#### **Creating an Invoice**

• 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.

## PREPARING HOOSIERS FOR NextLevel Jobs



• 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 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	1
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.

Total Cost of T	rainees										
\$ 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		Create
Pamela Test	Completed	4321	2/20/2008	1/3/2023	1/2/2023	7/2/2023	\$25.00	\$30.00	\$3,000	*	
	Completed	1234	1/29/2002	3/12/2020	1/2/2023	7/2/2023	\$25.00	\$30.00	\$3,000	•	
Please do not	click "Create l	nvoice" until	on/after the s	ix month rete	ention date.						
Invoice Date	↓ Invoi	ce ID	Training F	Plan	Invoice /	Amount	Grant Invoice Status	Total	Trainees		Create
There are no	records to disp	blay.									

• 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.

Account		
	~	
raining Plan *		
Back Training	~	
otal Trainees		
ate		

### Employee Training Reimbursement Invoice

• 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

Trair	ning Pl	an						
General	Affected Occup	pations Documen	ts Trainees	Invoice	Comments			
Use the tabs	s at the top of thi	is form to move betwe	en sections of the	Training Plan	n to add Affected Occupati	ions, Trainees, Invoices, Docu	uments and Comments.	
Invoid	ce Date 🕇	Invoice ID	Training Pla	n	Invoice Amount	Grant Invoice Status	Total Trainees	
		Invoice - 1,621	Back Training	]	6000	Draft	2	~

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- 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

◉ No ○ Yes				
Invoice Submit	tted By			
Tester				
requested are for accordance with credits and that	n programs, guidelines a n programs, guidelines a no part of the same has	and are accurate, ind the amount cla s been paid.	activities have been p imed is legally due, a	fter allowing all jus
		Affected		Training Pariod
Trainee Numb (Trainee)	per Person (Trainee)	Affected Occupation (Trainee)	Trainee Status (Trainee)	Training Period Begin Date (Trainee)
Trainee Numb (Trainee) 002178	Person (Trainee) Pamela Test	Affected Occupation (Trainee) Boilermakers	<b>Trainee Status</b> (Trainee) Completed	Training Period Begin Date (Trainee) 1/2/2023
Trainee Numb           (Trainee)           002178           002189	Person (Trainee) Pamela Test Don Test	Affected Occupation (Trainee) Boilermakers Boilermakers	Trainee Status (Trainee) Completed Completed	Training Period Begin Date (Trainee) 1/2/2023 1/2/2023