

Instructions for Entering Staff Data in Portal

Overview

The ILSFA program requires that Approved Vendors hire Eligible Job Trainees from qualified job training programs to work on ILSFA projects. Eligible Job Trainees are required to perform a percentage of the total hours worked across an AV's portfolio of projects annually and a number of ILSFA projects in each sub-program in an AV's portfolio. AVs will track the work of their Eligible Job Trainees, as well as all other employees, subcontractors, Designees, and agents working on their ILSFA projects.

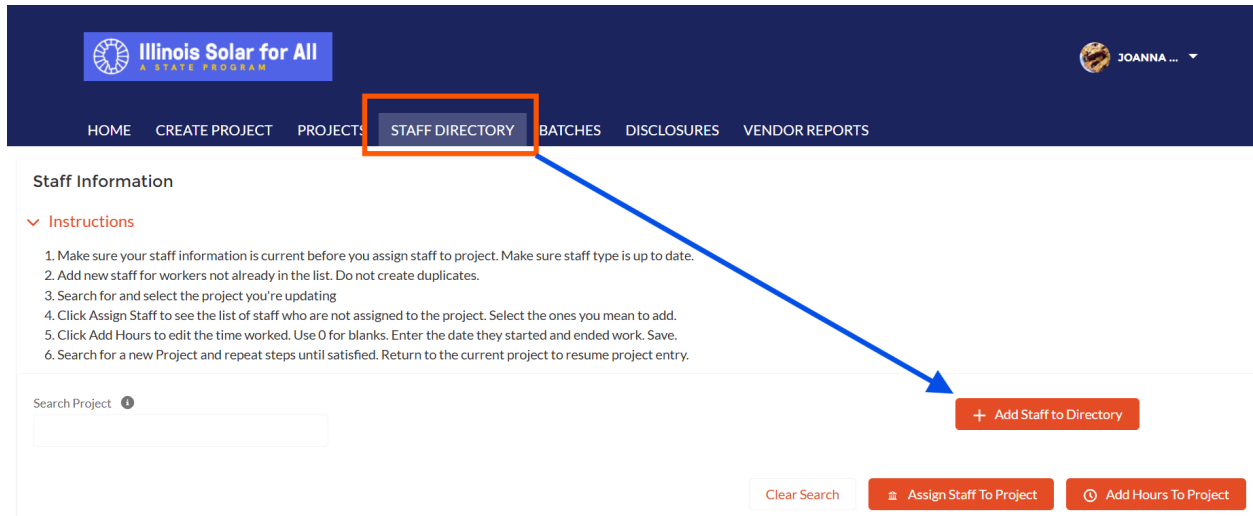
The ILSFA Job Training Requirements, Section 15 of the Approved Vendor Manual, can be found on the [ILSFA website](#). This section details, but not limited to, the requirements of the program, qualifications to be considered an Eligible Job Trainee, descriptions of the Qualified Job Training Programs, and tracking hours by work categories.

See the instructions below on submitting required information and documentation for Eligible Job Trainees and general staff working on ILSFA projects.

Data collection

Portal Fields

The Staff Directory is an AV's depository of staff (general and Eligible Job Trainees) working on ILSFA projects. Staff can be assigned to a project from the Staff Directory once the staff profiles have been created in the directory.



Staff Information

Instructions

1. Make sure your staff information is current before you assign staff to project. Make sure staff type is up to date.
2. Add new staff for workers not already in the list. Do not create duplicates.
3. Search for and select the project you're updating
4. Click Assign Staff to see the list of staff who are not assigned to the project. Select the ones you mean to add.
5. Click Add Hours to edit the time worked. Use 0 for blanks. Enter the date they started and ended work. Save.
6. Search for a new Project and repeat steps until satisfied. Return to the current project to resume project entry.

Search Project

+ Add Staff to Directory

Clear Search Assign Staff To Project Add Hours To Project

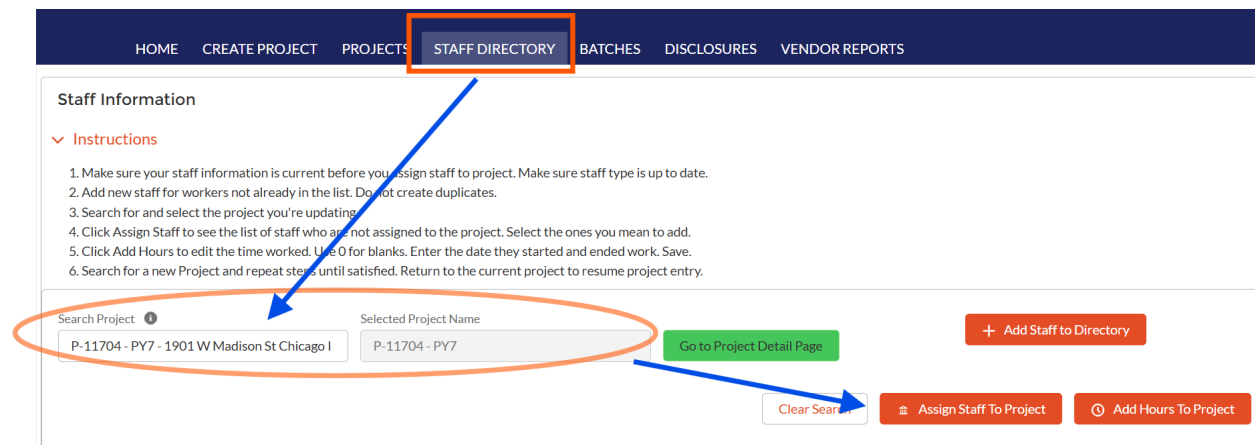
ADDING STAFF TO STAFF DIRECTORY

- 1) Click the "STAFF DIRECTORY" tab
- 2) Click "+Add Staff to Directory"
- 3) Select "Staff Type": General Staff or Eligible Job Trainee
 - a. General Staff fields
 - i. Name
 - ii. Zip Code
 - iii. Trainee fitting in these groups: Foster Care Alumni, Returning Citizen (optional)
 - iv. Race
 - v. Ethnicity
 - vi. Click "Next"
 - vii. Repeat to add additional staff
 - b. Eligible Job Trainee fields
 - i. Name
 - ii. Phone
 - iii. Email
 - iv. Street (only numbers and letters, no symbols such as "#")
 - v. City
 - vi. State
 - vii. Zip Code
 - viii. Trainee fitting in these groups: Foster Care Alumni, Returning Citizen (optional)
 - ix. Race
 - x. Ethnicity
 - xi. Job Training Program

- xii. Job Training Completion Date
- xiii. Upload Certification of Completion of Qualified Job Training Program – this can be a certificate or an email confirmation from the program and must include date of program completion.
- xiv. Click “Finish”
- xv. Repeat to add additional staff

ASSIGNING STAFF TO PROJECT

After adding staff to the directory, staff can be assigned to a project.



The screenshot shows the 'STAFF DIRECTORY' tab selected in the navigation menu. Below the navigation, there is a 'Staff Information' section with a dropdown for 'Instructions'. The main area contains a search form with two fields: 'Search Project' and 'Selected Project Name'. The 'Search Project' field contains the text 'P-11704 - PY7 - 1901 W Madison St Chicago I' and the 'Selected Project Name' field contains 'P-11704 - PY7'. A blue arrow points from the 'STAFF DIRECTORY' tab to the search fields. Another blue arrow points from the search fields to the 'Assign Staff To Project' button. The search fields are circled in orange. Other buttons visible include 'Go to Project Detail Page', '+ Add Staff to Directory', 'Clear Search', and 'Add Hours To Project'.

- 1) Click the “STAFF DIRECTORY” tab (if you are not already there)
- 2) Populate the “Search Project” field with Project ID or address to find Project
- 3) Once the project has been selected, click “Assign Staff to Project”
- 4) A list of staff will open in a separate window
- 5) Select the staff member(s) you want to add to the Project.
 - a. You can select more than one staff member at a time.
 - b. You can create additional staff in the staff directory and add new staff to a project at a later time.

ADDING HOURS TO PROJECT

After assigning staff to a project, staff hours worked on the project can be added.

Staff Type	First Name ↑	Last Name	Email	Phone	Address	Last Modified Date	
Eligible Job Trainee	Dennis	Rodman	rodman91@gmail.com.i...	9191919191	9101 Michigan Ave	09/17/2025	▼
General Staff	Michael	Jordan	mj@gmail.com.invalid	2323232323	505 N Michigan Ave	09/17/2025	▼

- 1) Make sure the “Selected Project Name” is populated with the correct project
- 2) Click “Add Hours to Project”
- 3) A separate window will pop up with a table to populate staff hours for the staff selected for that project.
- 4) The following fields are required:
 - a. Start and End Date the staff worked on the project
 - b. Job Trainee Affidavit uploaded (only for Eligible Job Trainees)
 - c. Hours worked on the project by category (System Design, Installation, System Commissioning, Operation and Maintenance, and Other).
 - i. Refer to the Approved Vendor Manual for tasks associated with each category.
- 5) Click Save.

EDITING STAFF PROFILES FROM STAFF DIRECTORY

Staff information that is not specific to a project (i.e hours) can be edited and can be done from the STAFF DIRECTORY.

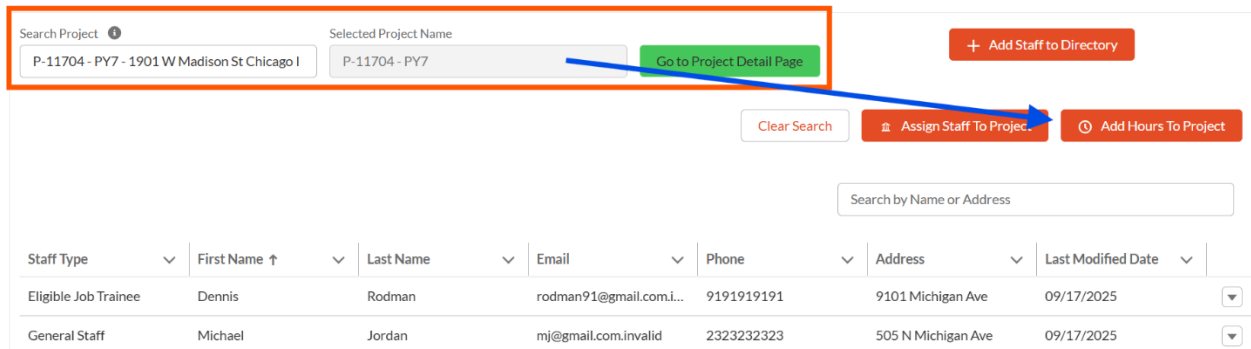
6. Search for a new Project and repeat steps until satisfied. Return to the current project to resume project entry.

Staff Type	First Name ↑	Last Name	Email	Phone	Address	Last Modified Date	
Eligible Job Trainee	Bj	Armstrong	bjarm@gmail.com.invalid	1010101010	1458 W Taylor St	09/19/2025	▼
Eligible Job Trainee	Stacey	King	34king@gmail.com.invalid	3434343434	407 S Oklahoma Ave	09/17/2025	▼
Eligible Job Trainee	Dennis	Rodman	rodman91@gmail.com.i...	9191919191	9101 Michigan Ave	09/17/2025	▼
General Staff	Steve	Kerr	stevek25@gmail.com.in...	2525252525	1 Warriors Way	09/17/2025	▼

- 1) Go to “STAFF DIRECTORY”
- 2) Click the downward triangle button on the right side of a listed staff
- 3) Click “Edit”
- 4) A separate window of the selected staff will open
- 5) You can edit all the fields visible, except the “Account” field.
 - a. If you change the staff type, any previous completed projects with that staff and assigned staff type will not change.

EDITING STAFF HOURS FROM PROJECT DETAIL

Staff hours can be edited from the Project Detail page of a project OR from the STAFF DIRECTORY when a Project has been selected and staff has been assigned previously.



The screenshot shows a web interface for project management. At the top, there is a search bar labeled 'Search Project' containing 'P-11704 - PY7 - 1901 W Madison St Chicago I'. To its right is a 'Selected Project Name' field with 'P-11704 - PY7'. A green button labeled 'Go to Project Detail Page' is positioned between these two fields. Further right is a red button '+ Add Staff to Directory'. Below the search bar is a 'Clear Search' button and a red button 'Assign Staff To Project'. To the right of these is another red button 'Add Hours To Project'. A search box labeled 'Search by Name or Address' is located below the buttons. At the bottom, there is a table with columns: Staff Type, First Name, Last Name, Email, Phone, Address, and Last Modified Date. The table contains two rows of staff data.

Staff Type	First Name	Last Name	Email	Phone	Address	Last Modified Date
Eligible Job Trainee	Dennis	Rodman	rodman91@gmail.com.I...	9191919191	9101 Michigan Ave	09/17/2025
General Staff	Michael	Jordan	mj@gmail.com.invalid	2323232323	505 N Michigan Ave	09/17/2025

From the STAFF DIRECTORY

- 1) Populate the “Search Project” field with Project ID or address to find Project
- 2) Staff that have already been assigned to the project will be listed.
- 3) Click “Add Hours to Project”
- 4) A table of all assigned staff will be listed, and the following fields can be edited:
 - a. Start/End Date
 - b. Hours by category
 - c. Upload files
- 5) Click Save

From the Project Detail page:

Staff Information

 Certified Payroll Transcript  No file chosen

Total Trainee Hours:	28.00
Total General Staff Hours:	0.00
Project Total Hours:	28.00

Action	Name	Staff Type	Hours Worked	Affidavit Submitted
View/Edit	Dennis Rodman	Eligible Job Trainee	6.00	09-19-2025
View/Edit	Stacey King	Eligible Job Trainee	22.00	09-19-2025
View/Edit	Michael Jordan	General Staff	0.00	
View/Edit	Steve Kerr	General Staff	0.00	

- 1) Scroll down to “Staff Information”
- 2) All staff that has been assigned to the project will appear on the table.
- 3) Click View/Edit button on the left to edit staff individually.
- 4) Click Save.