

HireNYC Employment Report

Instructions & Definitions

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INSTRUCTIONS: For your company, please submit one report that covers the Company and its Affiliates at the Project Location covered by the Project Agreement.

HireNYC Candidate Hire Process

1. From the list of active Candidates, select each candidate that was hired after being referred by the HireNYC Program.

A. Log into your Account at <https://client.nycedc.com>

NYCEDC
New York City Economic Development Corp.

NYCEDC'S ONLINE REPORTING SYSTEM

Please enter your User Name and Password.

* Required Field

User Name:

Password:

Sign In Cancel

Forgot Password?

Note: You must be a registered client with NYCEDC to sign in.

Welcome to NYCEDC's Online Reporting System! Our new service allows you to have 24-hour access for your document submission, project information and all your important notifications located in one convenient place. For more information on how to enroll in our new service, visit www.nycedc.com/ComplianceReporting

If you have any questions or feedback, please [contact us](#). Don't forget to regularly check our website, NYCEDC.com, for upcoming opportunities, events, incentives, programs and initiatives for your business.

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NYCEDC.COM | Contact Us

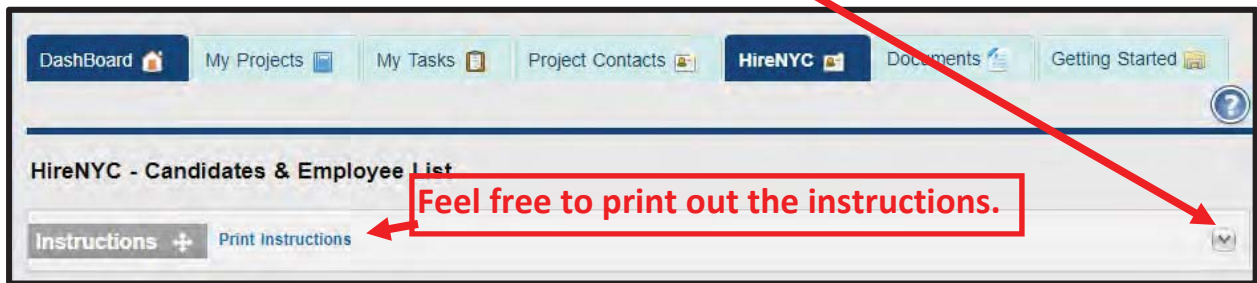
B. Once logged in select HireNYC.

NYCEDC
New York City Economic Development Corp.

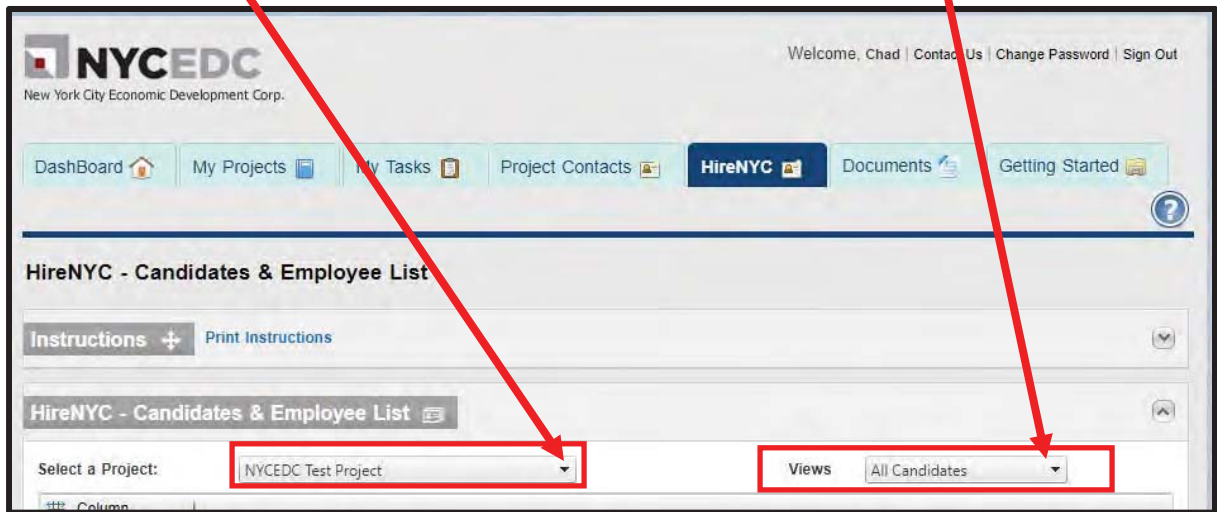
Welcome, Chad | Contact Us | Change Password | Sign Out

DashBoard My Projects My Tasks Project Contacts **HireNYC** Documents Getting Started

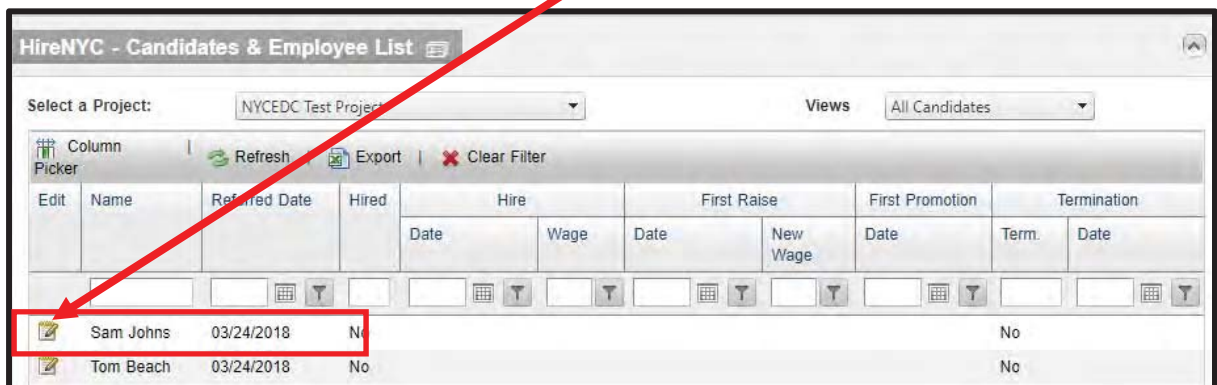
C. If you see the Instructions or wish to not see them select the collapse or expand button.



D. Select your project (if you are hiring for more than one) and All Candidates from the dropdowns.



E. Choose the Candidate you would like to hire.



- F. Once in the profile check to see if the data is expanded for Hired, First Raise, First Promotion and Termination. If you see the below click on NO to collapse all expanded data in Hired section below.

The screenshot shows a form with several sections: 'Hired', 'First Raise', 'First Promotion', and 'Termination'. In the 'Hired' section, the 'Was the candidate Hired?' question has radio buttons for 'Yes' and 'No', with 'No' selected and circled in red. A red arrow points from a red-bordered box containing the text 'Click on No if this is how the fields are displayed.' to the 'No' radio button. Other fields in the 'Hired' section include 'When was the hire date?', 'What was the candidate's starting wage?', 'What was the candidate's starting title?', 'At what staff level was the candidate hired?', 'Was the position full-time or part-time?', 'Was this a seasonal position?', and 'Number of hours worked per week?'. The 'First Raise' section has 'Did the employee receive a raise?', 'When was the first raise date?', and 'What was the employee's wage after the first raise?'. The 'First Promotion' section has 'Did the employee receive a promotion?' and 'When was the employee's first promotion?'. The 'Termination' section has 'Was the employee terminated?'.


The fields will collapse and now you will see the below.

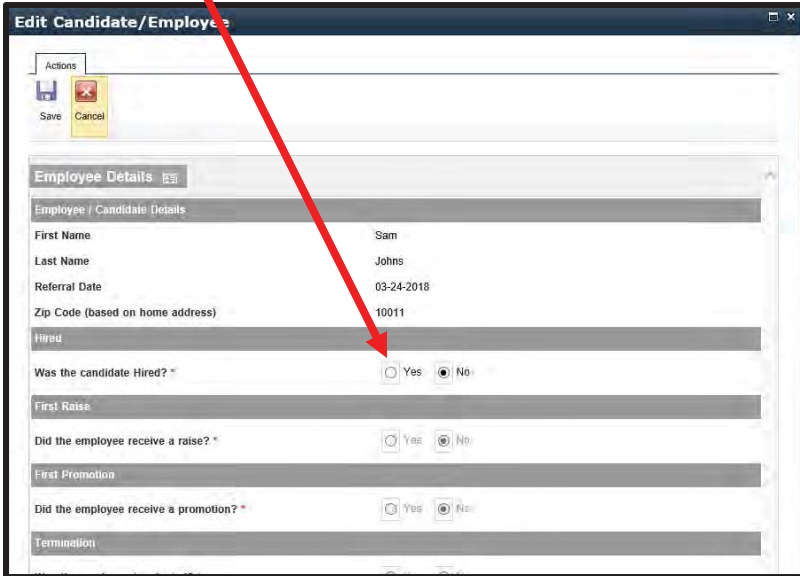
The screenshot shows the same form as above, but with all expanded fields collapsed. Only the 'Yes/No' radio buttons for each section are visible. The 'Hired' section shows 'Was the candidate Hired?' with 'Yes' and 'No' radio buttons, where 'No' is selected. The 'First Raise' section shows 'Did the employee receive a raise?' with 'Yes' and 'No' radio buttons, where 'No' is selected. The 'First Promotion' section shows 'Did the employee receive a promotion?' with 'Yes' and 'No' radio buttons, where 'No' is selected. The 'Termination' section shows 'Was the employee terminated?' with 'Yes' and 'No' radio buttons, where 'No' is selected.

2. For the HireNYC Candidate hire selected, please enter the following information:

- i. Hire date.
- ii. Starting salary.
- iii. Starting Title.
- iv. Level in the chain of command this position holds in the company (Entry Level, Staff, Intermediate Level Staff, Senior Staff).
- v. If the Candidate works for less than or equal to 30 hours per week, Select "Part-Time", otherwise select "Full-Time".
- vi. Confirm if this is a seasonal position?
- vii. Number of hours worked per week?

The screenshot shows a web form titled "Edit Candidate/Employee". At the top left, there is an "Actions" section with "Save" and "Cancel" buttons. Below this is the "Employee Details" section, which includes a sub-section for "Employee / Candidate Details" with fields for First Name (Sam), Last Name (Johns), Referral Date (03-24-2018), and Zip Code (10011). The "Hired" section contains several fields: "Was the candidate Hired?" with radio buttons for "Yes" (circled in red) and "No"; "When was the hire date?" with a date input field (MM/DD/YYYY) and a calendar icon, labeled with a red 'i'; "What was the candidate's starting wage?" with a text input field labeled with a red 'ii'; "What was the candidate's starting title?" with a text input field labeled with a red 'iii'; "At what staff level was the candidate hired?" with a dropdown menu labeled with a red 'iv'; "Was the position full-time or part-time?" with a dropdown menu labeled with a red 'v'; "Was this a seasonal position?" with radio buttons for "Yes" and "No" labeled with a red 'vi'; and "Number of hours worked per week?" with a text input field labeled with a red 'vii'.

- A. For our example we will edit Sam Johns' profile by selecting the edit icon.  If the candidate was hired select Yes.



Edit Candidate/Employee

Actions
Save Cancel

Employee Details

Employee / Candidate Details

First Name: Sam
Last Name: Johns
Referral Date: 03-24-2018
Zip Code (based on home address): 10011

Hired

Was the candidate Hired? * Yes No

First Raise

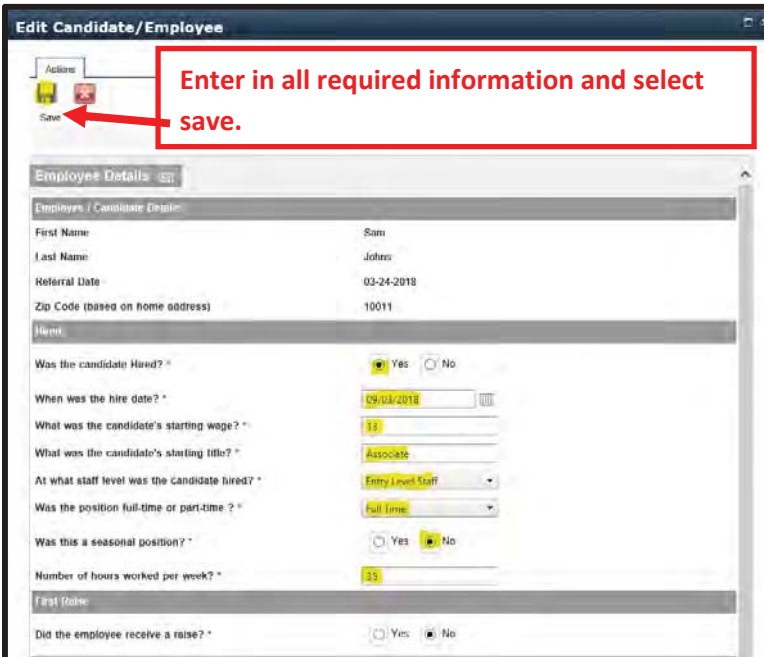
Did the employee receive a raise? * Yes No

First Promotion

Did the employee receive a promotion? * Yes No

Termination

- B. Enter in Hire Date, Starting Wage, Starting Title, Staff Level and Full-Time (30 or more hours per week) or Part-Time (up to 29 hours per week), Seasonal Position and the actual number of hours per week the candidate is working.



Edit Candidate/Employee

Actions
Save

Employee Details

Employee / Candidate Details

First Name: Sam
Last Name: Johns
Referral Date: 03-24-2018
Zip Code (based on home address): 10011

Hired

Was the candidate Hired? * Yes No

When was the hire date? * 09/07/2018

What was the candidate's starting wage? * 13

What was the candidate's starting title? * Associate

At what staff level was the candidate hired? * Entry Level Staff

Was the position full-time or part-time? * Full Time

Was this a seasonal position? * Yes No

Number of hours worked per week? * 33

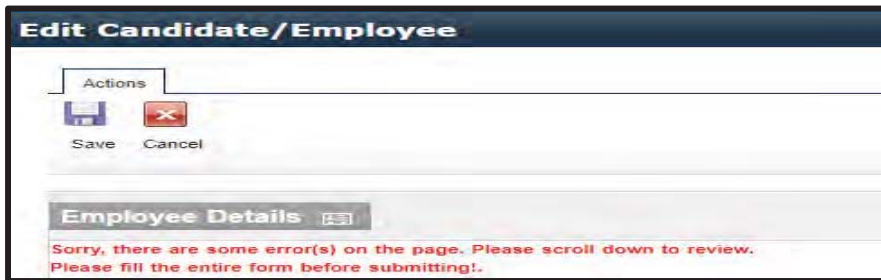
First Raise

Did the employee receive a raise? * Yes No

Enter in all required information and select save.

Note: If the candidate is working more than 29 hours a week he or she is considered Full-Time and the system will not let you enter the wrong hours per limits above. If you have Part-Time selected and he or she is working 31 hours a week select Full-Time and you will be able to enter 31 hours.

C. Fix the Error Message: **Sorry, there are some error(s) on the page. Please scroll down to review. Please fill the entire form before submitting.**



If the above appears after trying to save go to the other sections and ensure that the fields are collapsed by selecting No on the sections that do not apply.

For example, for the below click on the No to collapse each of the sections below.

This screenshot shows three sections of the form: 'First Raise', 'First Promotion', and 'Termination'. In each section, the 'No' radio button is selected and circled in red. The 'First Raise' section includes fields for 'When was the first raise date?' and 'What was the employee's wage after the first raise?'. The 'First Promotion' section includes fields for 'When was the employee's first promotion?', 'What was the employee's title after the first promotion?', 'What was the employee's staff level after the first promotion?', 'Is the employee currently working full-time or part-time?', 'Was this a seasonal position?', and 'Number of hours worked per week?'. The 'Termination' section includes fields for 'When was the termination date?' and 'Reason for Termination?'.

This screenshot shows the same three sections of the form, but they are now collapsed. Only the 'No' radio buttons for 'Did the employee receive a raise?', 'Did the employee receive a promotion?', and 'Was the employee terminated?' are visible. A red arrow points from the 'No' button in the 'First Promotion' section to the text box on the right.

Once each No is selected the data is no longer required to be filled out. This will prevent the error from appearing.

D. Note that Sam Johns will now be classified as an Active Employee and can be view by selecting Active Employees from the dropdown in Views.

Edit	Name	Referred Date	Hired	Hire		First Raise		First Promotion	Termination	
				Date	Wage	Date	New Wage	Date	Term.	Date
	Sally Joans	03/24/2018	Yes	04/01/2018	\$20.00					No
	Sam Johns	03/24/2018	Yes	09/03/2018	\$13.00					No

3. If the HireNYC Employee was given a raise, please enter the following information:
 - i. Date of the first raise.
 - ii. Wage after first raise.

Edit Candidate/Employee

Actions: Save, Cancel

First Name: Sam
Last Name: Johns
Referral Date: 03-24-2018
Zip Code (based on home address): 10011

Hired

Was the candidate hired? * Yes No

When was the hire date? * 09/03/2018

What was the candidate's starting wage? * 13

What was the candidate's starting title? * Associate

At what staff level was the candidate hired? * Entry Level Staff

Was the position full-time or part-time? * Full Time

Was this a seasonal position? * Yes No

Number of hours worked per week? * 35


First Raise

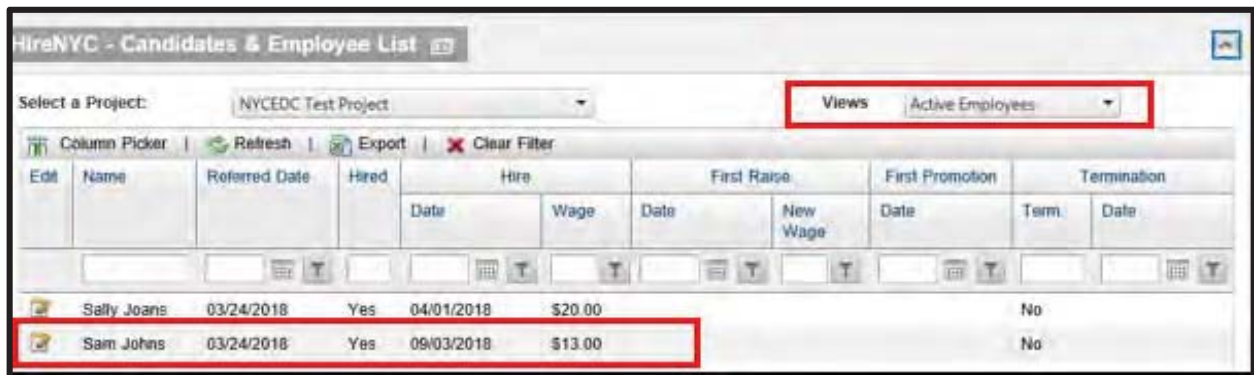
Did the employee receive a raise? * Yes No

When was the first raise date? * MM/DD/YYYY

What was the employee's wage after the first raise? * \$

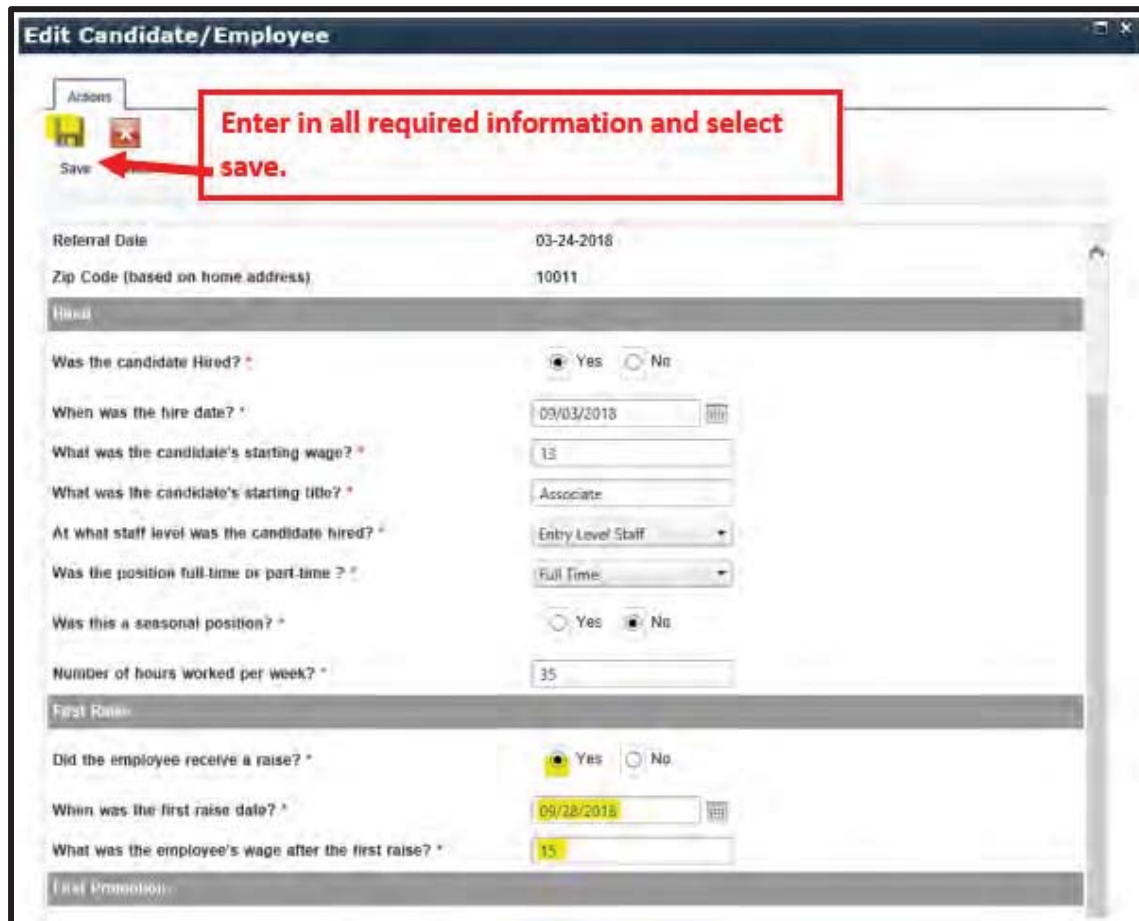
First Promotion

A. Go into the Active Employee profile by selecting the edit icon. 



Edit	Name	Referred Date	Hired	Hire		First Raise		First Promotion		Termination	
				Date	Wage	Date	New Wage	Date	Term	Date	
	Sally Joans	03/24/2018	Yes	04/01/2018	\$20.00						No
	Sam Johns	03/24/2018	Yes	09/03/2018	\$13.00						No

B. Enter in the Date of the first raise and the wage after first raise.



Enter in all required information and select save.

Referral Date: 03-24-2018
Zip Code (based on home address): 10011

Hired

Was the candidate hired? * Yes No

When was the hire date? * 09/03/2018

What was the candidate's starting wage? * 13

What was the candidate's starting title? * Associate

At what staff level was the candidate hired? * Entry Level Staff

Was the position full-time or part-time? * Full Time

Was this a seasonal position? * Yes No

Number of hours worked per week? * 35

First Raise

Did the employee receive a raise? * Yes No

When was the first raise date? * 09/28/2018

What was the employee's wage after the first raise? * 15

Last Promotion

Note: The first raise must be greater than the hired wage and the date must be at least two weeks from hire date.

4. If the HireNYC Employee was given a promotion, please enter the following information:
 - i. First Promotion
 - ii. When Employee's first promotion date.
 - iii. Title after first promotion.
 - iv. Level in the chain of command this position holds in the company (Entry Level Staff, Intermediate Level Staff, Senior Level Staff, and Management Level Staff).
 - v. If the Employee works more less than or equal to 30 hours per week, select "Part-Time", otherwise select "Full-Time".
 - vi. Is this a seasonal position?
 - vii. Number of hours worked in the new position.

A. Edit the Employee's Profile and enter in the information for the above and save.

First Promotion

Did the employee receive a promotion? * Yes No

When was the employee's first promotion? * ii

What was the employee's title after the first promotion? * iii

What was the employee's staff level after the first promotion? * iv

Is the employee currently working full-time or part-time? * v

Was this a seasonal position? * vi Yes No

Number of hours worked per week? * vii

5. If the HireNYC Employee was terminated, please enter the termination date and reason for termination.

A. Select the HireNYC Employee's profile you want to update. 

HireNYC - Candidates & Employee List										
Select a Project:		NYCEDC Test Project				Views: All Employees				
Column Picker Refresh Export Clear Filter										
Edit	Name	Referred Date	Hired	Hire		First Raise		First Promotion	Termination	
				Date	Wage	Date	New Wage	Date	Term.	Date
	Sally Johns	03/24/2018	Yes	04/01/2018	\$20.00	08/01/2018	\$23.00	10/28/2018	No	
	Sam Johns	03/24/2018	Yes	09/03/2018	\$13.00	09/28/2018	\$15.00	10/12/2018	No	

- B. Use the arrow to scroll down to the bottom and enter:
- i. Date of Termination.
 - ii. Reason for Termination. (Employee Resigned or Position was Terminated)

The screenshot shows a web application window titled "Edit Candidate/Employee". At the top left, there are "Actions" buttons for "Save" and "Cancel". The form is divided into three main sections: "First Raise", "First Promotion", and "Termination".

First Raise Section:

- Did the employee receive a raise? * Yes No
- When was the first raise date? * [calendar icon]
- What was the employee's wage after the first raise? *

First Promotion Section:

- Did the employee receive a promotion? * Yes No
- When was the employee's first promotion? * [calendar icon]
- What was the employee's title after the first promotion? *
- What was the employee's staff level after the first promotion? * [dropdown arrow]
- Is the employee currently working full-time or part-time? * [dropdown arrow]
- Was this a seasonal position? * Yes No
- Number of hours worked per week? *

Termination Section:

- Was the employee terminated? * Yes No
- When was the termination date? * [calendar icon]
- Reason for Termination? *

Notice: Information will be saved to the system, but it might take some time to refresh the data on the screen.

Note: Do not enter any personal information about the employee. If an employee is being terminated for any reason other than leaving the company, please write “Position was Terminated**”.**

For any additional help or if you are experiencing any problems with the system please contact: ComplianceReporting@nycedc.com or call (212) 312-3963.

TERMS & DEFINITIONS:

“Affiliate” is (i) a business entity in which more than fifty percent is owned by, or is subject to a power or right of control of, or is managed by, an entity which is a party to a Project Agreement, or (ii) a business entity that owns more than fifty percent of an entity which is a party to a Project Agreement or that exercises a power or right of control of such entity.

“Agreement” or **“Project Agreement”** is a contractual agreement and/or the project agreement between the New York City Economic Development Corporation [New York City Industrial Development Agency/Build NYC Resource Corporation] and a Company.

“Company” includes any entity that is a party to an agreement which requires the entity to participate in the HireNYC Program.

“Entry Level” are employees with little to no prior relevant work experience and requires basic skills to perform routine tasks. These employees work under a supervisor and under clearly defined procedures.

“Candidate” is a person referred by the New York City Department of Small Business Services or such other a New York City agency as designated by NYCEDC, for consideration of Permanent Position created by the Company and/or its Affiliates in the previous Fiscal Year.

“Employee” is a HireNYC Candidate hired by the Company or its Affiliate.

“HireNYC Program” is the New York City Economic Development Corporation’s workforce development program which connects businesses to the City’s workforce development services.

“Intermediate Level Staff” are entry-level employees who possess developed knowledge and skills through formal training and work experience. These employees work within established procedures with a moderate degree of supervision and are likely to act as an informal resource for colleagues with less experience.

“Management Level Staff” are employees tasked with exercising management authority, including performance reviews, pay decisions, recruitment, discipline, termination and other personnel actions. These employees are responsible for setting direction and are accountable for managing people and the performance and results of the team within their own function or division.

“Project Location” is a location of a facility or parcel of land covered by a Project Agreement.

“Referral Date” is the date a HireNYC Candidate was referred to the Company or its Affiliate for consideration of a Permanent Position.

“Seasonal Position” are jobs created for a period in the Company’s business cycle where additional workforce is temporarily required. For example, a retail store needing more workers during the holidays or a beachfront restaurant requiring additional waiters/cooks to accommodate more customers.

“Senior Level Staff” are considerably experienced employees who have developed specialized skills or are multi-skilled and are responsible for coordinating and supervising the daily operations of a team. Training and providing input in the evaluation of employee performance are part of the responsibilities of employees at this level.