

## Paid and Unpaid Work Experiences

Paid and unpaid work experiences (WE) will be in positions that are entry-level in the private-for-profit sector, the non-profit sector, or in the public sector and may include the following types of work experiences:

### Pre-Apprenticeship Programs

Pre-apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship programs. Currently there are no formal Pre-apprenticeship programs in Greater Nebraska.

### Job Shadowing

A work experience option where youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

### Work Experience (Paid Internship)

Work Experience is a short-term or part-time work assignment with a worksite partner designed to enhance employability of the participant through development of good work habits and basic work skills.

### Eligible Employers

Eligible employers can be from the public, private, or non-profit sectors. WEs are structured to help participants achieve success in the workplace and develop skills needed to obtain and retain unsubsidized employment. The employer must be able to provide supervision and appropriate feedback to the participant at regular intervals during the course of the activity and be willing to participate in the required monthly monitoring conducted by the career planner.

An employer will be ineligible if they meet one or more of the following:

1. The employer has recently laid off an individual of the same or equivalent position.
2. The work experience placement would infringe upon the promotion of or displacement of any currently employed worker or lead to a reduction in their hours.
3. The employer is a private for-profit employment agency including but not limited to temporary employment agencies, employee leasing firms or staffing agencies.

Future WE requests from employers will be denied if the requirements set forth in previous worksite agreements were not honored.

## Work Experience Components

Work experiences **must** include academic and occupational components.

- The WE employer can provide the academic and occupational component or they may be provided separately in a classroom or through other means.
- The academic and occupational education component may occur inside or outside the worksite.
- The academic component may occur concurrently or sequentially with the WE.

## Length & Wage Limits

WE are time limited to no more than 500 hours. Participants can work up to 40 hours or less a week. The participant may be placed with more than one employer during the transitional job activity, but the total number of hours for all worksites may not exceed 500 hours.

GN WIOA will pay 100% of the participant's wages. Wages are set at \$10/ hour. The maximum cost to be paid per participant for the work experience is \$5,000.

## Forms

WE forms are available at [dol.nebraska.gov](http://dol.nebraska.gov) > Workforce Innovation Opportunity Act > Local Workforce Development Areas > Greater Nebraska > Local and Regional Plan Documents > Operations Manual & Forms

- [Add to Payroll Checklist](#)
- [Debit Card Form](#)
- [Direct Deposit Form](#)
- [I-9 Form](#)
- [I-9 Form Instructions](#)
- [Payroll Calendar](#)
- [Payroll Information](#)
- [Timesheet](#)
- [W-4 Form](#)
- [WIOA Worker's Comp Accident Investigation Form](#)
- [Work Experience Consent](#)
- [Worksite Agreement](#)

## Add to Payroll

Work Experience participants are employees of the State and must be added to the State's payroll.

Career planners are responsible for completing the 'add to payroll' forms and submitting to the administrative entity. All forms must be completed in their entirety and submitted at least the Friday morning prior to the beginning of the new pay period.

Career planners must utilize the Add to Payroll Checklist for the list of required documentation. The Add to Payroll packet must be submitted as a single document emailed to [ndol.billingandpayments@nebraska.gov](mailto:ndol.billingandpayments@nebraska.gov), [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov) and Sandi Miller at [sandi.miller@nebraska.gov](mailto:sandi.miller@nebraska.gov). Label the email "Add to Payroll." The packet will include the below documents in the order listed on the checklist:

- Add to Payroll Checklist
- I-9 (*Work Experience Payroll*)
- I-9 Supporting Documents (*Reference the ECM Crosswalk for correct index*)
- W-4 (*Work Experience Payroll*)
- Direct Deposit Form (*Direct Deposit Enrollment Form*)
- Payroll Card Form (*Debit Card Request Form*)
- Payroll Information Sheet- (*Work Experience Payroll*)
- Work Experience Consent (*Work Experience- Consent*)
- Worksite Agreement (*Work Experience- Worksite Agreement*)

Each document must be individually uploaded to ECM and indexed as indicated in the blue text above.

### **I-9 Form**

#### Section 1. Employee Information and Attestation

*Last Name*- Participant's legal last name

*First Name*- Participant's legal first name

*Address*- Participant's home address

*Date of Birth*- Participant's date of birth

*U.S. Social Security Number*- Participant's social security number

*Employee's E-mail Address*- Participant's email address

*Employee's Telephone Number*- Participant's phone number

*Citizenship Status*- Participant must select one of the four available choices

*Signature of Employee*- Participant's signature

*Today's Date*- Date form was completed

#### Preparer and/or Translator Certification

Select if a preparer or translator assisted the participant. If a preparer or translator was used, complete the below fields.

*Signature of Prepare or Translator-* Career planner's (or individual who assisted) signature  
*Today's date-* Date form was completed  
*Last Name-* Career planner's last name  
*First Name-* Career planner's first name  
*Address-* 550 S. 16<sup>th</sup> St, Lincoln NE 68509

## Section 2. Employer or Authorized Representative Review and Verification

*Employee Info from Section 1-* Complete last name, first name, M.I., and citizenship/Immigration Status to match what was listed on the first page

Complete either List A or List B AND C. List of acceptable verification documents are on page 3. Collect copies of the verification documents listed.

### Certification

*Employee's first day of employment-* Start date of the work experience  
*Signature of Employer or Authorized Representative-* Career planner's signature  
*Today's date-* Date form was completed  
*Title of Employer or Authorized Representative-* Career planner's job title  
*Last Name-* Career planner's last name  
*First Name-* Career planner's first name  
*Employer's Business or Organization Name-* Nebraska Department of Labor  
*Address-* 550 S. 16<sup>th</sup> St, Lincoln NE 68509

## Section 3. Reverification and Rehires

Leave blank

Reference the I-9 Form Instructions on the Intranet if more assistance is needed.

### **W-4 Form**

This should be completed by the participant. The career planner can assist the participant.

1. Participant's first legal name and middle initial, last name, and home address
2. Participant's social security number
3. Marital status- Select one
4. Check the box if the participant's last name does not match their SS card
5. Page 3 and 4 of the form will assist the participant in determining the number of allowances to claim
6. This will typically be 0
7. Write "Exempt" if they answer yes, to both conditions listed. Otherwise, leave blank
- Employee's signature- Participant's signature and date the form is completed
8. 9. 10. Leave blank

### **Direct Deposit Enrollment Form**

This should be completed by the participant. The career planner can assist the participant.

*Name-* Participant's name

*Address book #-* Leave blank

*Agency #-* Leave blank

Check beginning new deposit

*Account Information-* Participant's checking or savings account they want their checks deposited in

*Bank Name-* Participant's bank name

*Routing Number-* Routing number off of check

*Account Number-* Account number off of check

*Saving or Checking-* Enter either S or C

*Method Code-* %

*\$ or % Amount-* 100

*Employee Name-* Participant prints their name

*Signature-* Participant's signature

*Date-* Date form was completed

### **Focus Card Enrollment Form**

This form should only be completed if the participant plans to use the Focus Card instead of having their checks direct deposited into their checking or savings account.

*First Name-* Participant's first name

*Employee ID-* Leave blank

*Last Name-* Participant's last name

*Address, City, State, Zip-* Participant's mailing address

*Phone Number-* Participant's phone number

*Social Security Number-* Leave blank

*Date of Birth-* Participant's date of birth

*Email Address-* Participant's email address

*Signature-* Participant's signature

*Date-* Date form was completed

### **Work Experience Payroll Information Form**

Select "New Enrollee"

*First Name-* Participant's first name

*Last Name-* Participant's last name

*Date of Birth-* Participant's date of birth

*Social Security Number-* Participant's social security number

*Address, City, State, Zip-* Participant's address

*Tax Filing Status-* Select one (must match W-4 form)

*Exemptions/ Deductions-* Line 5 from W-4 form

*Career Center-* Career planner's career center

*Effective Date-* First day of the work experience

*Salary-* \$10.00

*Cost Center-* Career planner's cost center

*Account Number-* Select either In-School or Out-of-School

*Method of Payment-* Select the method of payment the participant chose  
*Career Planner-* Print name, sign, and date

The Work Experience Payroll Information form is also used for any changes/ updates to the participants payment method, address, etc. and to remove the participant from payroll. Remove from payroll procedures are included below.

### **Work Experience Consent Form**

*Wage-* 10.00

Participant must sign and date

Career Planner must sign and date

If under 18, parent/guardian must sign and date

### **Worksite Agreement**

*Participant Name*

*SSN-* Participant's SS number

*Start Date-* First day of the work experience

*Hours per Day-* Up to 8 hours

*Rate of Pay-* \$10.00

*End Date-* Projected end date of the work experience

*Hours per Month-* Up to 192 hours

*Cost Center-* Career planner's cost center

*Job Title-* Participant's job title (provided by employer)

*O\*Net Code-* Occupation code

*Job Description-* Basic description of job duties

*Worksite Name-* Name of worksite

*Address, City, State, Zip-* Worksite address

*Phone Number-* Worksite phone number

Select which program will fund the work experience

Form must be signed by the worksite representative, worksite supervisor, participant, and career planner.

**Academic Educational Component Goals-** List any academic skills the participant is expected to learn. Worksite supervisor will sign off as they are completed.

**Occupational Educational Component Goals-** List any occupational skills the participant is expected to learn. Worksite supervisor will sign off as they are completed.

At the end of the work experience the supervisor must sign and date the goals form. Include the participant's name and time period of work experience. The participant must also sign the form to use as verification for the work experience incentive.

## Payment Procedures

WE clients are considered employees of the State of Nebraska. The WIOA program, not the worksite, covers payroll, social security and workers compensation expenses. WE clients do not receive sick leave, holiday pay, vacation time, or overtime and may not work over 40 hours per week. WE clients may be paid for hours worked on a holiday if the career planner verifies with the worksite supervisor that the worksite was operational and the hours were in fact worked.

WE payroll is completed biweekly, on the same schedule as the State payroll. Timesheets must be submitted between Friday, end of payroll and Monday, beginning of next payroll to [ndol.billingandpayments@nebraska.gov](mailto:ndol.billingandpayments@nebraska.gov) and [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov). Timesheets must be signed by the supervisor, participant, and career planner.

**Late timesheets-** If timesheets are not submitted by the Monday following the end of payroll the participant will not be paid until the following payroll.

### Timesheet

A new timesheet must be completed each pay period.

#### *Participant Name*

*Pay Period #-* B1 (There are 26 pay periods in a year. The first pay period in January is B1, each pay period counts up from there)

#### *Participant Address*

#### *Worksite Name*

#### *Worksite Address*

Calendar work week is Monday-Sunday. Enter the start and end date of each work week. For each day worked enter the in and out time. Timesheets should be completed by the worksite and submitted to the career planner bi-weekly.

**Note:** Ensure breaks are tracked for participants working six hours or longer at a time. If breaks are not being tracked, remind the worksite that breaks are required for six hour or longer shifts.

If the timesheet is completed online the totals will automatically calculate. If the timesheet is completed manually, you will have to calculate the total hours worked each day, total hours for the week, total hours for both weeks, and gross wages for both weeks. If the timesheet is completed manually, include a typed version when you submit for payment. Only one timesheet needs signatures.

Timesheets must be signed and dated by the worksite supervisor, participant, and career planner. Timesheets can be submitted without signatures, but a signed version must be submitted before the next pay period ends.

Career planners must review timesheets for legibility and accuracy. Calculations errors do not have to be sent back to the worksite. Cross out the error, write the correct amount, and initial beside the correction.



### **Garnishment**

Notify the administrative entity immediately upon receipt of any legal order for payroll garnishment of WE wages.

### **Workers Compensation**

Workers Compensation insurance for WIOA clients is provided through the Travelers Insurance Company. Immediately report on-the-job injury or illness to the administrative entity. Workers Compensation does not cover travel to and from work.

### **Remove from Payroll**

When a participant completes their WE, successfully or unsuccessfully, they must be removed from payroll. To remove a participant from payroll email the completed Payroll Information form to [ndol.billingandpayments@nebraska.gov](mailto:ndol.billingandpayments@nebraska.gov) and [ndol.greaternebraska@nebraska.gov](mailto:ndol.greaternebraska@nebraska.gov). Label the email "Remove from Payroll."

If a participant ends a WE, but hasn't worked the total 500 hours, they may participate in a second WE with a different employer. In this case, complete the remove from payroll process for the original WE and submit a new add to payroll packet for the new WE.

### **Child Labor Laws**

When working with youth, safety is of the utmost importance. Federal law establishes certain safety standards and restrictions for young workers. The age of the youth typically determines which child labor rules apply.

#### Youth Ages 14 and 15 Can Work

Young person's 14 and 15 years of age may be employed outside school hours in a variety of non-manufacturing and non-hazardous jobs for limited periods of time and under specified conditions.

##### During the School Year

Hours: 7:00 AM to 7:00 PM  
No more than 3 hours a day  
No more than 18 hours a week

##### During the Summer (June 1 through Labor Day)

Hours: 7:00 AM to 9:00 PM  
No more than 8 hours a day  
No more than 40 hours a week

Employment Certificates (work permits) must be obtained from School Superintendents (if applicable) in designated public high school districts. The Employment Certificate is available at [www.dol.nebraska.gov](http://www.dol.nebraska.gov) > Labor Standards > Employment of Minors .

#### Youth Age 16 or 17 years



Sixteen is the basic minimum age for employment. Sixteen and 17 year olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor.

### Youth Age 18 or over

Once a youth reaches 18 years of age, he or she is no longer subject to the Federal child labor rules.

### Hazardous Occupations

If a participant is not yet 18, they are prohibited from being employed in occupations that have been declared hazardous by the Secretary of Labor. There may be some exceptions, and different rules apply to work in [agriculture](#). Be sure to check [state regulations](#) for young workers and the [OSHA](#) rules, which apply to all employees, regardless of their age.

Youth age 14-17 MAY NOT WORK in any of the following hazardous occupations:

- manufacturing and storing of explosives
- driving a motor vehicle and being an outside helper on a motor vehicle
- coal mining
- logging and saw milling
- power-driven woodworking machines
- exposure to radioactive substances
- power-driven hoisting apparatus
- power-driven metal-forming punching and shearing machines
- mining other than coal mining
- meat packing or processing (including the use of power-driven meat slicing machines)
- power-driven bakery machines
- power-driven paper-product machines
- manufacturing brick tile and related products
- power-driven circular saws band saws and guillotine shears
- wrecking demolition and ship breaking operations
- roofing operations
- excavation operations.

For more information on Child Labor Laws, see [www.youthrules.dol.gov](http://www.youthrules.dol.gov) and the Nebraska Employment of Minors law found at [www.dol.nebraska.gov](http://www.dol.nebraska.gov) under the Safety & Labor Standards link for full Child Labor Law Requirements.

### **Required Action**

Complete the above Add to Payroll process prior to the WE starting. Complete the above Payment Procedures biweekly. Timesheets must be submitted between Friday end of payroll and Monday beginning of next payroll to [ndol.billingandpayments@nebraska.gov](mailto:ndol.billingandpayments@nebraska.gov). Complete the Remove from Payroll process above at the end of the WE.

### Opening a WE Activity in NEworks

Career planners must open the NEworks activity, voucher, and ISS objective the day the participant starts their WE. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the services provided.

NEworks Codes & Service, Course or Contract Name		
400	WEX- Summer Employment/ Summer Internship	
408	WEX- Non-Summer Internship Un-Paid	
409	WEX- Job Shadowing	
425	WEX- Non-Summer Employment Paid	Work Experience- Paid
426	WEX- Non-Summer Employment Un-Paid	
427	WEX- Non-Summer Internship Paid	
42A	WEX- Pre-Apprenticeship	

### Worksite Monitoring

On site monitoring of worksites or follow-up with host employer via phone or email must take place monthly and be documented in a case note. The case note must include who the career planner spoke with, how the participant is doing, any concerns the employer may have, etc.

#### Example

**WE Monitoring (case note title):** Conducted a WE site visit today. Met with John Brown, Ann's direct supervisor. John said Ann is exceling with her customer service skills. She is actually going to work one extra day each week as she is catching on so quickly.

### Close Activity in NEworks

Close the activity and ISS objective on the last day the participant works at the WE site. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

