

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](#).

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	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

Gross	\$33,000.00
Net	\$16,595.01
Year To Date Gross	\$62,330.00

Days Until No Fee	0
--------------------------	---

Check Number: 99998

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](#).

The screenshot shows a web interface titled "Manage Interest Codes". At the top, there is a "Category" dropdown menu currently set to "Worksite Safety Hazards". Below this, there is a "No int" label and a "SAVE AS DRAFT" button. A modal window titled "Add Interest Code" is open, displaying a table with two columns: "INTEREST CODE" and "CATEGORY". The table lists several hazard categories, all of which are under the "Worksite Safety Hazards" category.

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

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	
Cost of Meal:	\$	N/A	
Equipment Provided?:	Yes	No	
Cost of Equipment:	\$	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 DOL.DayLabor@illinois.gov			
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.

End Date: 11/9/2023 Customer Name:

Employee ID: Min Threshold: 0


Max Threshold: 200

[View Report](#)

1 of 3 100% Find | Next

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, Mevin	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](#).

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