

## Adding Trainees

- After you have signed into using your Access Indiana credentials you'll be greeted with the above page. Click on **Business Services**.



Whether you are a training provider or a business looking to upskill your employees, you can use this site to access various resources and services. You can also learn more about the programs that connect Hoosiers and employers through apprenticeships and earn-and-learn opportunities.

If you are facing a discontinuation of operations, you can find assistance to ease the transition. Visit the pages of each DWD service below to learn more about how they can support your business.



- You will be taken to the above screen. Click on **My Services** at the top of the page



NextLevel Jobs > Business Services > **Employer Training Grants**

## Get Started with the Business Services Portal

- Scroll down and select your training plan that your trainees are participated in

If you are the point of contact for multiple companies and need to access those companies' Business Services/Employer Training Grant information, click on the drop-down arrow next to your name at the top right of the page, then click on Account.

These are the Business Services that your Local Business Rep will work on with you. To update this list, please select the New Business Interest Form at the top of the page.

## Business Services

- ☒ **Work Based Learning** - Need help upskilling your workforce? We may have available funding for State Earn and Learn Certificates, Registered Apprenticeship Programs, **Employer Training Grants**, and on the job training!
- ☐ **Accessing Untapped Labor Pools** - You need talent and we've got ideas! Let us introduce you to new talent pipelines that will diversify and uplift your organization, such as youth, veterans, individuals with disabilities, older workers, ex-offenders, and individuals with English as a new.
- ☐ **Employer Information Services** - Need help, but not sure how we can assist? Allow us to list and define our menu of services and prescribe what will most impact your business!
- ☐ **Employer Support Services** - How do you stack up to your competitors? We can provide business consultation services including targeted analysis of your local job market!
- ☐ **Engaged in Strategic Planning/Economic Development** - A rising tide lifts all ships! We will create opportunities to engage you to community partners, such as economic development, community educators, and other employers to create collaborative solutions to workforce issues.
- ☐ **Layoff Aversion** - Let us help you through the rough patch! We can provide consultation and planning to you with advanced notification of a current or projected closure or layoff, which may include upskilling your talent.
- ☐ **Rapid Response/Business Downsizing Assistance** - We can help soften the hard times! Allow us to help plan a layoff response. We will provide connectivity to new employment, job search preparation, and unemployment insurance information for effected employees.
- ☐ **Workforce Recruitment Assistance** - Let us help grow your team! We will help find skilled, qualified candidates, provide pre-screening to help save you time, and create or promote hiring events!

You are allowed to have up to 5 training plans per grant period.

## Employer Training Plans

Create Training Plan

Training Plan Status	Training Plan Name	Grant	Total Trainees	Average Hourly Wage	Total Training Plan Amount	Remaining Reimbursement	Agreement Start Date	Agreement End Date	Created On ↓	Linked Business
Active	Accountant	Grant Period 7.0	2	\$35.00	10000	10000	8/2/2023	5/2/2024	8/2/2023 9:44 AM	
Draft	Another Test	Grant Period 7.0	8	\$35.00	40000	37000	7/1/2022	4/1/2023	5/23/2023 11:46 AM	



- Scroll down to the Trainees section and click on Create. Fill out the necessary information on the following screen. When initially creating your trainee record, you must select “Enrolled” as their trainee status. Once your trainee has met their 6 month retention date, you must go back into their record and update their trainee status to “Completed.”

## Affected Occupations

### Affected Occupations

Occupation ↑

Boilermakers

## Documents

Only Training Plan related documents should be added here. Please add W9 and Deposit forms on the Financial Documents Tab on the main page

Add files

There are no folders or files to display.

## Trainees

### Total Cost of Trainees

\$ 0.00

### Trainees

Person ↑	Trainee Status	Last 4 of SSN (Person)	Date of Birth (Person)	Hire Date	Training Period Begin Date	Six Month Retention Date	Hourly Wage at Start of Training	Hourly Wage at Completion of Training	Training Cost for Employee
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There are no records to display.

Create

## Invoice

Please do not click "Create Invoice" until on/after the six month retention date.

Invoice Date ↓	Invoice ID	Training Plan	Invoice Amount	Grant Invoice Status	Total Trainees
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Create

There are no records to display.

(Click on the drop-down arrow to edit your trainee's record)

### Trainees

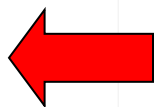
**Total Cost of Trainees**

\$

**Trainees**

Person <span>↑</span>	Trainee Status	Last 4 of SSN (Person)	Date of Birth (Person)	Hire Date	Training Period Begin Date	Six Month Retention Date	Hourly Wage at Start of Training	Hourly Wage at Completion of Training	Training Cost for Employee	
Pamela Test	Completed	4321	2/20/2008	1/3/2023	1/2/2023	7/2/2023	\$25.00	\$30.00	\$3,000	<span>▼</span>
Walter Test	Enrolled	1234	1/29/2002	3/12/2020	1/2/2023	7/2/2023	\$25.00	\$30.00	\$3,000	<span>▼</span>

Create



This site is private: Only specific people can view this site. [Learn more](#) Signed in as **Kenneth Kincy**

<b>Trainee Number *</b>	<b>Hire Date *</b>
002178	1/3/2023
<b>Employment *</b>	
New Hire	
<b>Affected Occupation</b>	
Back Training - Boilermakers	
<b>Training Period Begin Date *</b>	
1/2/2023	
<b>Wage at Start of Training *</b>	
\$ 25.00	
<b>Trainee Status *</b>	<b>Wage at Completion of Training *</b>
Completed	\$ 30.00
<b>Indiana resident *</b>	<b>Training Cost for Employee *</b>
Yes	\$ 3,000
<b>Six Month Retention Date</b>	