



## Creating an Invoice

- After you have signed into using your Access Indiana credentials you'll be greeted with the above page. Click on Raise Your Hand


NextLevel Jobs Portal New Business Interest Form | [REDACTED]



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PREPARING HOOSIERS FOR  **NextLevel Jobs**  
INDIANA

*Workforce Ready Grants*




**Training Providers** that are upskilling, use the image above to **access invoices**, **add a new course**, or **become a training provider**.

*Raise Your Hand*



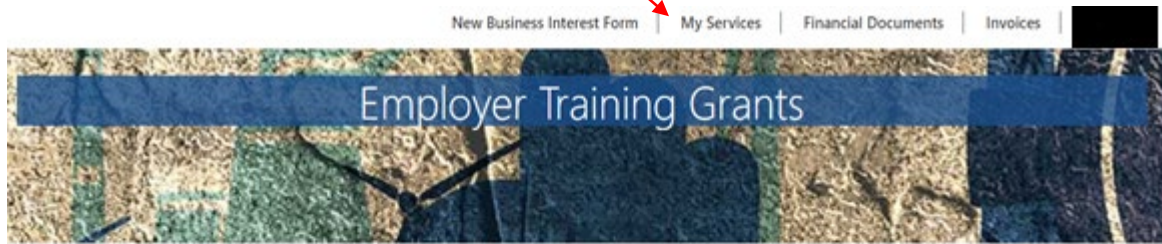
**Businesses** seeking Next Level business services including **strategic planning**, **talent attraction**, **layoff aversion**, **demand driven analytics**, **training funding**, and more!

*Work-Based Learning & Apprenticeship*



Connects **Hoosiers** and **Employers** by promoting and supporting **Registered Apprenticeship**, **Certified State Earn and Learn (SEAL)**, and **Certified Pre-Apprenticeship** programs.

- 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**

## Welcome to the Business Services Portal.

We provide services to assist Hoosier businesses in attracting and retaining top talent. Also, businesses with an ETG Level Up Agreement can access all the tools needed for managing your business participation in the Employer Training reimbursement. **(If you are a business with any current or previously submitted Employer Training Grant information, click on "My Services" at the top of the page)** Local business services representatives are standing by to serve you! Indiana's no cost, Next Level, business services include but are not limited to the following:

- Improving **local connectivity** through direct business engagement by:
  - Accessing untapped labor pools
  - Strategic planning & economic development
  - Layoff Aversion
  - Rapid Response / Business downsizing assistance
- Developing Department of Labor (DOL) **Registered Apprenticeships**, Certified State Earn and Learn (SEAL) programs; and other Work-Based Learning as applicable
- Providing comprehensive, **demand driven data analytics** in your area
- Providing **customizable statewide awareness** & connectivity campaign including social media; webinars; virtual job fairs; and website outreach
- **Promoting job openings** nationally via the National Labor Exchange and our statewide job board
- Aligning the **Next Level Jobs: Employer Training Grant** to build and retain your workforce (Reimbursement)\*\* (Additional information continues below) \*\*Based on annual funding availability

- Scroll down and select the training plan that you wish to create your invoice for

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 Invoice section and click on create. **Note: Before creating your invoice, you must make sure that all of your trainees have been created in the system, and all of their trainee statuses have been updated to “Completed.”** (Please ensure that all trainee data has been entered correctly) **All** trainees that have been created in the system will be displayed in the Trainees section.

## 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	
Pamela Test	Completed	4321	2/20/2008	1/3/2023	1/2/2023	7/2/2023	\$25.00	\$30.00	\$3,000	▼
Walter Test	Completed	1234	1/29/2002	3/12/2020	1/2/2023	7/2/2023	\$25.00	\$30.00	\$3,000	▼

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.

- The below screen will be displayed. Please make sure that the correct number of trainees is displayed on this screen. If everything looks accurate, click on create.

## Employee Training Reimbursement Invoice

**Account**  
[Redacted] ▼

**Training Plan \***  
Back Training ▼

**Total Trainees**  
2

[Create](#)

- Your invoice record has been created. You will be taken back out to the below screen. Click on the drop down arrow and click on Review/Submit

## Training Plan

General Affected Occupations Documents Trainees Invoice Comments

Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments.  
**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	
	Invoice - 1,621	Back Training	6000	Draft	2	▼

- The invoice record will now be displayed and ready for you to certify it's accuracy. Enter your name in the Invoice Submitted By box, then scroll down and click on submit
- Your invoice has now been submitted to the reviewal process

 Edit

×

No  Yes

**Invoice Submitted By**

Tester

I certify that all expenditures reported or payment requested are for appropriate purposes and in accordance with the provisions of the employer training guidelines and voucher. I hereby certify that the foregoing information is accurate, I certify that all expenditures reported or payments requested are for appropriate purposes and are accurate, activities have been performed in accordance with programs, guidelines and the amount claimed is legally due, after allowing all just credits and that no part of the same has been paid.

## Trainees

<b>Trainee Number (Trainee)</b>	<b>Person (Trainee)</b>	<b>Affected Occupation (Trainee)</b>	<b>Trainee Status (Trainee)</b>	<b>Training Period Begin Date (Trainee)</b>
002178	Pamela Test	Boilermakers	Completed	1/2/2023
002189	Don Test	Boilermakers	Completed	1/2/2023
002177	Walter Test	Boilermakers	Completed	1/2/2023

Submit

Back