# Paystub & Reporting Updates for Illinois Day and Temporary Labor Services Act

Last Modified on 01/23/2024 10:43 am CST

### **Overview**

To accommodate and comply with the Illinois Day and Temporary Labor Services Act, the following has been completed:

- Default check styles (along with the WebCenter Earning Statement) now include the ability to show or hide additional columns/fields based on the requirements of the respective states.
- Two new standard reports ("IL Employee Assignment Notice" and "IL Employee Notice Audit") have been added.
- A new standard message action "Sent Employee Notice" has been added to help distinguish messages sent related to employee notice forms linked to the state of Illinois.

\*Note\* If you have employees working in Illinois and need your default check style updated, please contact your TempWorks Account Manager to begin the process.

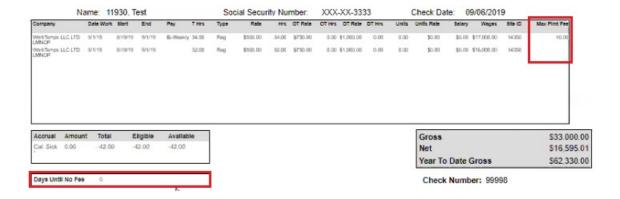
If you have custom check styles that you would like to have the additional columns/fields applied, please contact your TempWorks Account Manager.

### **Check Style Updates**

To accommodate Illinois law, the following columns/fields have been added:

- Days Until No Fee Display how many days remaining until the employee has worked 60 days for the staffing company in the last year.
  - For "Days Until No Fee", the days worked are only counted when entered as Day 1-7 on posted timecards.
    - Fields "Day 1" through "Day 7" can be found by navigating to Enterprise > Pay/Bill > Time Entry >
       Timecard of employee > Detailed Timecard > "Pay and Bill Rates" tab.
- Max Placement Fee The maximum amount of a fee that shall be charged to a third-party client by the temporary help service firm.
  - This will need to be added via Custom Data fields on the Job Order and Assignment records with the Property Name of "MaxPlacementFee". For more information on Custom Data, please see the article

#### titled Enterprise - How to Setup and Manage Custom Data.



### **Reporting Updates**

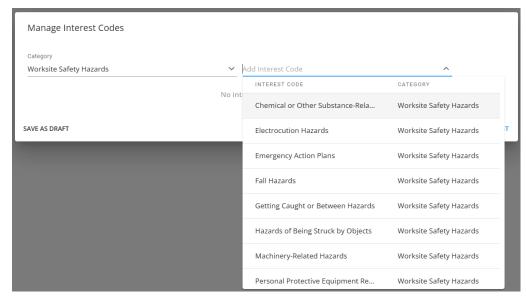
Two new standard reports have been added:

- IL Employee Assignment Notice
- IL Employee Notice Audit

#### **IL Employee Assignment Notice**

- This report is required by the state of Illinois for temporary employee requested assignment information.
- Information within this report is gathered from the following areas:
  - Safety Contact:
    - This is populated via the Job Order contact with the contact role of "Safety Contact".
      - In the event a "Safety Contact" does not exist within the Job Order, the "Supervisor" is then selected.
      - In the event a "Supervisor" does not exist within the Job Order, the "HR Coordinator" is then selected.
  - Start Date & Start Time:
    - Assignment > Details > Job Information > Start Date
    - Assignment > Details > Job Information > Start Time
  - Job Title & Job Description:
    - Job Order > Details > Job Information > Job Title
    - Job Order > Details > Job Information > Job Description
  - Dress Code & Safety Hazard Notes:
    - Job Order > Details > Worksite > Dress Code
    - The "Safety Hazard Notes" are pulled from Customer and Job Order interest codes from the category of "Worksite Safety Hazards":
      - \*Note\* The "Worksite Safety Hazards" category and related interest codes are not added by default. These will need to be added manually. More information on adding interest

codes/categories can be found within the article titled Enterprise - Creating Interest Codes.



- Wages Offered:
  - Assignment > Details > Job Information > Pay Rate
- Destination Company Name and Address:
  - Job Order > Details > Worksite > Street, City, State, Zip
- Terms of Transportation:
  - Job Order > Details > Worksite > Directions

### **Employment Notice** Day and Temporary Labor Service Agency: **High Tech Staffing Inc** 1234 Main Street Chicago, IL 60007 **Safety Contact** Safety Contact 5555555555 safetycontact@customer.xom Name of Day or Temporary Laborer: Illinois Worker Name and nature of the work to be performed: Job Title: Start Date: 11/28/2023 Start Time: 8:00 AM Utility Worker Job Description: Utility work needed. Dress Code/Safety Hazard Notes: Electrocution Hazards, Personal Protective Equipment Required, Fall Hazards, Hazards of Being Struck by Objects, Getting Caught or Between Hazards, Machinery-Related Hazards, Chemical or Other Substance-Related Hazards, Repetitive-Motion Hazards, Emergency Action Plans; Dress Code requires heavy duty boots. Wages Offered: \$0.00 Per Hour **Destination Company Name and Address** Illinois Test Customer 1234 Main Street Site ID: 19603 Chicago, IL 60007 Terms of Transportation: Make sure to use the main entrance and not the side entrance.

Meal provided?:	Yes		No	ĺ
Cost of Meal:	\$		N/A	
Equipment Provided?:	Yes		No	
Cost of Equpment:	\$		N/A	

Safety hazards and concerns may be reported to the Department by calling the Department's Day and Temporary Labor Services

Act toll-free hotline at 1-877-314-7052 or emailing <a href="DOL.DayLabor@illinois.gov">DOL.DayLabor@illinois.gov</a>

Signature:

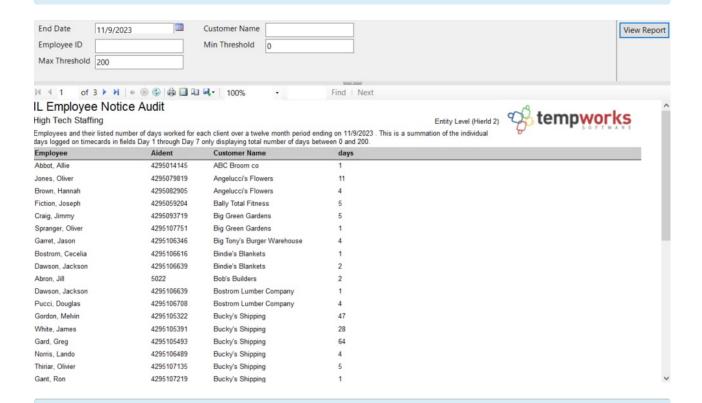
#### **IL Employee Notice Audit**

\*Note\* While this report can be accessed immediately, Illinois tracking for days worked is proposed for April 1st, 2024 and is subject to change.

• This report generates a list of employees and the number of days they have worked at each client on a rolling twelve-month period. This information is used to determine which employees require notices sent to them.

\*Note\* The days worked are only counted when entered as Day 1-7 on posted timecards.

• Fields "Day 1" through "Day 7" can be found by navigating to Enterprise > Pay/Bill > Time Entry > Timecard of employee > Detailed Timecard > "Pay and Bill Rates" tab.



\*Note\* There is also a new Beyond Dashboard Insight Widget titled "IL Employee 90 Day Audit - Top 5" that will show, at a glance, employees approaching their 90 days of work (limited to 5 rows on the dashboard).

For more information on Dashboard Insight Widgets, please see the article titled Beyond - Default Insight Widgets.

### **Message Action Updates**

A new standard message action titled "Sent Employee Notice" has been added to help distinguish messages sent related to employee notice forms linked to the state of Illinois.

## **Related Articles**