HireNYC Employment Report
## Instructions & Definitions

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.

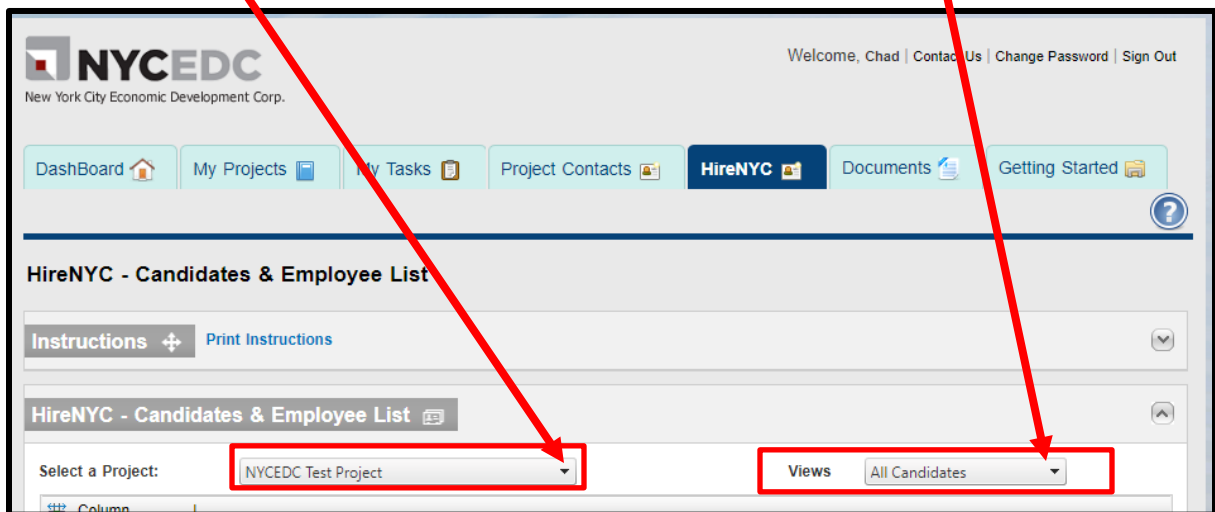   A. Log into your Account at https://client.nycedc.com
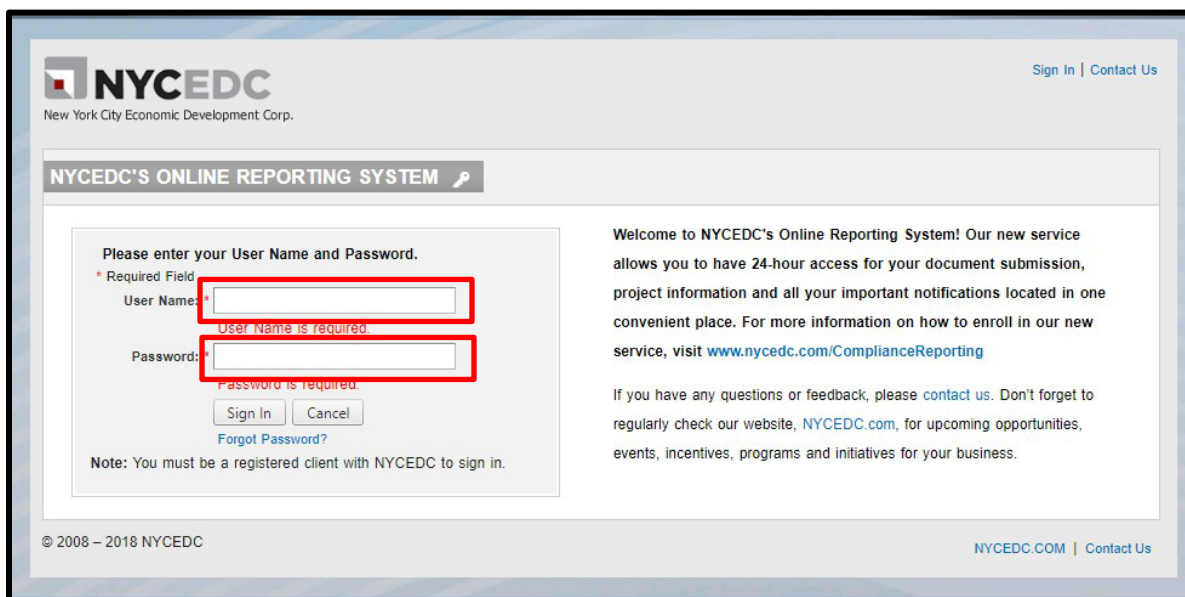
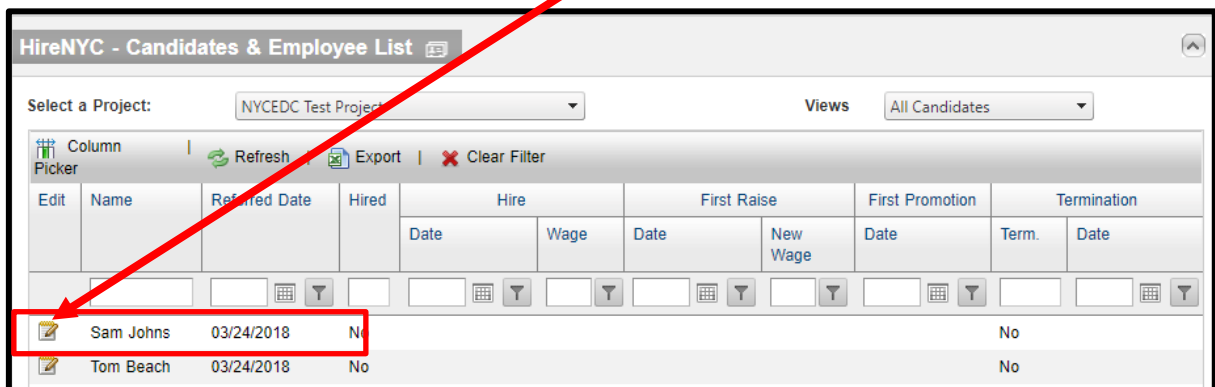   B. Once logged in select HireNYC.

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 fields will collapse and now you will see the below.

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?

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

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.

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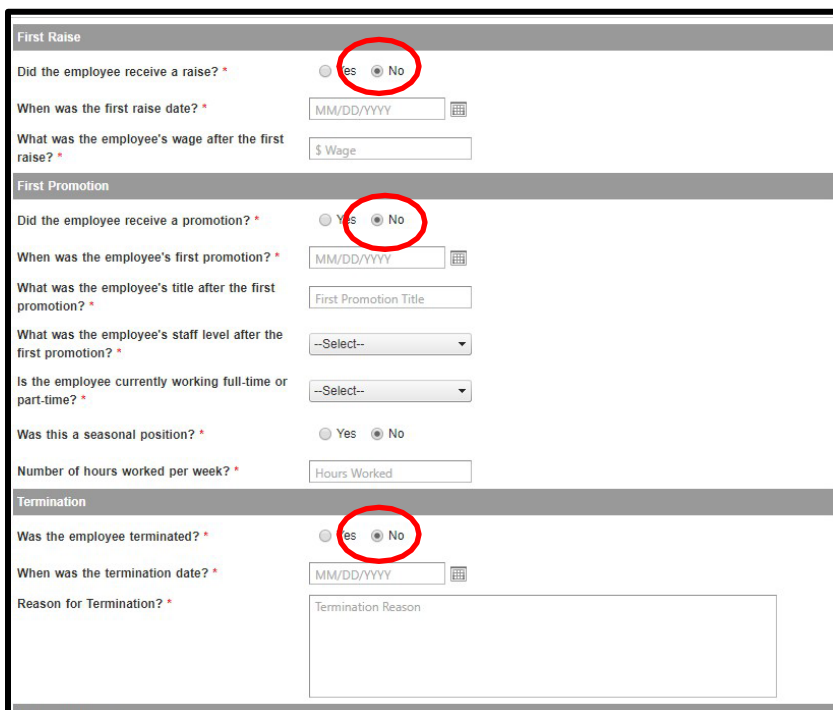
C. Fix the Error Message: Sorry, there are some error(s) on the page. Please scroll down to review. Please fill the entire form before submitting.

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.

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

First Raise		
Did the employee receive a raise? *	○ Yes	◉ No
First Promotion		
Did the employee receive a promotion? *	○ Yes	◉ No
Termination		
Was the employee terminated? *	○ Yes	◉ No
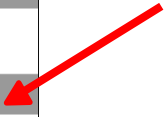
D. Note that Sam Johns will now be classified as an Active Employee and can be view by selecting Active Employees from the dropdown in Views.

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.

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

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

First Promotion

Did the employee receive a promotion? *	**i** ● Yes ○ No
When was the employee's first promotion? *	10/12/2018 🔲 **ii**
What was the employee's title after the first promotion? *	Senior Associate **iii**
What was the employee's staff level after the first promotion? *	Intermediate Level Staff ▼ **iv**
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 Joans	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)

Edit Candidate/Employee

Actions

Save   Cancel

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

Did the employee receive a promotion? *	◉ Yes ○ No
When was the employee's first promotion? *	10/12/2018
What was the employee's title after the first promotion? *	Senior Associate
What was the employee's staff level after the first promotion? *	Intermediate Level Staff
Is the employee currently working full-time or part-time? *	Full Time
Was this a seasonal position? *	○ Yes ◉ No
Number of hours worked per week? *	40

Termination

Was the employee terminated? *	◉ Yes ○ No
When was the termination date? *	10/26/2018
Reason for Termination? *	Employee Resigned

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: **EMcompliance@edc.nyc** or call (212) 312-4221.
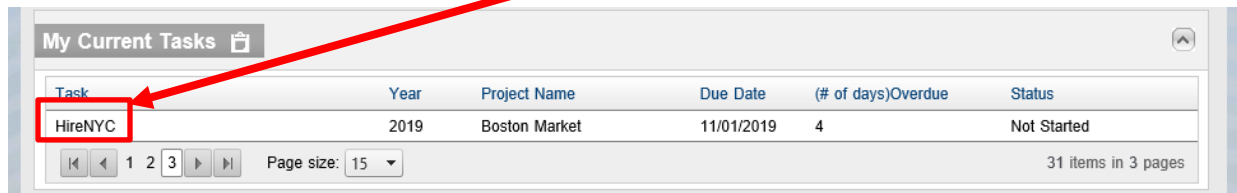
INSTRUCTIONS: *For your company, please submit one report that covers the Company and its Affiliates at the Project Location covered by the Project Agreement.*
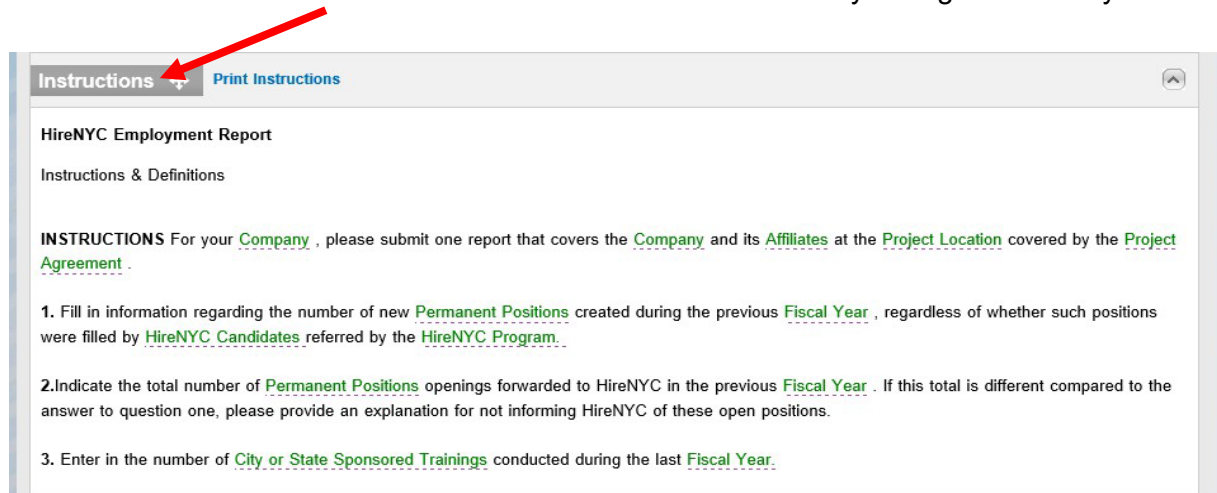
HireNYC Survey Process

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

    A. Once logged in select "My Tasks."
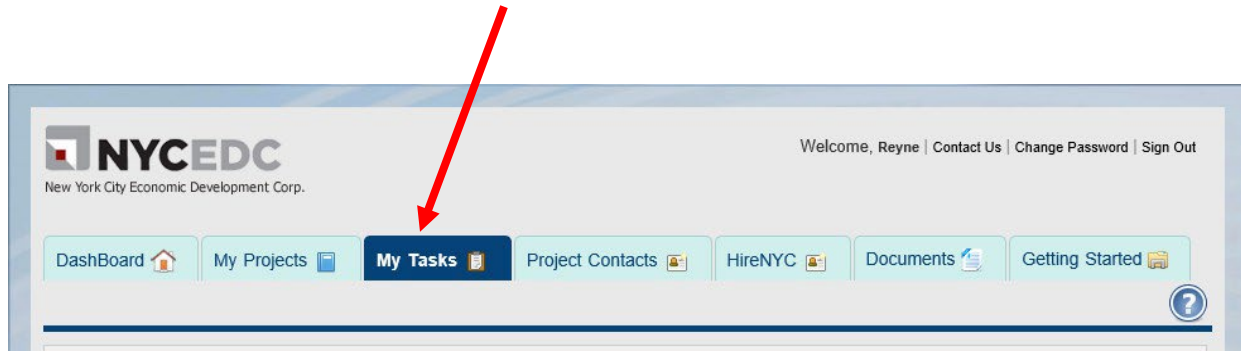
    B. In "My Current Tasks," Select the "HireNYC Survey for 2023."

    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.

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

   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.

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.

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.