

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

Last Modified on 01/08/2026 11:20 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.
- 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	SSN ID	Max Pmt Fee
WinnDunes LLC LTD	9/1/19	8/19/19	9/1/19	Bi-Weekly	34.00	Reg	\$100.00	34.00	\$750.00	0.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$17,000.00	14350	10.00
LMNCP																		
WinnDunes LLC LTD	9/1/19	8/19/19	9/1/19		32.00	Reg	\$100.00	32.00	\$750.00	0.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$16,000.00	14350	
LMNCP																		

## Reporting Updates

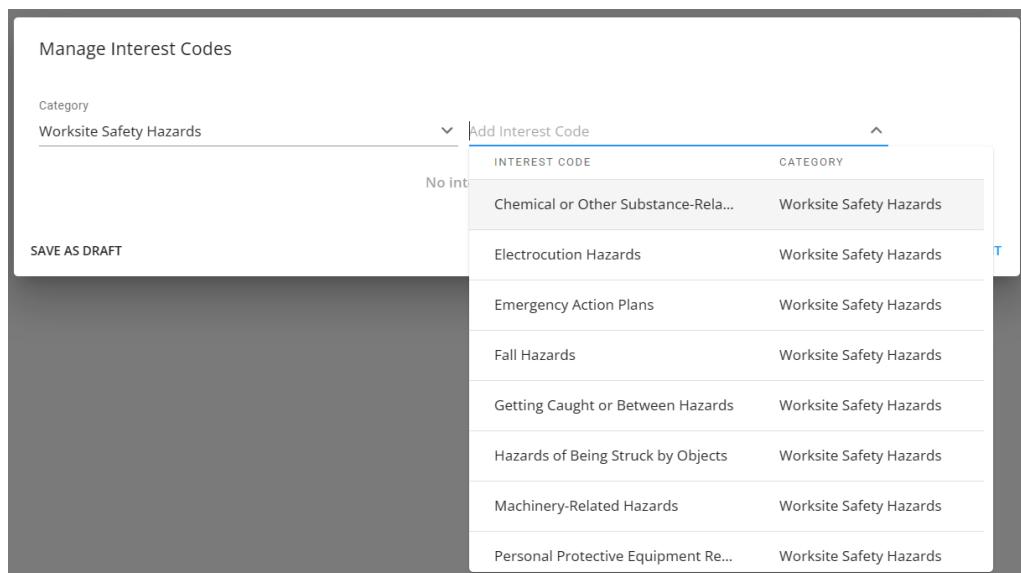
Three new standard reports have been added:

- 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](#).



The screenshot shows a user interface for managing interest codes. On the left, a sidebar titled 'Manage Interest Codes' has a 'Category' dropdown set to 'Worksite Safety Hazards' and a 'No int' button. Below these are 'SAVE AS DRAFT' and 'INTEREST CODE' buttons. On the right, a modal window titled 'Add Interest Code' is open, showing a table with columns 'INTEREST CODE' and 'CATEGORY'. The table lists several hazard types, all categorized under 'Worksite Safety Hazards'. The table has a header row and several data rows. A blue 'T' icon is visible in the top right corner of the modal.

INTEREST CODE	CATEGORY
Chemical or Other Substance-Rela...	Worksite Safety Hazards
Electrocution Hazards	Worksite Safety Hazards
Emergency Action Plans	Worksite Safety Hazards
Fall Hazards	Worksite Safety Hazards
Getting Caught or Between Hazards	Worksite Safety Hazards
Hazards of Being Struck by Objects	Worksite Safety Hazards
Machinery-Related Hazards	Worksite Safety Hazards
Personal Protective Equipment Re...	Worksite Safety Hazards

- **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

<b>Employment Notice</b>		
Day and Temporary Labor Service Agency: <b>High Tech &amp; Staffing Services, Inc</b> 2001 Cliff Rd Hastings, MN 55033	Safety Contact	
Name of Day or Temporary Laborer: Ivelina Kavalova		
Name and nature of the work to be performed: Job Title: Start Date: 4/10/2023 Start Time: -test-		
Job Description:		
Dress Code/Safety Hazard Notes:		
Wages Offered: \$2,345.00 Per Hour		
If "yes" to any of these activities taking place at the worksite, you have the right to refuse this assignment without being denied future assignments.		
Is there a strike, a lockout, a work stoppage, a picket, bannerizing, or handbilling at the worksite because of a labor dispute?	YES	NO
Destination Company Name and Address OSP Customer hfh, fghgf hfh, MN 35353-4534 County: Dakota		
Site ID: 1054601		
Terms of Transportation:		
Meal provided?:	Yes	No <input checked="" type="checkbox"/>
Cost of Meal:		N/A <input checked="" type="checkbox"/>
Equipment Provided?:	Yes	No <input checked="" type="checkbox"/>
Cost of Equipment:		N/A <input checked="" type="checkbox"/>
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>		
Including this assignment, has this laborer worked 720 hours or more for this third-party client in the last 12 months? ____ Yes ____ No _____ Number of Hours		
If you have worked for this client for 720 or more hours in a 12-month period, you will be paid according to one of the following:		
____ You will be paid based on the following information from a comparable employee. ____ years/months seniority ____ hourly wage	____ As directed by the third-party client, you will be paid according to the Standard Occupation Classification. Code: _____ Occupation: _____ Definition: _____	
Signature: _____		

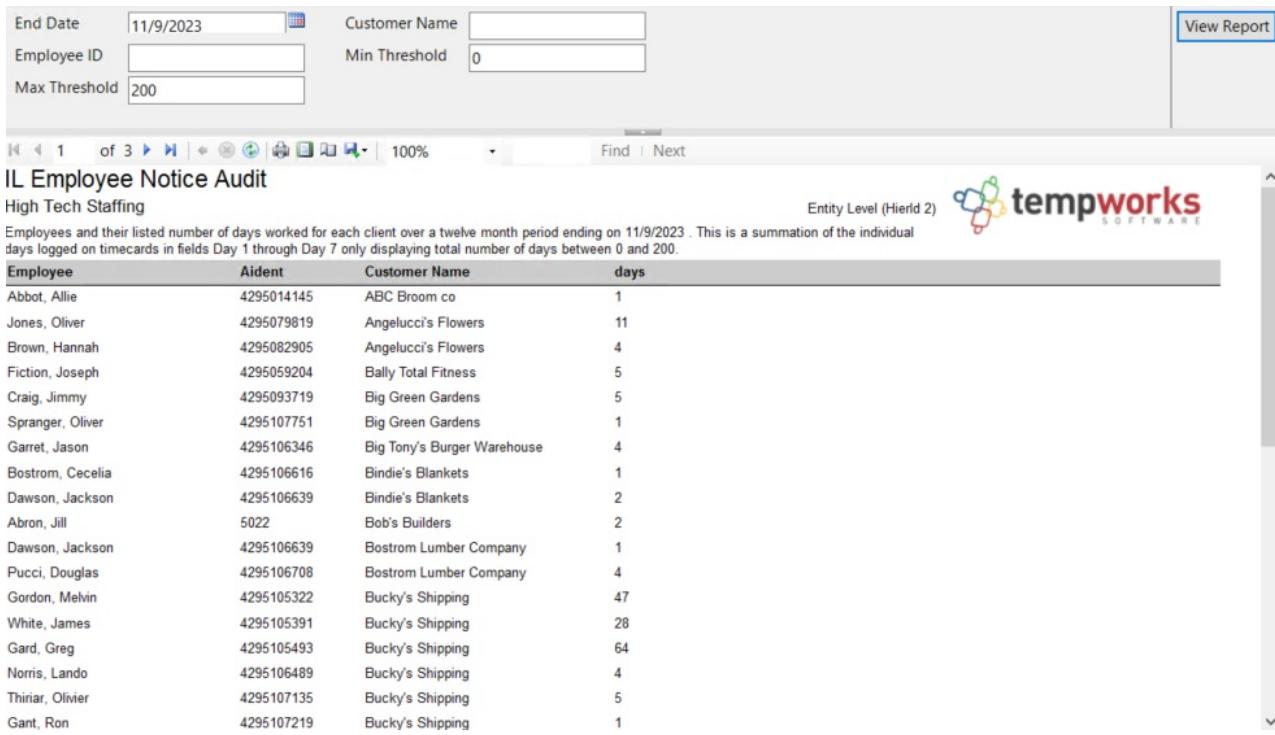
The fields for "Meal Provided", "Cost of Meal", "Equipment Provided", and "Cost of Equipment" all pull from the following custom data fields on the order. If these are not populating as expected, make sure these custom data fields exist labeled exactly as follows:  
 "IL - Meal Provided" setup as true / false  
 "IL - Cost of Meal" setup as string  
 "IL - Equipment Provided" setup as true / false  
 "IL - Cost of Equipment" setup as string

**\*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.



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, Melvin	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
Thiriar, 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:

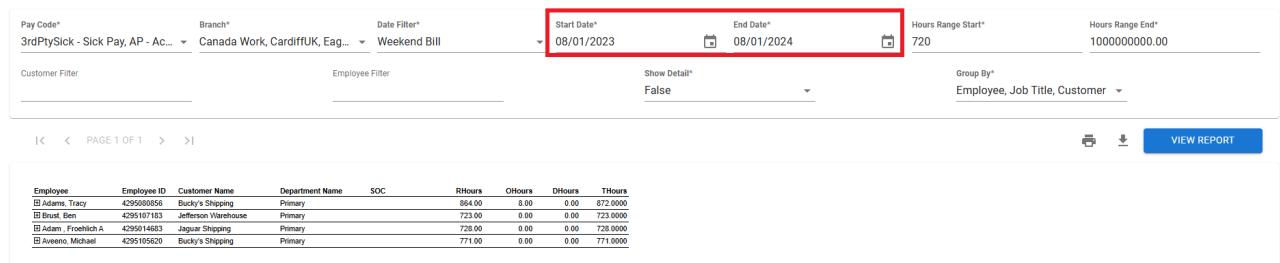


The screenshot shows a report configuration interface with various filters and grouping options. The 'Group By' section is highlighted with a red box, showing two options: 'Employee, Job Title, Customer' and 'Employee, SOC Code, Customer'. Other visible fields include Pay Code, Branch, Date Filter, Start Date (01/01/2024), End Date (12/31/2024), Hours Range Start (720), Hours Range End (100000000.00), and a 'VIEW REPORT' button.

**\*Note\*** SOC Codes can be linked to Job Titles within Beyond > System Settings > Job Titles.

Please see the article titled [Beyond - How to Create Job Titles](#) for more information.

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



The screenshot shows a report interface with a date range set from 08/01/2023 to 08/01/2024. The 'Start Date' and 'End Date' fields are highlighted with a red box. Other visible fields include Pay Code, Branch, Date Filter, Show Detail (False), Hours Range Start (720), Hours Range End (100000000.00), and a 'VIEW REPORT' button. Below the interface is a table of data with columns: Employee, Employee ID, Customer Name, Department Name, SOC, RHours, OHours, DHours, THours. The data shows four entries: Jason, Tracy (Bucky's Shipping, Primary, SOC 824.00, 0.00, 0.00, 824.00), Brett, Ben (Jefferson Warehouse, Primary, SOC 723.0000, 0.00, 0.00, 723.0000), Adam, Froelich A (Jaguar Shipping, Primary, SOC 728.0000, 0.00, 0.00, 728.0000), and Michael, Aveano (Bucky's Shipping, Primary, SOC 771.0000, 0.00, 0.00, 771.0000).

The following records will be highlighted within the report based on hour requirements:

- Employee Records that have a customer assignment with over 720 hours.
- Customer Assignment Records that have over 720 hours worked.
- Transaction Records that first exceeded 720 hours for a given customer assignment.

## 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