JOB TRAINING & Economic Development

Worksite Placement

September 2024 v4

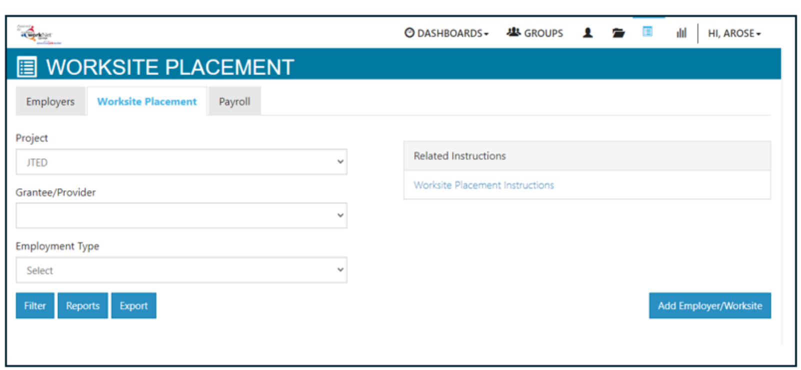
Contents

Overview

The purpose of worksite placement is to identify employers and worksites, the number of openings for those worksites, and worksite placements. The data is used to populate reports used by the JTED program to determine employer engagement and identify key worksite placement information. The payroll tool allows the grantee to upload payroll to document subsidized wages or permanent wages for tracking purposes.

Access Worksite Placement and Payroll

1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Customer Support Center/IWIS in the partner tools section.
4. Select the Worksite Placement icon in the top menu.



Search for an existing Employer/Worksite

To search for an existing employer/worksite:

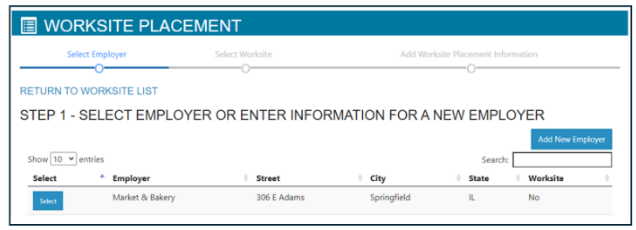
- Select Project.
- Select the Grantee/Provider.
- Select the Employment Type.

- Click Filter. You may also filter the results by clicking the top of each column to sort A-Z or Z-A.
- Select from the list of Employers that show in the filtered list.

Add an Employer/Worksite

There are three steps to complete to add a new employer.
To add an Employer/Worksite:

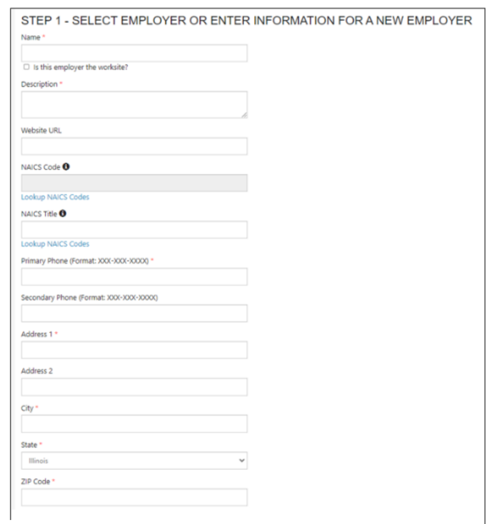
- Click Add Employer/Worksite
- Click Add New Employer



Step 1 - Select Employer or Enter Information for a New Employer

The following information is needed to be completed:

- *Name
- If applicable, check the box, *Is this employer the worksite?*
- *Description
- Website URL
- NAICS Code
- NAICS Title
- *Primary Phone
- *Address
- *City
- *State
- *Zip Code

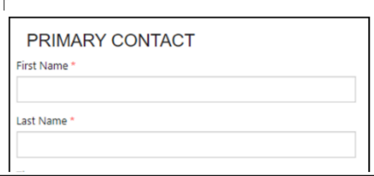


Step 2 - Primary Contact

Primary contact is required.

The following information is needed to be completed:

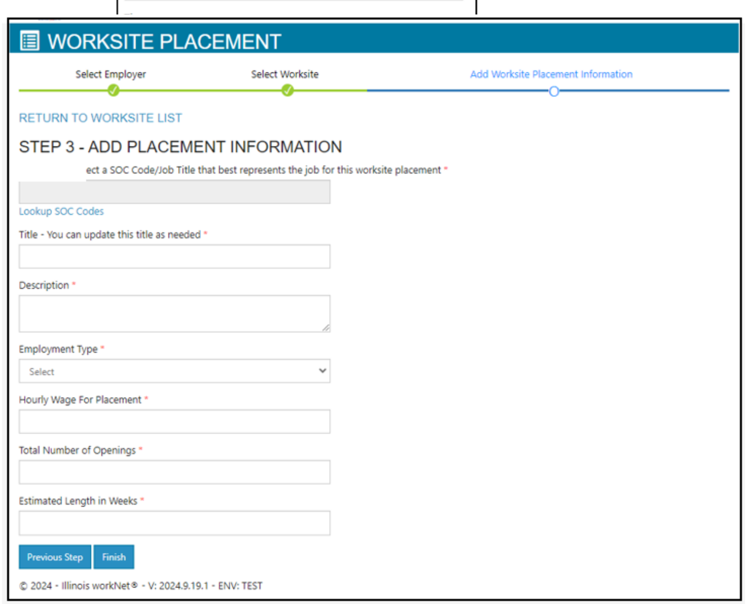
- *First Name
- *Last Name
- *Title
- *Email
- *Primary Phone
- Click Next Step



Step 3 – Add Placement Information

The following information is needed to be completed:

- Lookup the SOC Code using keywords and select the SOC title that best fits. NOTE: The first two digits of the



SOC Code will be compared to the first two digits in the related training program to determine if the placement was in a related to the training. If they are not the same, be prepared to provide a description of how the placement is related to training.

- *Title - The job title will pre-populate using the SOC title. You can update the title as needed.
- *Description
- *Employment Type - Permanent placement not used for this program. Permanent placement should be entered in the completion tab.
- *Hourly Wage for Placement
- *Total Number of Openings
- *Estimated Length in Weeks
- Click Finish

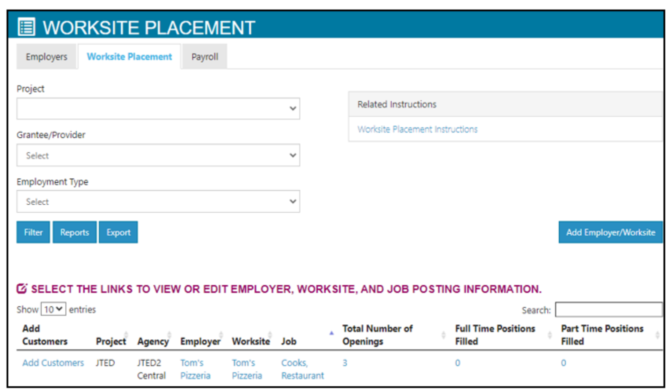
Add Customers to Worksites in the Career Plan

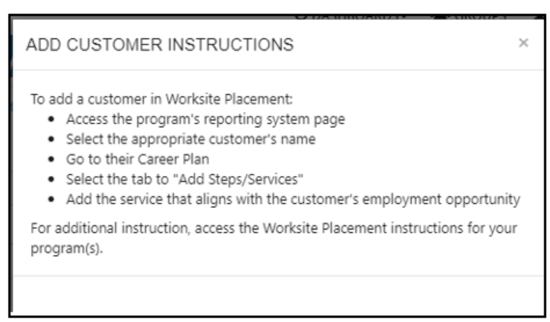
The Career Plan allows you to add the customer to a worksite after you have added worksites to your agency.

If you select Add Customers next to the employer/worksite, a window will open with instructions on how to add a customer to theworksite.

- Access the program's reporting system page
- Select the appropriate customer's name
- Go to their Career Plan
- Select the tab to "Add Steps/Services
- Add the service that aligns with the customer's employment opportunity

***Note**: **If you have access to more than one program, verify the selected placement is with the correct program.*

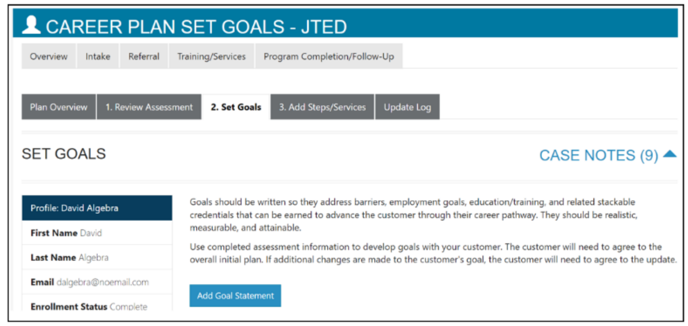


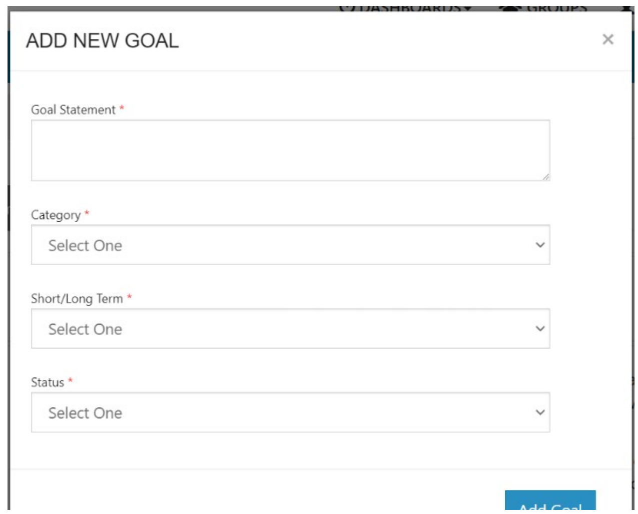


Complete the information on the Career Plan

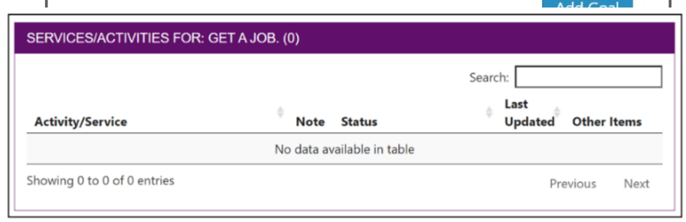
To add Customers to Worksites in the Career Plan:

- On a customer, click the Career Plan tab.
- **If a goal has not been added**, click the Set Goals tab. Your program may have pre-populated goals and steps. Look for that first.
    - Click Add Goal Statement.
    - Enter a Goal Statement
    - Select a Category
        - Academic
        - Assessment
        - Career / Postsecondary Education
        - Career Plan
        - Case Plan
        - Education/Training Plan
        - Independent Living
        - Referral To Services
        - Support Services
    - Select Short or Long Term Goal
    - Select Status
        - Complete
        - Not Started
        - Off Track/Incomplete
        - On Track
    - Click Add Goal





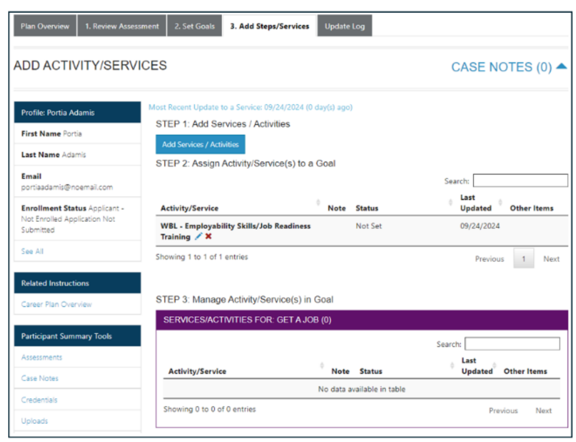
After the goal has been added, it will show on the Add Steps/Services (Career Plan) tab. There will be a section titled, Services/Activities for "goal".

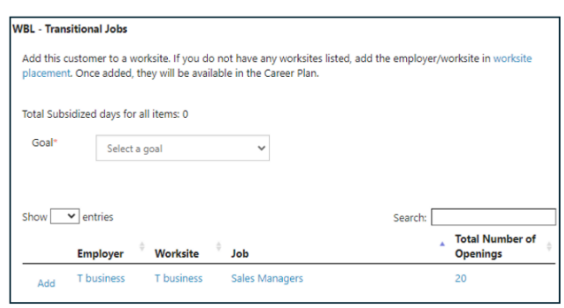


Select a Worksite

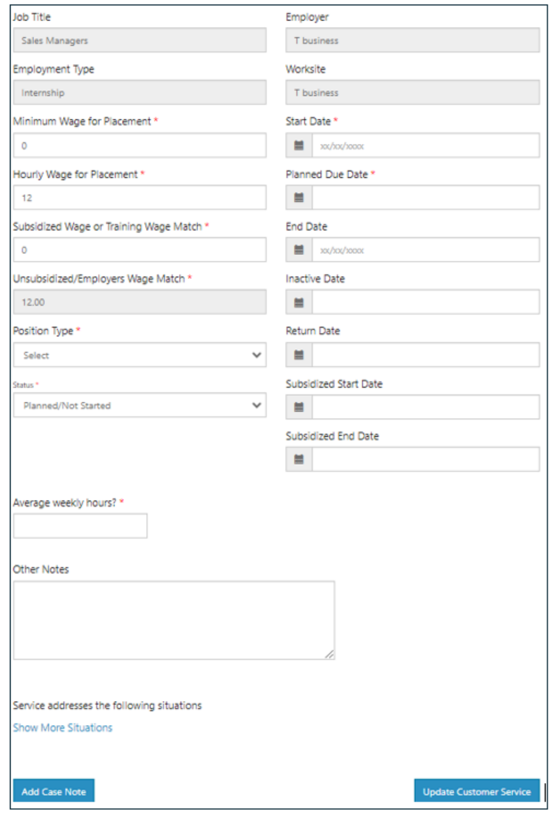
Click the edit icon (green pencil) next to the activity to select a worksite.

- Select a Goal from the dropdown menu
- Select a worksite from the list and click Add.
- Information in the system will automatically fill the gray boxes.
    - Job Title
    - Employer
    - Employment Type
    - Worksite
- Enter Minimum Wage
- Enter Hourly Wage (must be equal to or greater than minimum wage)
- Enter the Subsidized Wage or Training Wage Match
    - The subsidized wage should be no more than the minimum wage.



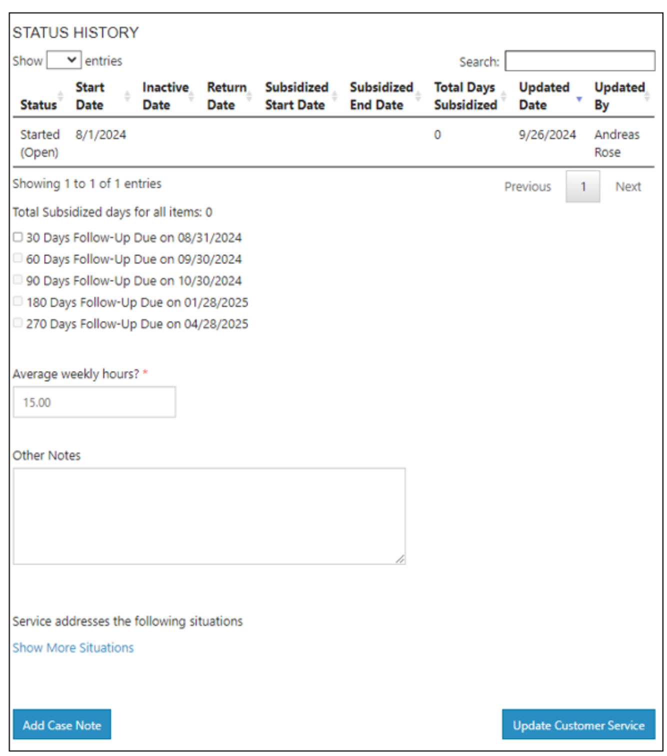


  - Customer receives subsidized wages based on program contract.
  - Subsidized start date begins the time limit for the subsidized wage limited by grant parameters. This is based on the customer and not on a specific placement.
  - Days in subsidized employment is listed at the top of each placement.
  - Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
  - 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.
- Position Type
- Status
- State Date
- Planned Due Date
- End Date
- Inactive Date
- Return Date
- Subsidized Start Date
- Subsidized End Date
- Average Weekly Hours
- Other Notes
- Click Update Customer Service
- A case note will be required to be entered.



After the case note is completed, a Status History will show with follow up options. The option to follow-up is available at 30, 60, 90, 180, and 270 days based upon your grant contract. The follow-up section will be available/activated once each of the timeframes has 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.

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



- 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:

- 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.)

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

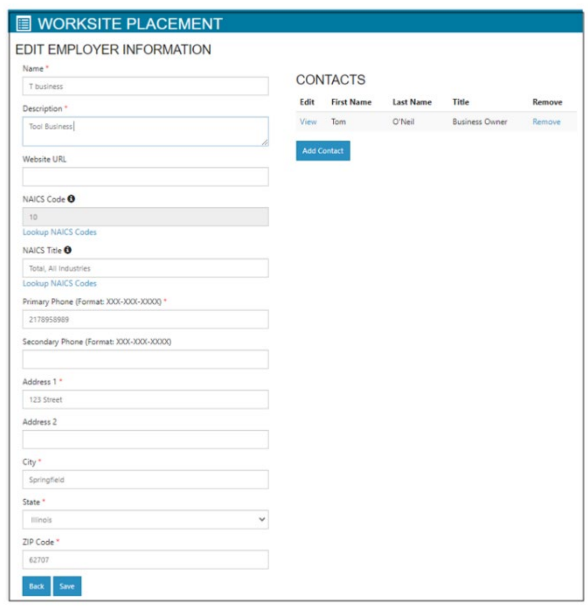
Show 10 entries Search:

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
Add Customers	JTED	JTED2 Central	T business	T business	Sales Managers	19	0	1

Editing Employer Information and Contacts

To edit Employer:

- Select the link in the Employer column to access the employer information.
- 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.
- Update their information and save the changes.



To edit Information and Contacts:

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

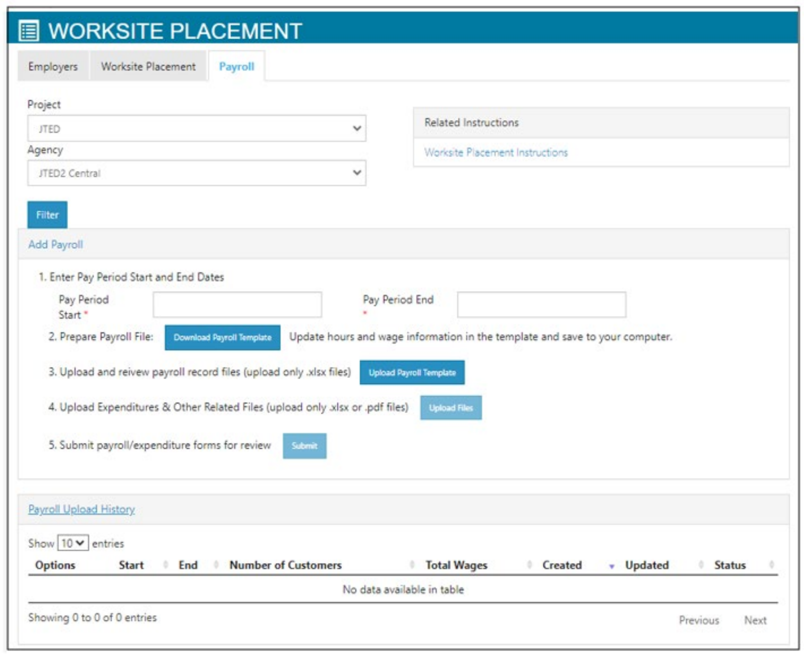
Editing Job Posting Information

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

Upload Payroll (optional)

To upload Payroll:

- Select the Payroll tab
- Select Project if you have access to more than one.
- Select Agency if you have access to more than one.
- Select Add Payroll.
    - Enter Pay Period (start and end dates).
    - Download the Payroll Template and update the wage and hour information, as needed.
    - Save the document to your computer. It is important to not change the filed name of the document. The naming convention must the same as when downloaded to be accepted during the upload.
    - Add the hours worked by each participant. *Remove any participants from the spreadsheet list who did not have hours in the selected pay period.*
    - Select Upload Payroll Template and upload the saved document.
    - Be sure there are no errors with the uploaded document. If so, remove the document, correct the errors, and re-upload.
    - Upload any supporting documents as needed.
    - When you are finished, Submit the payroll for review. *If you do not submit the payroll, it can be removed and edited by your agency staff. Once submitted and an error is discovered, please submit a request for help using the HelpDesk Ticketing System (specify the grant program with which the payroll is associated) to have the payroll removed. Make the correction and reupload the payroll.*



Payroll Upload History

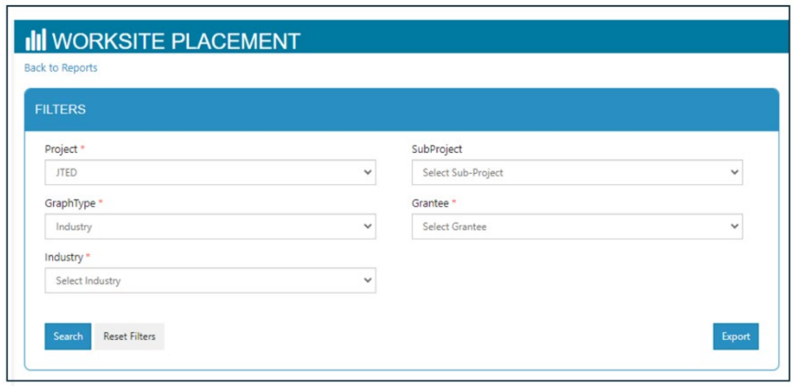
- Select Payroll Upload History to view a list of previously uploaded payroll item.
- Select View/Edit to view or update a payroll item.

Worksite Placement Report

1. Log into www.illinoisworknet.com.
2. Select My Dashboard
3. Select Customer Support Center/IWIS in the partner tools section.
4. Select Reports icon in the top menu.
5. Select Worksite Placement Report

On the Report:

- Select Project
- Select Graph Type
- Select Industry
- Select Sub Project
- Select Grantee
- Click Search
- Click Reset Filters to edit or change your search.
- Click Export to export your results.



This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.