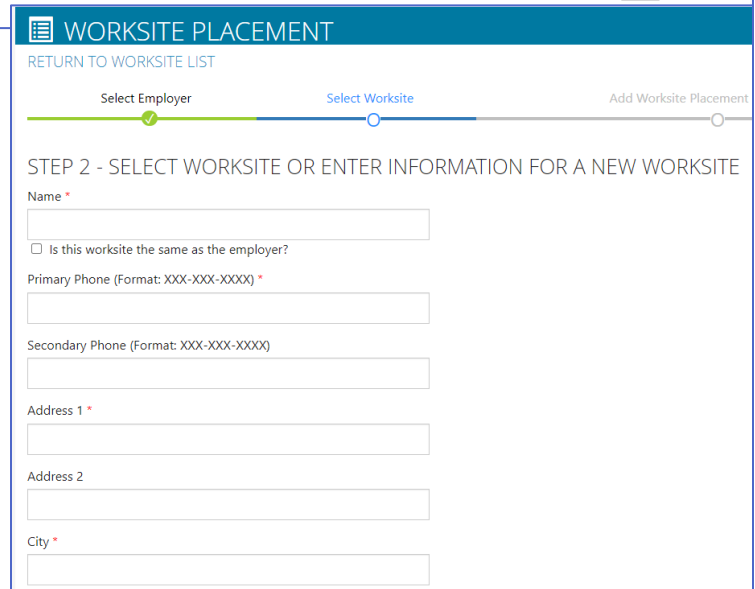
Select	Name	Street	City	State
Select	Benton Township	104 N. Tenth St.	Benton	IL

Showing 1 to 1 of 1 entries Previous **1** Next

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4. Add the worksite placement information.

- a. Lookup the SOC Code, using keywords, and select the SOC title that best fits. *A tip to looking up SOC codes – keep the word/phrase simple.*
- b. The job title will pre-populate using the SOC title. Change the SOC title as needed to match the job title.
- c. Enter a job description.
- d. Select an **Employment Type**. Earnfare.
- e. **Enter** the hourly pay rate. Earnfare minimum wage is automatically updated annually. *Partners can change the wage on the job information so there isn't a discrepancy between minimum wage and job wage.*
- f. **Enter** the number of openings. *For EARNFARE the positions will be doubled for each 6 month period. I.e. if there are 10 slots for a position, enter 20 (or 40 for the whole year). 10 for CW-Community Workfare and 10 for TJ – Transitional Job*
- g. **Estimate** length in Weeks – 6 months maximum is 26 weeks.



WORKSITE PLACEMENT

RETURN TO WORKSITE LIST

Select Employer Select Worksite Add Worksite Placement Information

STEP 2 - SELECT WORKSITE OR ENTER INFORMATION FOR A NEW WORKSITE

Name *

Is this worksite the same as the employer?

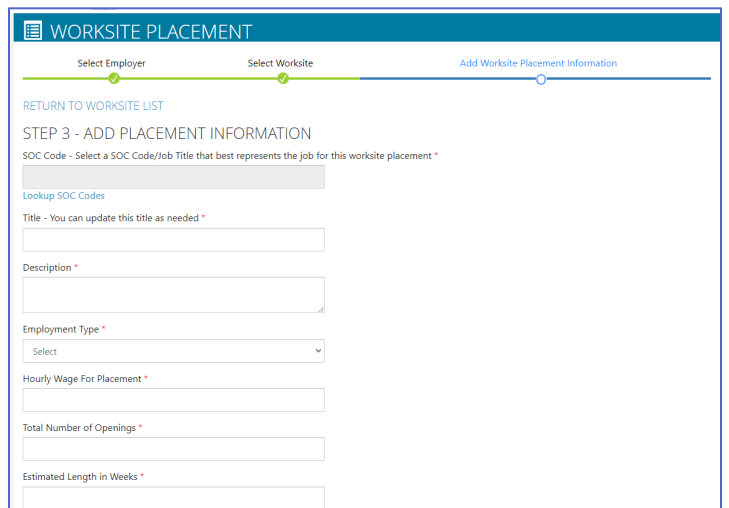
Primary Phone (Format: XXX-XXX-XXXX) *

Secondary Phone (Format: XXX-XXX-XXXX)

Address 1 *

Address 2

City *



WORKSITE PLACEMENT

RETURN TO WORKSITE LIST

Select Employer Select Worksite Add Worksite Placement Information

STEP 3 - ADD PLACEMENT INFORMATION

SOC Code - Select a SOC Code/Job Title that best represents the job for this worksite placement *

Lookup SOC Codes

Title - You can update this title as needed *

Description *

Employment Type *

Hourly Wage For Placement *

Total Number of Openings *

Estimated Length in Weeks *

Add Customer Worksite Placements

The EP/Case Management allows the worksite to be added to the customer worksite activity.

1. Complete information on the EP/Case Management activity.

- a. **Select** a goal.
- b. Click **Add** to select a worksite from the list. Information in the system will automatically fill in the gray boxes.
- c. Complete the remainder of the information.
 - i. Minimum wage for placement based on current state minimum wage for CW and TJU.
 - ii. Hourly wage will be pre-populated with the information that was entered with the job. Hourly wage must be equal to or greater than minimum wage.
 - iii. Enter the subsidized wage and the date subsidized wages begin.
 1. The subsidized wage should be no more than the minimum wage.
 2. Customer receive subsidized wages based upon program contract.
 3. Subsidized start date begins the time limit for the subsidized wage limited by grant parameters. 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.
- d. Select the **type of position**.
 - i. Full-time.
 - ii. Part-time.
- e. Select a **Status**.

Start permanent employment as part of this program.

Add this customer to a worksite. If you do not have any worksites listed, add the employer/worksite in [worksite placement](#). Once added, they will be available in the Career Plan.

Goal*

- Select a goal
- Gain Employment

Reset Password Send Message Show 1 entries Search

Employer	Worksite	Job	Total Number of Openings
Add Testing C/EP Employer	Testing C/EP Employer	Business Operations Specialists, All Other	1
Add Quality testers	Quality testers	Cashiers	1
Add Double E	Double E	Chief Sustainability	1
Add Double E	Double E	Computer Operators Level 1	0
Add Double E	Double E	Computer Programmers	1

Showing 1 to 5 of 13 entries Previous 1 2 3 Next

Job Title Employer

Employment Type Worksite

Minimum Wage for Placement * Start Date *

Hourly Wage for Placement * End Date

Subsidized Wage or Training Wage Match * Inactive Date

Unsubsidized/Employers Wage Match * Return Date

Position Type * Subsidized Start Date

Status * Subsidized End Date

STATUS HISTORY

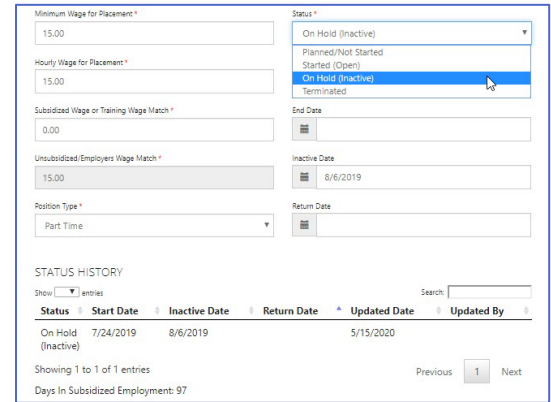
Status	Start Date	Inactive Date	Return Date	Subsidized Start Date	Subsidized End Date	Updated Date	Updated By
Started (Open)	5/15/2020			5/15/2020		6/2/2020	Amelia Teiger
On Hold (Inactive)	5/15/2020	5/20/2020	5/29/2020	5/15/2020		6/2/2020	

Showing 1 to 2 of 2 entries Previous 1 Next

Days In Subsidized Employment: 9

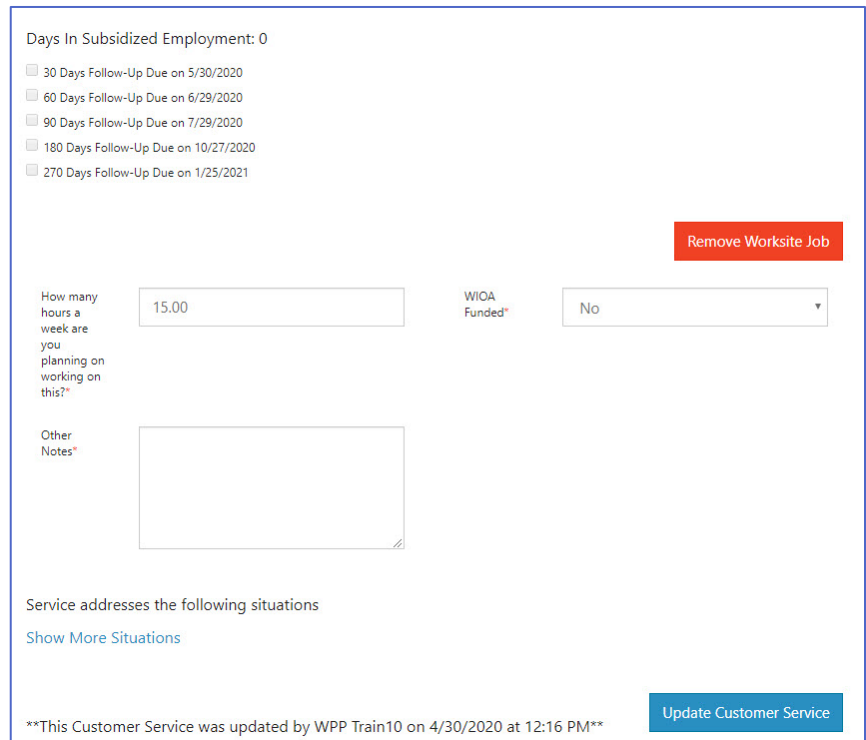
30 Days Follow-Up Due on 6/14/2020
 60 Days Follow-Up Due on 7/14/2020
 90 Days Follow-Up Due on 8/13/2020
 180 Days Follow-Up Due on 11/13/2020
 270 Days Follow-Up Due on 2/9/2021

- i. Planned/Not Started
 - ii. Started (Open) – *The activity must be started to track for Billing and Staffing.*
 - iii. Successful Completion
 - iv. Unsuccessful Completion
- f. **Enter** in the Start/End Date.
 - g. **Enter** how many hours per week they will work.
 - h. **Enter** any other notes.
 - i. Check any situations the service addresses.
 - j. **Click** the Service Provider tab to ensure the correct agency is selected.
 - k. **Click** Update Customer Service.
 - l. **Complete** the case note.



The screenshot shows a form with various input fields for wages, dates, and position type. A dropdown menu for 'Status' is open, showing options: On Hold (Inactive), Planned/Not Started, Started (Open), On Hold (Inactive) (highlighted), and Terminated. Below the form is a 'STATUS HISTORY' table with columns for Status, Start Date, Inactive Date, Return Date, Updated Date, and Updated By. The table shows one entry: On Hold (Inactive) with Start Date 7/24/2019, Inactive Date 8/6/2019, and Updated Date 5/15/2020. At the bottom, it says 'Showing 1 to 1 of 1 entries' and 'Days In Subsidized Employment: 97'.

2. After the Save is completed, follow-up options become available. The option to follow-up is available at 30, 60, 90, 180, and 270 days based upon grant contract. 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.



The screenshot shows a form for follow-up options. It starts with 'Days In Subsidized Employment: 0'. There are five checkboxes for follow-up due dates: 30 Days Follow-Up Due on 5/30/2020, 60 Days Follow-Up Due on 6/29/2020, 90 Days Follow-Up Due on 7/29/2020, 180 Days Follow-Up Due on 10/27/2020, and 270 Days Follow-Up Due on 1/25/2021. Below this is a section for 'How many hours a week are you planning on working on this?' with a text input field containing '15.00'. To the right is a 'WIOA Funded*' dropdown menu with 'No' selected. There is a red 'Remove Worksite Job' button. Below that is an 'Other Notes*' text area. At the bottom, there is a blue 'Update Customer Service' button and a status message: '**This Customer Service was updated by WPP Train10 on 4/30/2020 at 12:16 PM**'. There is also a link for 'Show More Situations'.

- a. **NOTE:** A worksite evaluation is recommended at the 30-day review mark. The other milestones do not require the evaluation, but you can choose to use the evaluation tool.

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

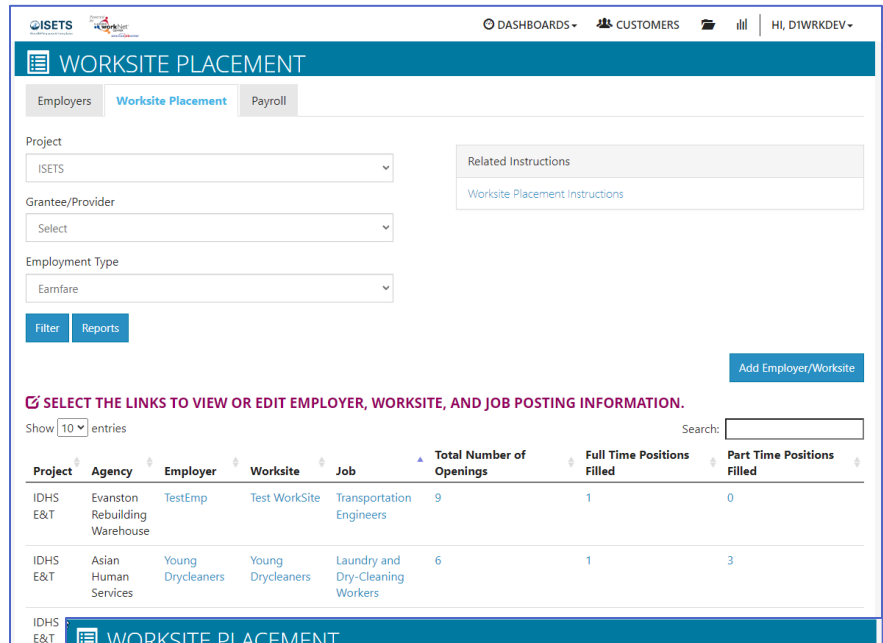
Editing Employer, Worksite, and Job Posting Information

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.
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.)

Editing Employer Information and Contacts

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.

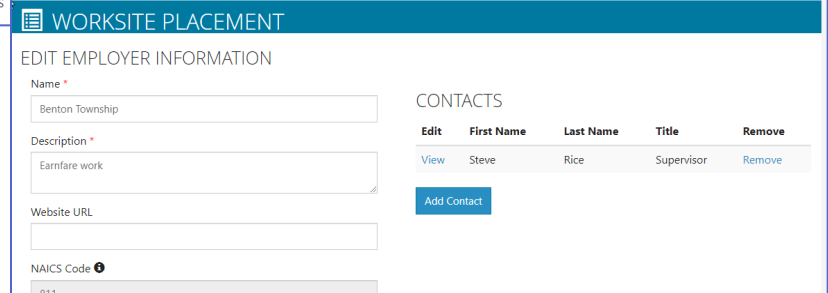


The screenshot shows the 'WORKSITE PLACEMENT' dashboard. It has tabs for 'Employers', 'Worksite Placement', and 'Payroll'. The 'Worksite Placement' tab is active. On the left, there are dropdown menus for 'Project' (ISETS), 'Grantee/Provider' (Select), and 'Employment Type' (Earnfare). There are 'Filter' and 'Reports' buttons. On the right, there is a 'Related Instructions' box with 'Worksite Placement Instructions' and an 'Add Employer/Worksite' button. Below this is a checkbox to 'SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.' and a search bar. A table lists job postings with columns: Project, Agency, Employer, Worksite, Job, Total Number of Openings, Full Time Positions Filled, and Part Time Positions Filled.

Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
IDHS E&T	Evanston Rebuilding Warehouse	TestEmp	Test WorkSite	Transportation Engineers	9	1	0
IDHS E&T	Asian Human Services	Young Drycleaners	Young Drycleaners	Laundry and Dry-Cleaning Workers	6	1	3

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.



The screenshot shows the 'EDIT EMPLOYER INFORMATION' form. It has fields for 'Name' (Benton Township), 'Description' (Earnfare work), 'Website URL', and 'NAICS Code'. On the right, there is a 'CONTACTS' table with columns: Edit, First Name, Last Name, Title, and Remove. There is an 'Add Contact' button below the table.

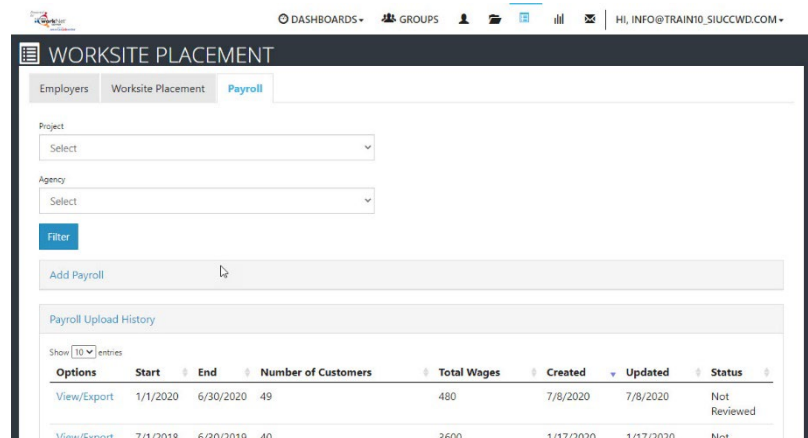
Edit	First Name	Last Name	Title	Remove
View	Steve	Rice	Supervisor	Remove

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 **Project** if you have access to more than one.
3. Select **Agency** if you have access to more than one.
4. Select **Add Payroll**.
5. Enter **Pay Period** (start and end dates).
6. Download the **Payroll Template** and update the wage and hour information, as needed.



The screenshot shows the 'PAYROLL' upload interface. It has tabs for 'Employers', 'Worksite Placement', and 'Payroll'. The 'Payroll' tab is active. There are dropdown menus for 'Project' and 'Agency'. There is an 'Add Payroll' button. Below this is a 'Payroll Upload History' table with columns: Options, Start, End, Number of Customers, Total Wages, Created, Updated, and Status.

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
View/Export	1/1/2020	6/30/2020	49	480	7/8/2020	7/8/2020	Not Reviewed
View/Export	7/1/2018	6/30/2019	40	3600	1/17/2020	1/17/2020	Not

7. Save the document to your computer. *It is important to not change the file name of the document. The naming convention must be the same as when downloaded to be accepted during the upload.*
8. Add the hours worked by each participant. *Remove any participants from the spreadsheet list who did not have hours in the selected pay period.*
9. Select **Upload Payroll Template** and upload the saved document.
10. Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
11. Upload any supporting documents as needed.
12. When you are finished, **Submit** the payroll for review.
 - a. If the payroll status is Not Submitted, click the View/Export to edit or delete the payroll.
 - b. If the payroll status is Not Reviewed or Reviewed and an error is discovered, *submit a help request* to have the payroll returned to Not Submitted status. Remove the payroll, make the correction and reupload the payroll.

Add Payroll

1. Enter Pay Period Start and End Dates
 Pay Period Start * Pay Period End *
2. Prepare Payroll File: [Download Payroll Template](#) Update hours and wage information in the template and save to your computer.
3. Upload and review payroll record files (upload only .xlsx files) [Upload Payroll Template](#)
4. Upload Expenditures & Other Related Files (upload only .xlsx or .pdf files) [Upload Files](#)
5. Submit payroll/expenditure forms for review [Submit](#)

Payroll Upload History

Show entries

Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted
View/Export	8/1/2018	8/15/2018	30	400	8/17/2018	8/17/2018	Not Submitted

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.