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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

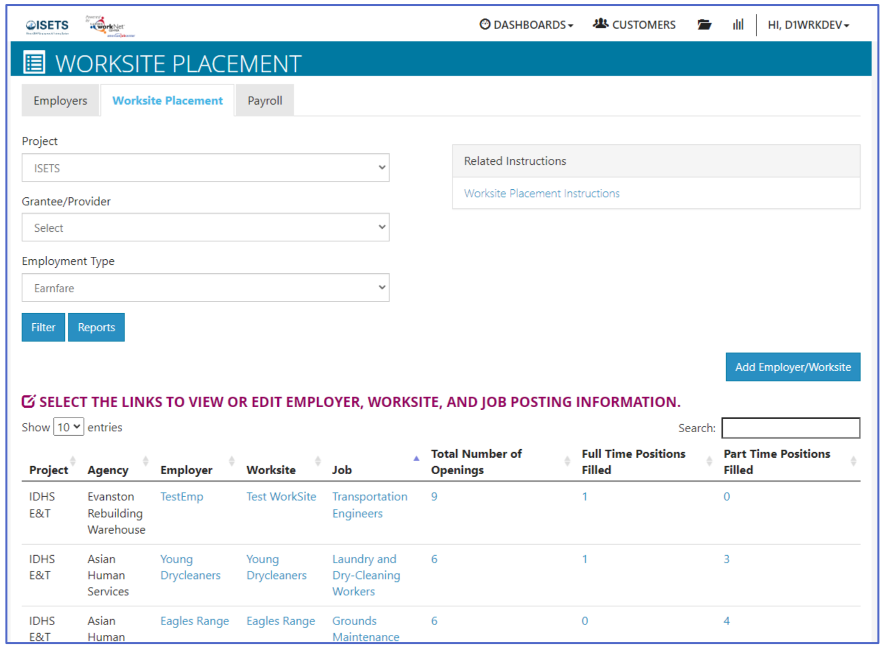
There are two components:

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

Access Worksite Placement and Payroll

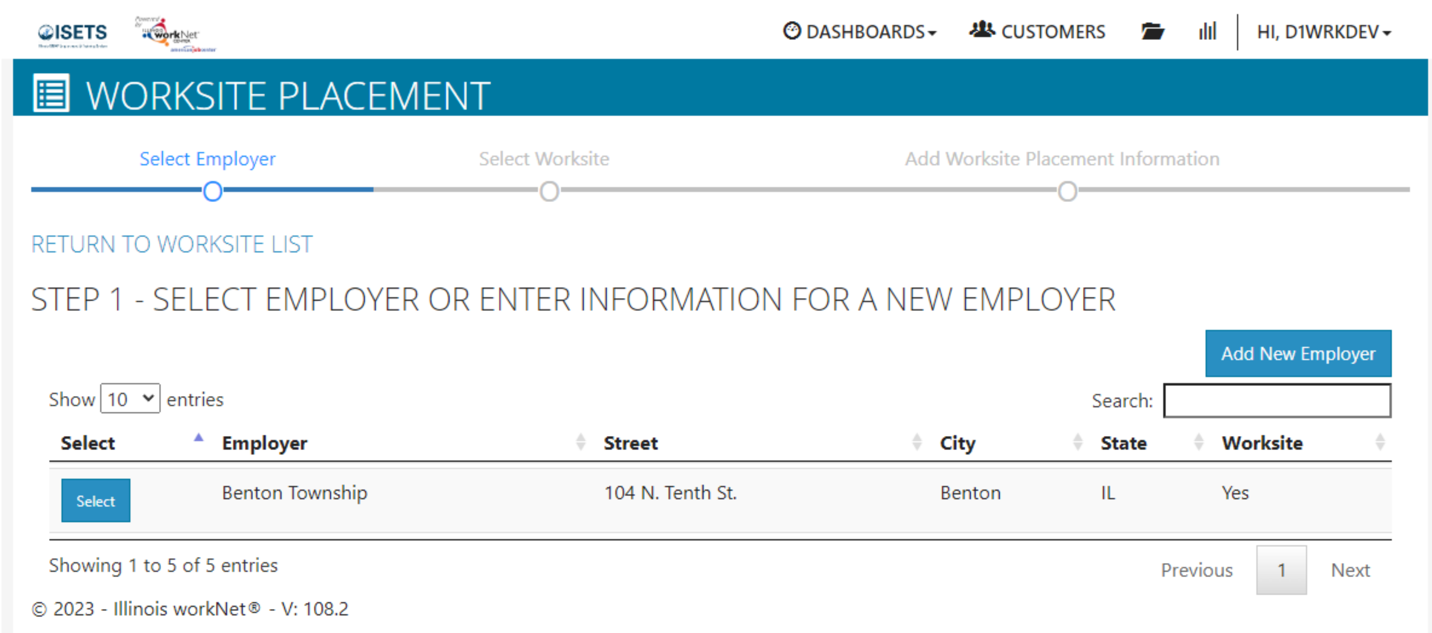
1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Partner Tools.
4. Select Customer Support Center/IWIS.
5. Select Worksite Placement from the top menu (icon looks like a bulleted list).
6. Select Project.
7. Select the agency. If you are associated with multiple agencies/locations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



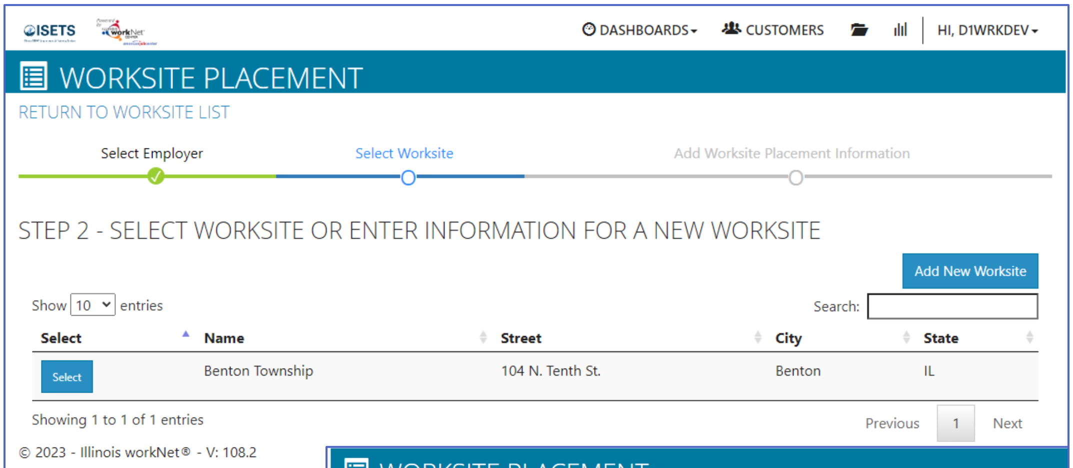
Add a Worksite

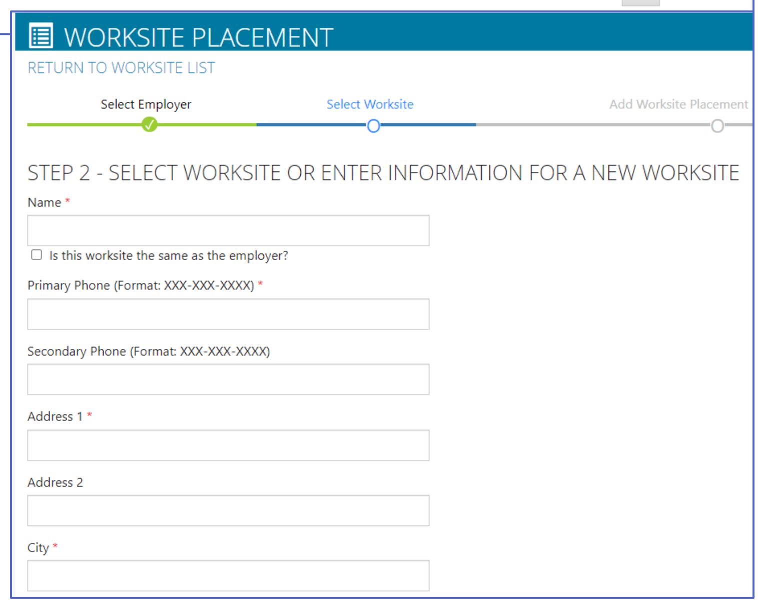
1. Select the Worksite Placement tab.
2. Select the Add Employer/Worksite button on the right-hand side to add an employer/worksite.
    a. Select an existing employer. For the Earnfare program, the partner provider will be the employer of record. Partner information should be added for the Add New Employer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



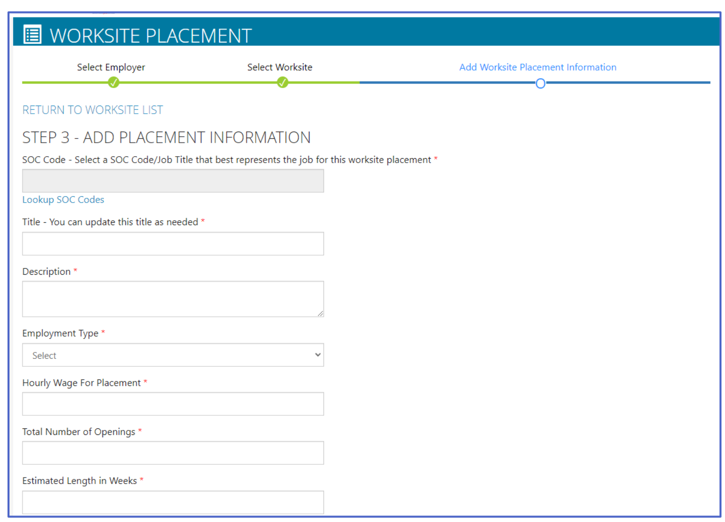
    b. Add New Employer. If the partner agency name is not listed.
        i. Enter the employer name, description, and location.
        ii. Indicate if this location is a worksite.
        iii. Add a primary contact. A minimum of one contact is required; you can add more contacts once the site is set up.

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.



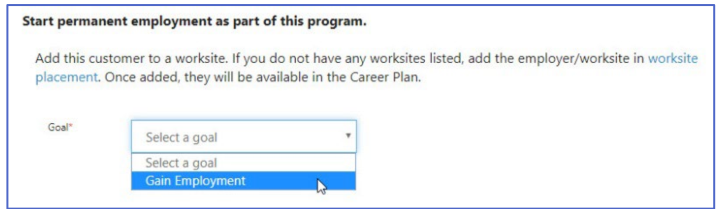


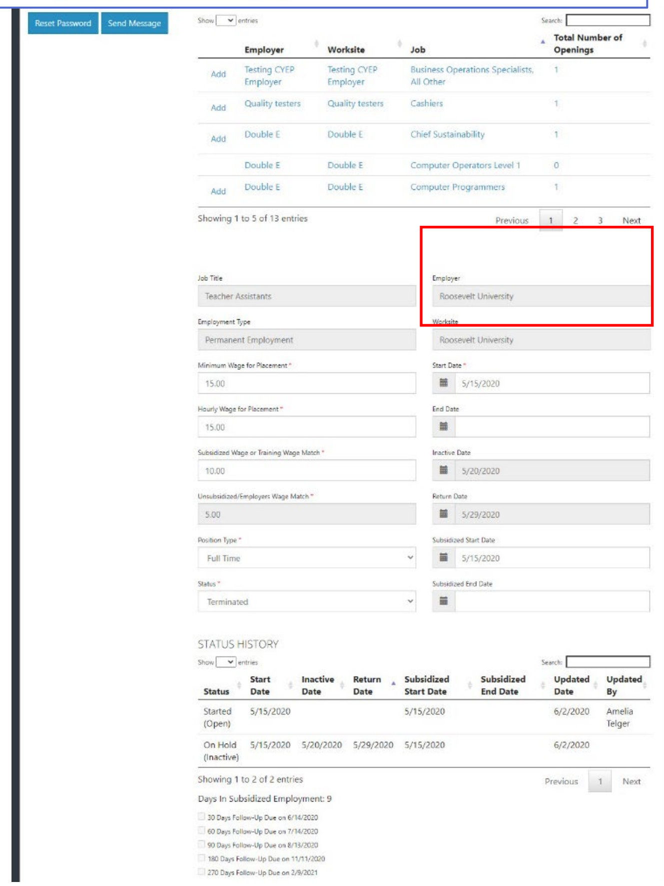
4. Add the worksite placement information.
   a. Lookup the SOC Code, using keywords, and select the SOC title that best fits. *A tip to looking up SOC codes – keep the word/phrase simple.*
   b. The job title will pre-populate using the SOC title. Change the SOC title as needed to match the job title.
   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.



Add Customer Worksite Placements

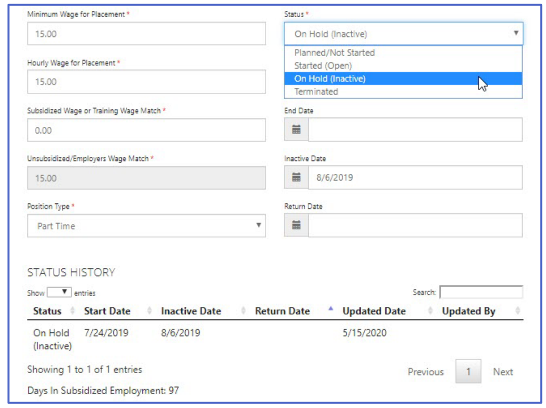
The EP/Case Management allows the worksite to be added to the customer worksite activity.





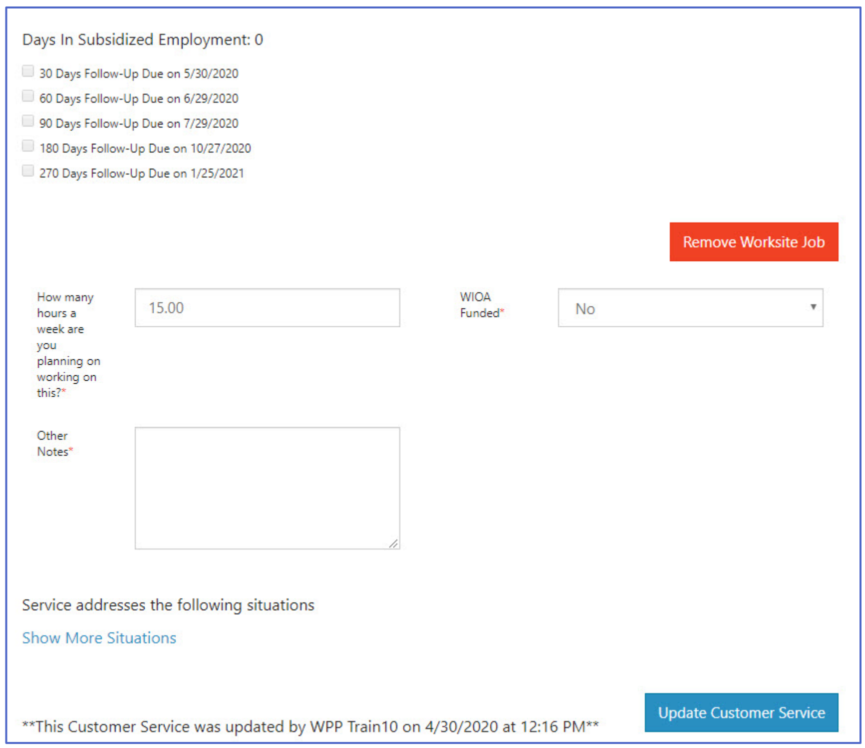
1. Complete information on the EP/Case Management activity.
   a. Select a goal.
   b. Click Add to select a worksite from the list. Information in the system will automatically fill in the gray boxes.
   c. Complete the remainder of the information.
      i. Minimum wage for placement based on current 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.

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.

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.



   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.

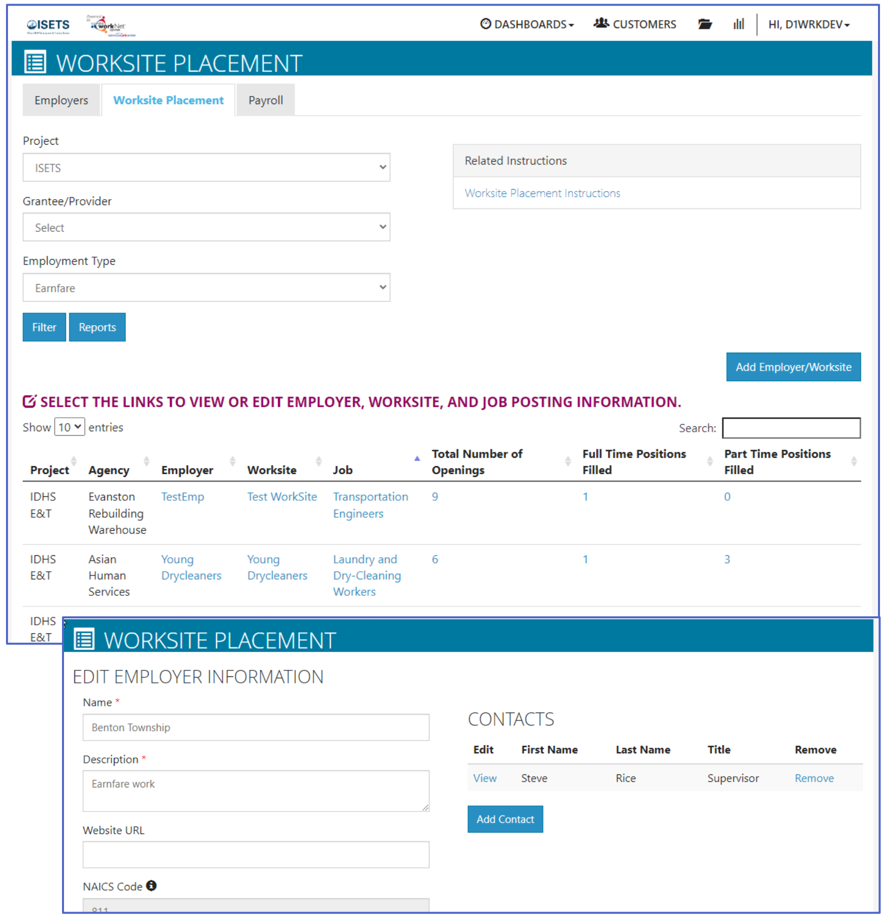
Editing Employer, Worksite, and Job Posting Information

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.



Editing Worksite Information and Contacts

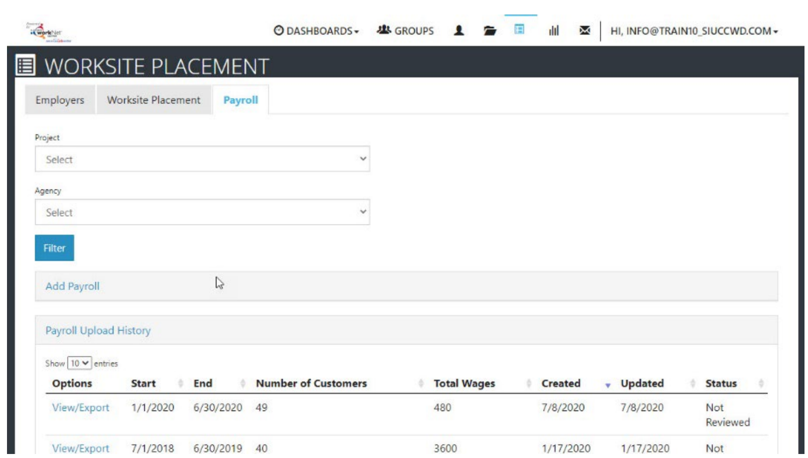
1. Select the link in the Worksite column to access worksite information.
2. Update the worksite information. Contacts can be added, edited, and removed.
3. Update their information and save the changes.

Editing Job Posting Information

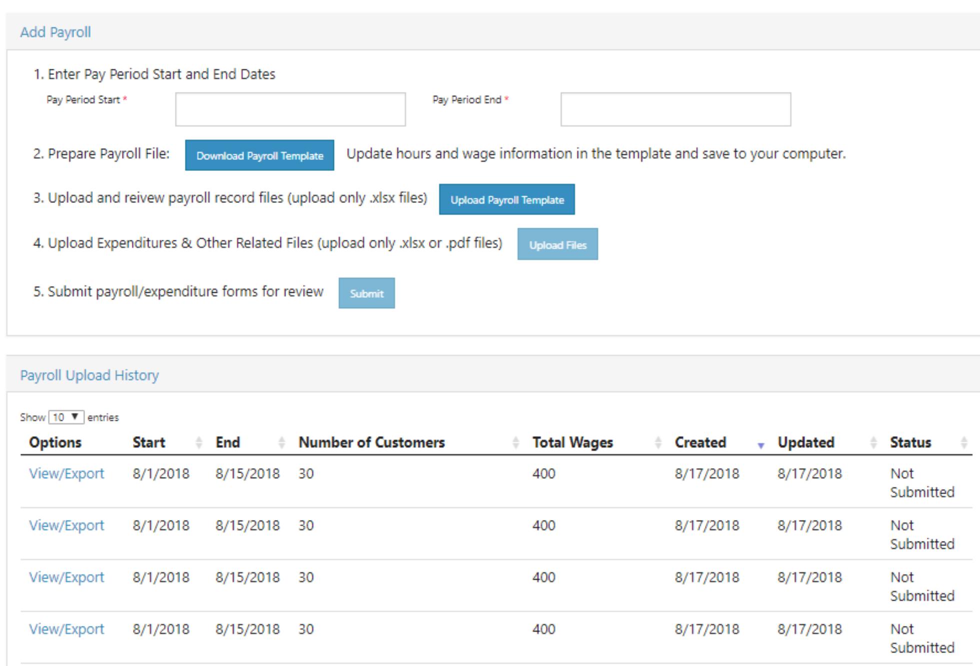
1. Select the link in the Job column to access the specific job information.
2. Update the job posting information and quantities.
3. Update their information and save the changes.

Upload Payroll

1. Select Payroll.
2. Select 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.



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.

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.