

# 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.

Sign In | Contact Us

NYCEDC'S ONLINE REPORTING SYSTEM

Please enter your User Name and Password.

\* Required Field

User Name: \*

User Name is required.

Password: \*

Password is required.

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](http://www.nycedc.com/ComplianceReporting)

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

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NYCEDC.COM | Contact Us

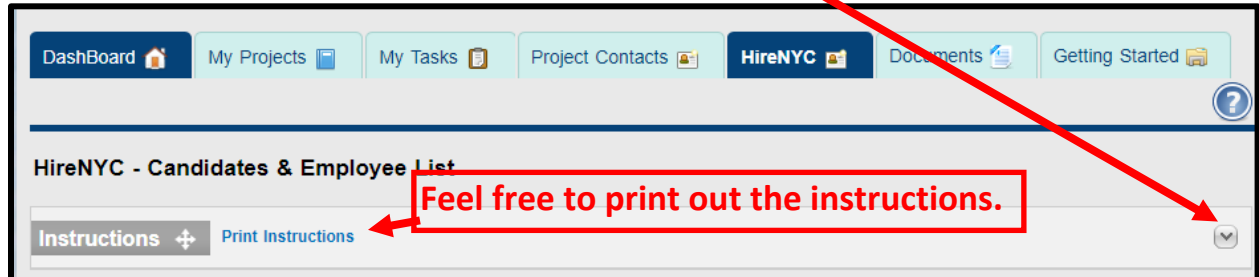
B. Once logged in select HireNYC.

NYCEDC  
New York City Economic Development Corp.

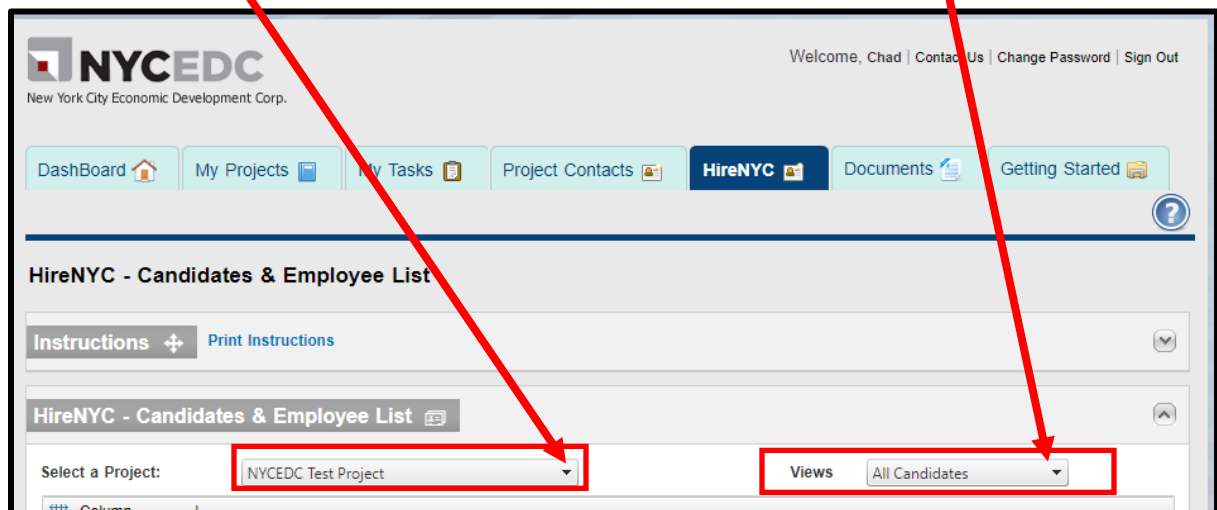
Welcome, Chad | Contact Us | Change Password | Sign Out

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

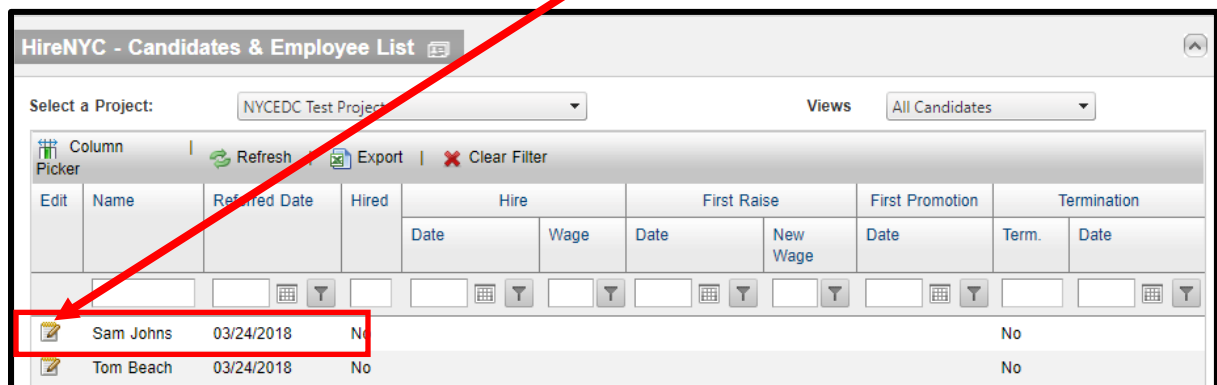
C. If you see the Instructions or wish to not see them select the collapse or expand button.



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', and 'First Promotion'. In the 'Hired' section, the question 'Was the candidate Hired?' has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and circled in red. A red callout box with a red border and arrow points to the 'No' radio button, containing the text: 'Click on No if this is how the fields are displayed.' Below this, the form shows input fields for '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 questions about 'Did the employee receive a raise?' and 'When was the first raise date?'. The 'First Promotion' section has questions about 'Did the employee receive a promotion?' and 'When was the employee's first promotion?'.


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


The screenshot shows the same form as above, but with all the input fields collapsed. Only the section headers and the 'Yes/No' radio buttons are visible. The sections are: 'Hired' with 'Was the candidate Hired? \*' and 'Yes'/'No' radio buttons; 'First Raise' with 'Did the employee receive a raise? \*' and 'Yes'/'No' radio buttons; 'First Promotion' with 'Did the employee receive a promotion? \*' and 'Yes'/'No' radio buttons; and 'Termination' with 'Was the employee terminated? \*' and 'Yes'/'No' radio buttons.

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?

### Edit Candidate/Employee

Actions

  
Save

  
Cancel


**Employee Details** [?] [x]

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? \*  i 

What was the candidate's starting wage? \*  ii


What was the candidate's starting title? \*  iii

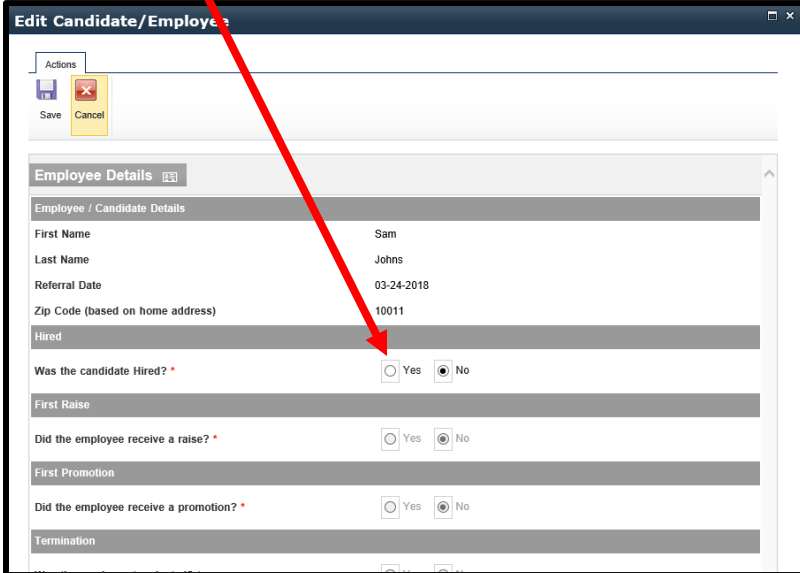
At what staff level was the candidate hired? \*  iv

Was the position full-time or part-time? \*  v

Was this a seasonal position? \*  Yes  No vi

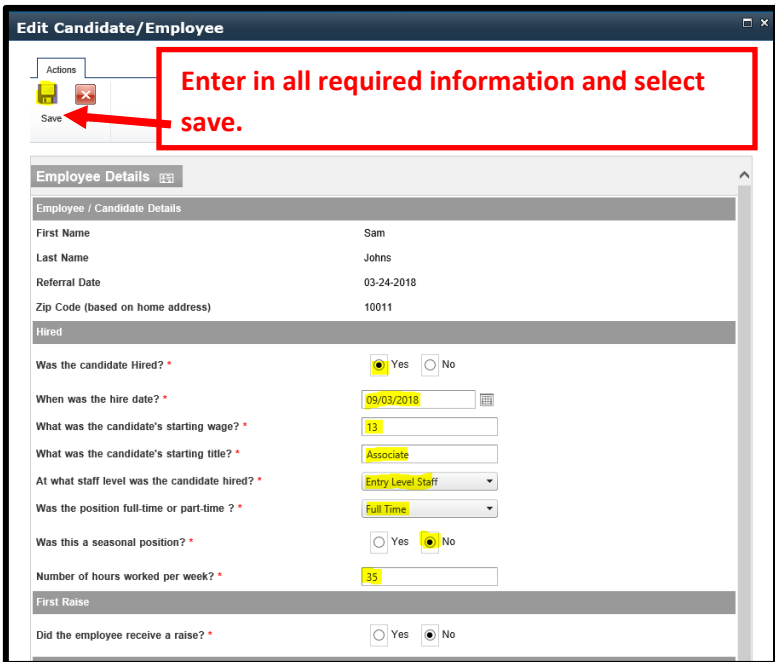
Number of hours worked per week? \*  vii

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



The screenshot shows the 'Edit Candidate/Employee' form. The 'Employee Details' section includes fields for First Name (Sam), Last Name (Johns), Referral Date (03-24-2018), and Zip Code (10011). The 'Hired' section has a radio button for 'Yes' which is unselected, and a radio button for 'No' which is selected. A red arrow points from the text above to the 'Yes' radio button.

- 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.

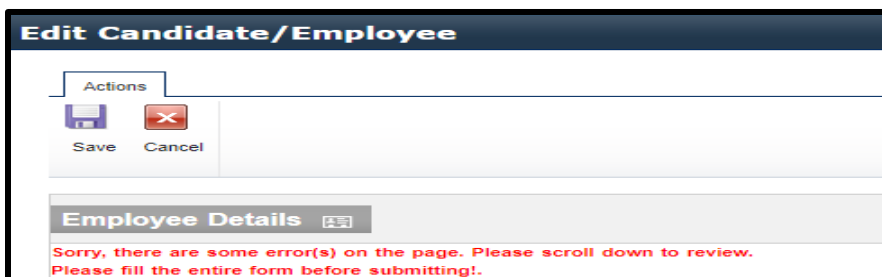


The screenshot shows the 'Edit Candidate/Employee' form with the 'Save' button highlighted. A red box highlights the 'Save' button and contains the text 'Enter in all required information and select save.' A red arrow points from the text in the box to the 'Save' button. The form fields are filled with: Hire Date (09/03/2018), Starting Wage (13), Starting Title (Associate), Staff Level (Entry Level Staff), Position Type (Full Time), Seasonal Position (No), and Number of hours worked per week (35).

*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.

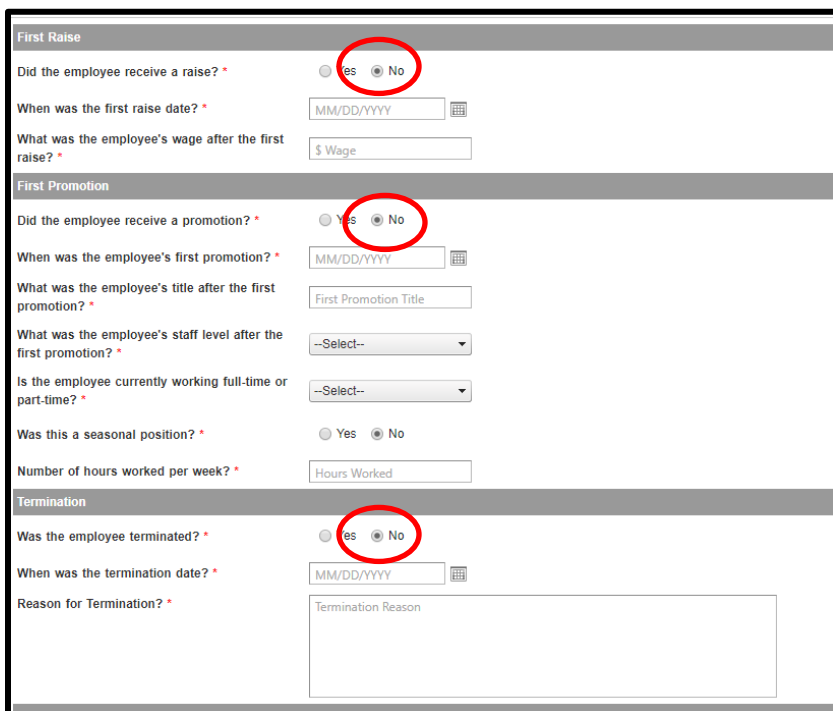
- C. Fix the Error Message: Sorry, there are some error(s) on the page. Please scroll down to review. Please fill the entire form before submitting.



The screenshot shows the 'Edit Candidate/Employee' form. At the top, there is an 'Actions' section with 'Save' and 'Cancel' buttons. Below this is the 'Employee Details' section, which contains a red 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.



The screenshot shows three sections of the form: 'First Raise', 'First Promotion', and 'Termination'. In each section, the 'No' radio button is circled in red. The 'First Raise' section includes fields for 'When was the first raise date?' (MM/DD/YYYY), 'What was the employee's wage after the first raise?' (\$ Wage), and 'Number of hours worked per week?' (Hours Worked). The 'First Promotion' section includes fields for 'When was the employee's first promotion?' (MM/DD/YYYY), 'What was the employee's title after the first promotion?' (First Promotion Title), 'What was the employee's staff level after the first promotion?' (--Select--), and 'Is the employee currently working full-time or part-time?' (--Select--). The 'Termination' section includes fields for 'When was the termination date?' (MM/DD/YYYY) and 'Reason for Termination?' (Termination Reason).

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

|                                         |                                                               |
|-----------------------------------------|---------------------------------------------------------------|
| <b>First Raise</b>                      |                                                               |
| Did the employee receive a raise? *     | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| <b>First Promotion</b>                  |                                                               |
| Did the employee receive a promotion? * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| <b>Termination</b>                      |                                                               |
| Was the employee terminated? *          | <input type="radio"/> Yes <input checked="" type="radio"/> No |

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.

HireNYC - Candidates & Employee List

Select a Project: NYCEDC Test Project Views: Active 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 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? \*

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? \*  Yes  No

Number of hours worked per week? \*

**First Raise**

Did the employee receive a raise? \*  Yes  No

When was the first raise date? \*

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

**First Promotion**

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

HireNYC - Candidates & Employee List

Select a Project: NYCEDC Test Project Views Active 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 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.

**Edit Candidate/Employee**

Actions

Save

**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

**First 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? \* i

Yes  No

When was the employee's first promotion? \* ii

10/12/2018

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

Senior Associate

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

Intermediate Level Staff

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

Full Time v

Was this a seasonal position? \* vi

Yes  No

Number of hours worked per week? \*

40 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? \*

At the bottom of the form, there is a red notice: "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**”.**

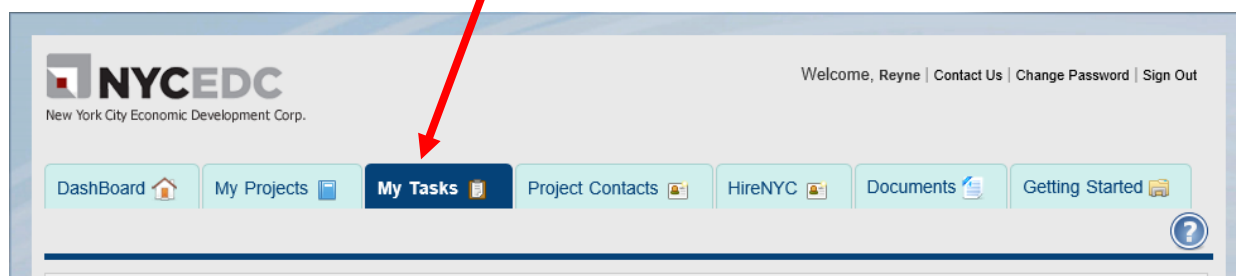
For any additional help or if you are experiencing any problems with the system please contact: [ComplianceReporting@nycedc.com](mailto:ComplianceReporting@nycedc.com) or call (212) 312-3963.

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

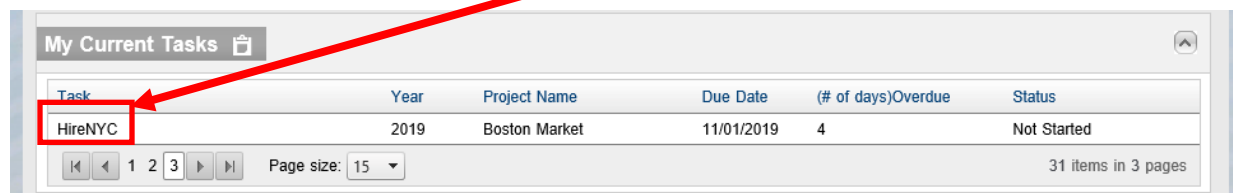
### HireNYC Survey Process

1. On the home page, the HireNYC Survey will be available in the Tasks tab.

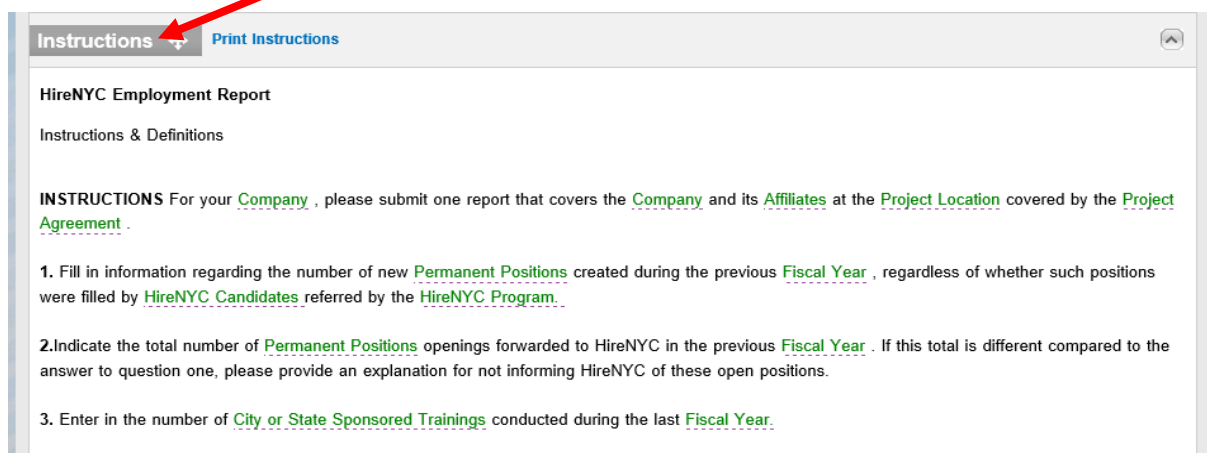
A. Once logged in select “My Tasks.”



B. In “My Current Tasks,” Select the “HireNYC Survey for 2019.”



C. Scroll Down to “Instructions” and follow the instructions before you begin the survey.



D. Next to the “HireNYC Report for the Fiscal Year,” click “Edit” to begin survey.

HireNYC Report for the Fiscal Year 2019

In order to comply with HireNYC reporting requirements, the Company is required to complete this form no later than August 1, 2019.

E. For Questions 1-3, you will manually input this information.

HireNYC Report for the Fiscal Year 2019

In order to comply with HireNYC reporting requirements, the Company is required to complete this form no later than August 1, 2019.

1. Number of Permanent Positions available at any Project Locations between July 1, 2018 and June 30, 2019:

2. Number of available Permanent Positions referred to HireNYC staff between July 1, 2018 and June 30, 2019:

a. If there is a difference between Question 1 and 2, provide the reason for not referring open permanent positions to HireNYC staff:

3. How many city/state-sponsored trainings for HireNYC employees were conducted between July 1, 2018 through June 30, 2019:

i. Even if your company was under construction during this time frame and you did not hire any candidates recommended through HireNYC, please input “0” in your response to Questions 1-3.

F. For Questions 4-7, these are autogenerated response which you can not edit.

4. Total number of HireNYC candidates Hired between July 1, 2018 through June 30, 2019:   
\* This number is calculated by the system based on data submitted under Employee List

5. Total number of HireNYC employees terminated between July 1, 2018 through June 30, 2019:   
\* This number is calculated by the system based on data submitted under Employee List

6. Total number of HireNYC employees who received a raise between July 1, 2018 through June 30, 2019:   
\* This number is calculated by the system based on data submitted under Employee List

7. Total number of HireNYC employees who received a promotion between July 1, 2018 through June 30, 2019:   
\* This number is calculated by the system based on data submitted under Employee List

**You can't enter this information manually.**

G. Question 8 confirms that all information reported by the company to NYCEM in the HireNYC tab is up to date, true, and accurate for this project.

8. Please check the following box to confirm that all information reported by the company to NYCEDC in the HireNYC tab of the <https://client.nycedc.com> portal for HireNYC candidates and employees, and all information in items 4-7 above, is up to date and true and accurate for this project as of the date this survey is submitted.

## 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.