

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

Last Modified on 08/15/2024 3:19 pm CDT

## 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.
- Three new standard reports ("IL Employee Assignment Notice", "IL Employee Notice Audit", and "Employee Hours Range IL") 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](#).

Name: 11930, Test      Social Security Number: XXX-XX-3333      Check Date: 09/06/2019

Company	Date Work	Start	End	Pay	T Hrs	Type	Rate	Hrs	OT Rate	OT Hrs	OT Rate	OT Hrs	Units	Units Rate	Salary	Wages	Site ID	Max Pmt Fee
WorkTemp LLC LTD LMNCP	9/1/19	8/19/19	9/1/19	Bi-Weekly	34.00	Reg	\$500.00	34.00	\$750.00	0.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$17,000.00	14350	10.00
WorkTemp LLC LTD LMNCP	9/1/19	8/19/19	9/1/19		32.00	Reg	\$500.00	32.00	\$750.00	0.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$16,000.00	14350	

Accrual	Amount	Total	Eligible	Available
Cal. Sick	0.00	-42.00	-42.00	-42.00

<b>Gross</b>	\$33,000.00
<b>Net</b>	\$16,595.01
<b>Year To Date Gross</b>	\$62,330.00

<b>Days Until No Fee</b>	0
--------------------------	---

Check Number: 99998

## Reporting Updates

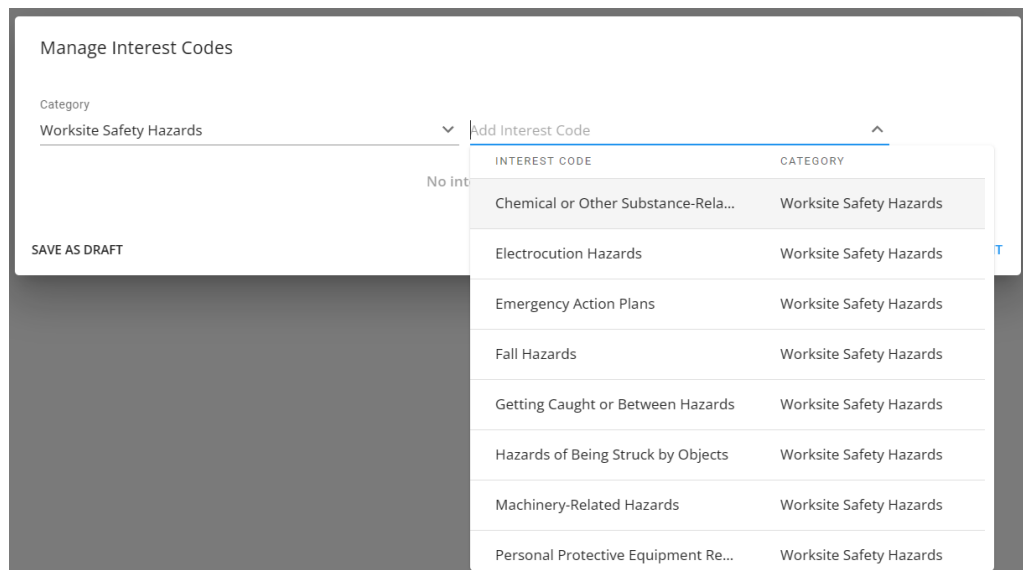
Three new standard reports have been added:

- IL Employee Assignment Notice
- IL Employee Notice Audit
- Employee Hours Range IL

### 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			
<b>Day and Temporary Labor Service Agency:</b>			
<b>High Tech Staffing Inc</b> 1234 Main Street Chicago, IL 60007  <b>Safety Contact</b> <b>Safety Contact</b> 5555555555 safetycontact@customer.xom			
<b>Name of Day or Temporary Laborer:</b> Illinois Worker			
<b>Name and nature of the work to be performed:</b>			
<b>Job Title:</b>		<b>Start Date: 11/28/2023 Start Time: 8:00 AM</b>	
Utility Worker			
<b>Job Description:</b>			
Utility work needed.			
<b>Dress Code/Safety Hazard Notes:</b>			
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.			
<b>Wages Offered:</b>			
\$0.00 Per Hour			
<b>Destination Company Name and Address</b>			
<b>Illinois Test Customer</b>  1234 Main Street <span style="float: right;"><b>Site ID: 19603</b></span> Chicago, IL 60007			
<b>Terms of Transportation:</b>			
Make sure to use the main entrance and not the side entrance.			
<b>Meal provided?:</b>	Yes	No	
<b>Cost of Meal:</b>	\$	N/A	
<b>Equipment Provided?:</b>	Yes	No	
<b>Cost of Equipment:</b>	\$	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="mailto:DOL.DayLabor@illinois.gov">DOL.DayLabor@illinois.gov</a>			
<b>Signature:</b>			

## 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.

End Date: 11/9/2023    Customer Name:


Employee ID:     Min Threshold: 0

Max Threshold: 200

[View Report](#)

---

IL Employee Notice Audit  
High Tech Staffing

Entity Level (Hierld 2) 

Employees and their listed number of days worked for each client over a twelve month period ending on 11/9/2023. This is a summation of the individual days logged on timecards in fields Day 1 through Day 7 only displaying total number of days between 0 and 200.

Employee	Aident	Customer Name	days
Abbot, Allie	4295014145	ABC Broom co	1
Jones, Oliver	4295079819	Angelucci's Flowers	11
Brown, Hannah	4295082905	Angelucci's Flowers	4
Fiction, Joseph	4295059204	Bally Total Fitness	5
Craig, Jimmy	4295093719	Big Green Gardens	5
Spranger, Oliver	4295107751	Big Green Gardens	1
Garret, Jason	4295106346	Big Tony's Burger Warehouse	4
Bostrom, Cecelia	4295106616	Bindie's Blankets	1
Dawson, Jackson	4295106639	Bindie's Blankets	2
Abron, Jill	5022	Bob's Builders	2
Dawson, Jackson	4295106639	Bostrom Lumber Company	1
Pucci, Douglas	4295106708	Bostrom Lumber Company	4
Gordon, Mehin	4295105322	Bucky's Shipping	47
White, James	4295105391	Bucky's Shipping	28
Gard, Greg	4295105493	Bucky's Shipping	64
Norris, Lando	4295106489	Bucky's Shipping	4
Thinar, Olivier	4295107135	Bucky's Shipping	5
Gant, Ron	4295107219	Bucky's Shipping	1

**\*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](#).

### Employee Hours Range IL

Based on the requirements provided by the Illinois bill 3650, the Employee Hours Range IL has been added

**\*Note\*** For more information on Illinois bill 3650, please see the links for the [original bill](#) and the [amendment](#).

*(A) if a day or temporary laborer has been assigned to work and performs work at the same third party client for more than 720 hours within a 12-month period, not less than the median base hourly rate, or hourly equivalent if paid on a salary basis, of workers working in the same or a substantially similar job classification, as reflected in the detail level of the most recent Standard Occupational Classification System published by the United States Department of Labor's Bureau of Labor Statistics, in the same metropolitan area or non-metropolitan area of a Illinois where the work is performed, as reflected in the most recent Occupational Employment and Wage Statistics Survey, or any successor publication, published by the United States Department of Labor's Bureau of Labor Statistics;*

The report can be grouped by the Job Title or the SOC Code:

Pay Code\* 3rdPtySick - Sick Pay, AP - Ac...  
 Branch\* Canada Work, CardiffUK, Eag...  
 Date Filter\* Weekend Bill  
 Start Date\* 01/01/2024  
 End Date\* 12/31/2024  
 Hours Range Start\* 720  
 Hours Range End\* 100000000.00  
 Customer Filter  
 Employee Filter  
 Show Detail\* False  
 Group By\* Employee, Job Title, Customer  
 Employee, Job Title, Customer  
 Employee, SOC Code, Customer  
 VIEW REPORT

**\*Note\*** Please contact [TempWorks Support](#) in the event you need the SOC Codes linked to the Job Titles within your system.

When running the report, ensure the date range is for the entire year:

Pay Code\* 3rdPtySick - Sick Pay, AP - Ac...  
 Branch\* Canada Work, CardiffUK, Eag...  
 Date Filter\* Weekend Bill  
 Start Date\* 08/01/2023  
 End Date\* 08/01/2024  
 Hours Range Start\* 720  
 Hours Range End\* 100000000.00  
 Customer Filter  
 Employee Filter  
 Show Detail\* False  
 Group By\* Employee, Job Title, Customer  
 Employee, Job Title, Customer  
 Employee, SOC Code, Customer  
 VIEW REPORT

Employee	Employee ID	Customer Name	Department Name	SOC	RHours	OHours	DHours	THours
Adam, Tracy	4295000006	Bucky's Shipping	Primary		864.00	0.00	0.00	872.0000
Blair, Ben	4295107183	Jefferson Warehouse	Primary		723.00	0.00	0.00	723.0000
Adam, Firenich A	4295014683	Jaguar Shipping	Primary		728.00	0.00	0.00	728.0000
Aveeno, Michael	4295105620	Bucky's Shipping	Primary		771.00	0.00	0.00	771.0000

## 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