

HireNYC Employment Report

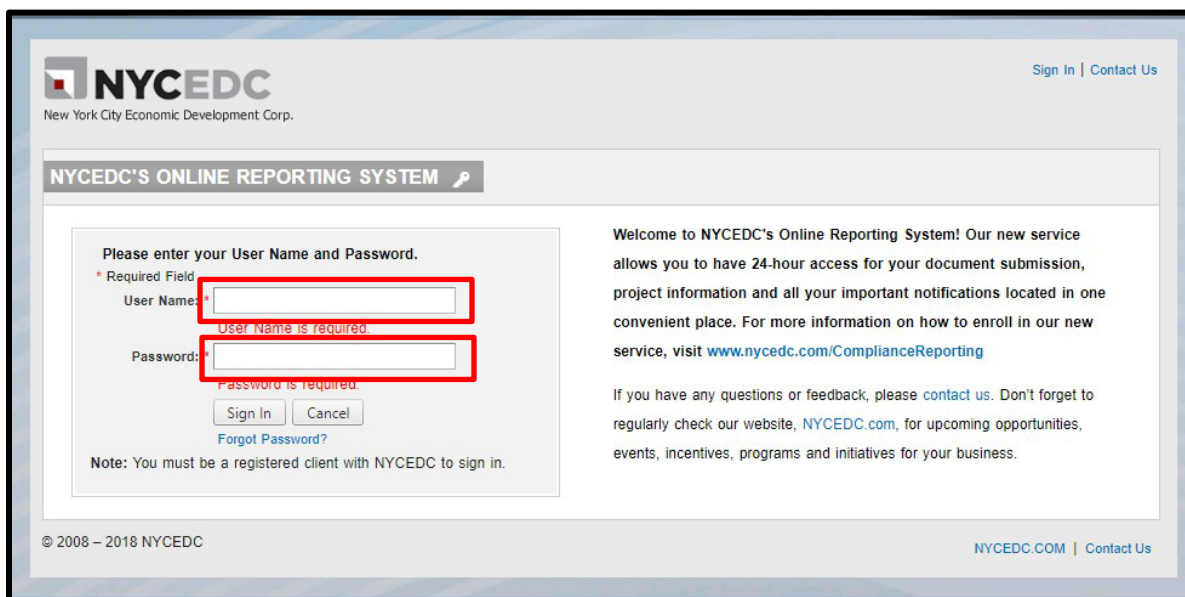
Instructions & Definitions

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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>



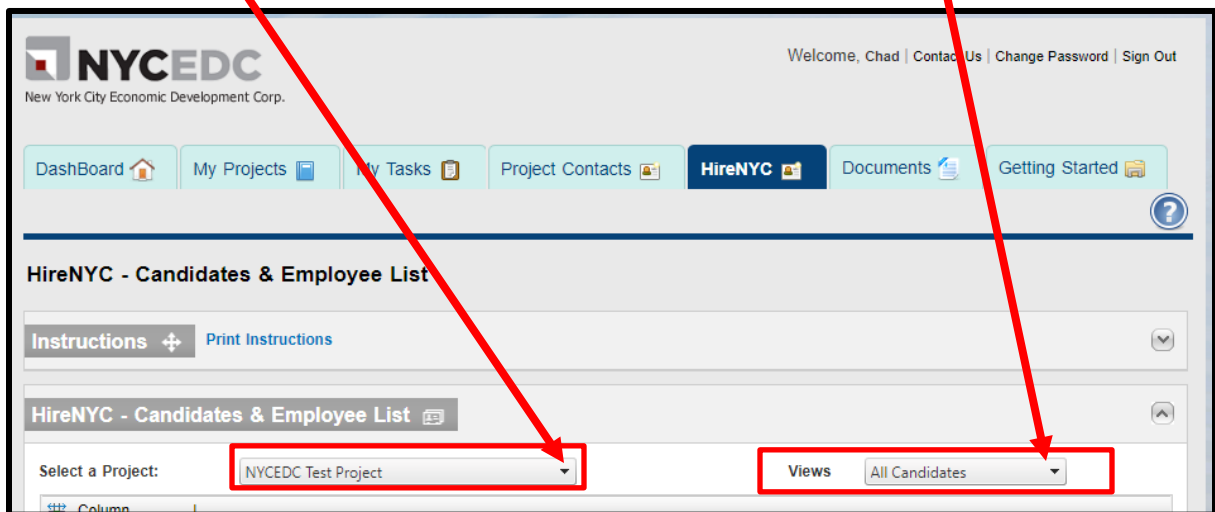
- B. Once logged in select HireNYC.



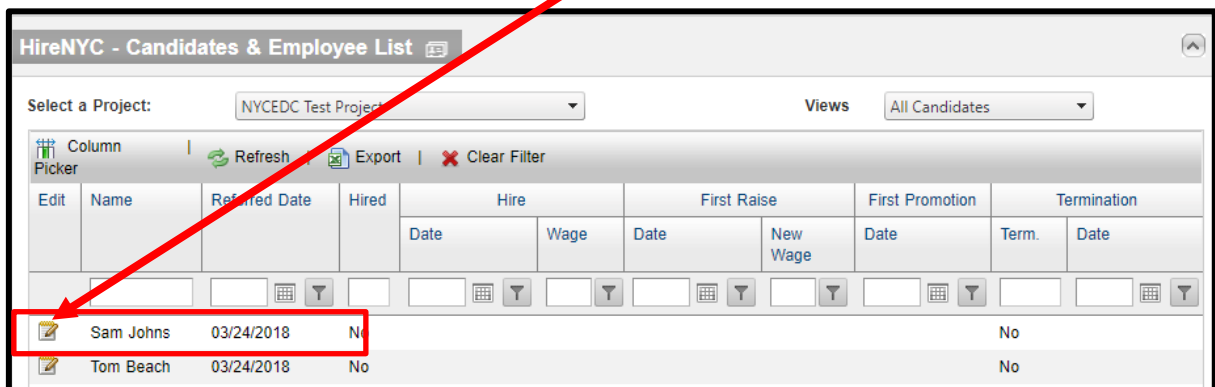
C. If you see the Instructions or wish to not see them select the collapse or expand button.



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 screenshot shows a form with three main sections: 'Hired', 'First Raise', and 'First Promotion'. Each section has a title bar and a question with radio buttons for 'Yes' and 'No'. The 'Hired' section is expanded, showing fields for hire date, starting wage, starting title, staff level, and seasonal status. A red circle highlights the 'No' radio button for 'Was the candidate Hired?'. A red box with the text 'Click on No if this is how the fields are displayed.' has an arrow pointing to the 'No' radio button.

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

The screenshot shows the collapsed form. Only the title bars and the 'Yes/No' radio buttons are visible for each section: 'Hired', 'First Raise', 'First Promotion', and 'Termination'. The 'No' radio button is selected for each of these sections.

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 [?] [⌵]

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? * MM/DD/YYYY i [📅]

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


What was the candidate's starting title? * Starting Title iii

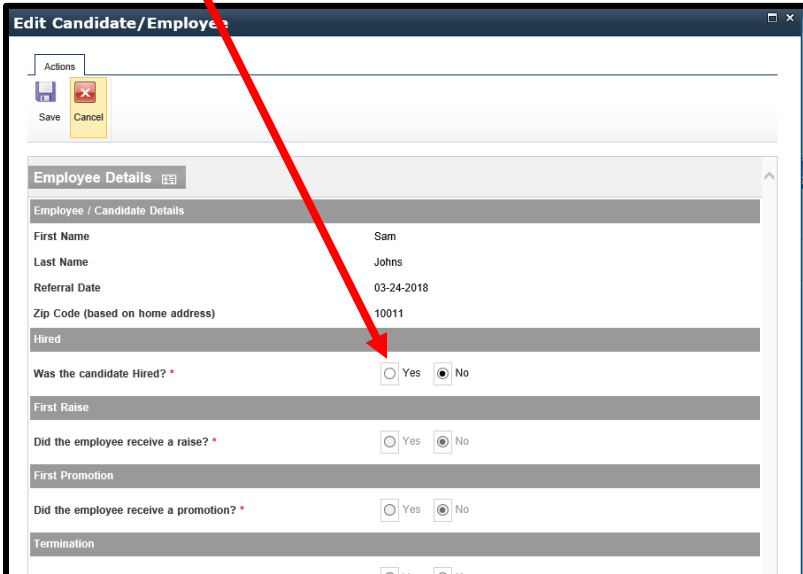
At what staff level was the candidate hired? * --Select-- iv

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

Was this a seasonal position? * Yes No vi

Number of hours worked per week? * Hours Worked 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

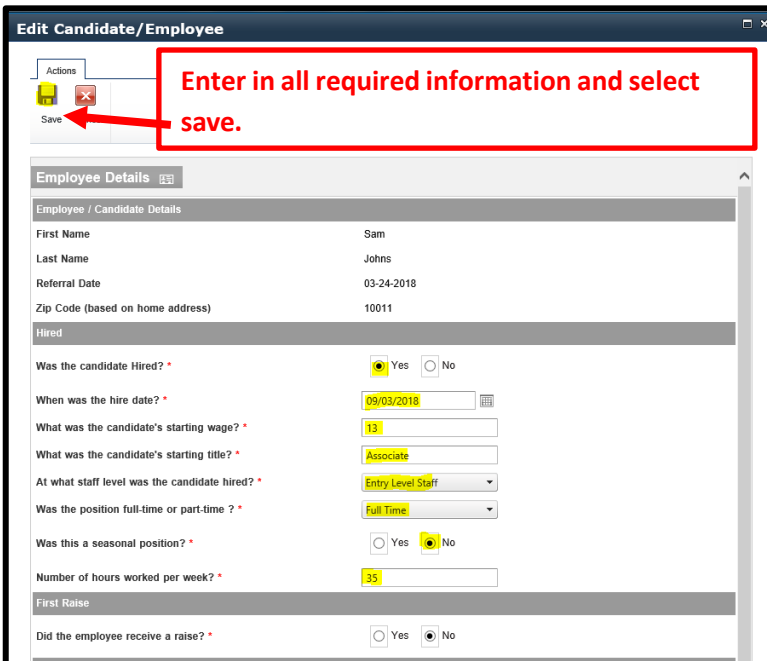
Did the employee receive a raise? * Yes No

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, 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

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? *

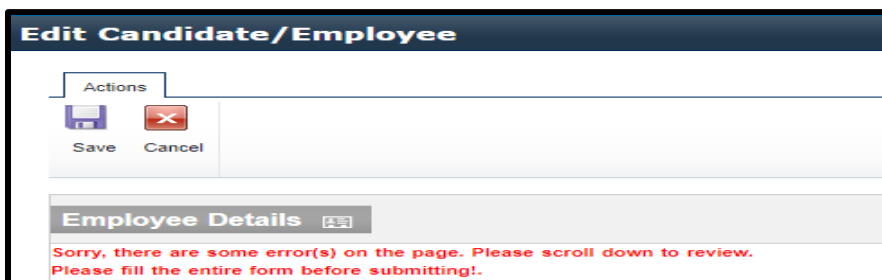
First Raise

Did the employee receive a raise? * Yes No

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.

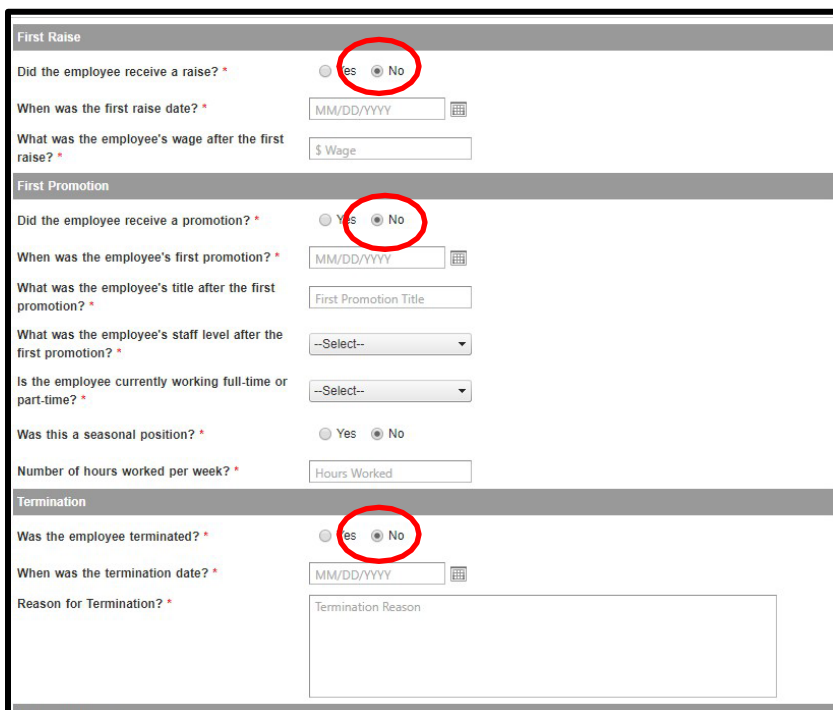
- C. Fix the Error Message: Sorry, there are some error(s) on the page. Please scroll down to review. Please fill the entire form before submitting.



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.

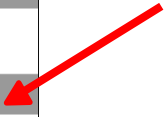
For example, for the below click on the No to collapse each of the sections below.



The screenshot shows three sections of the form: 'First Raise', 'First Promotion', and 'Termination'. Each section has a 'Did the employee receive...' question with 'Yes' and 'No' radio buttons. The 'No' radio buttons are 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.

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

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.

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? * Yes No i

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:**
 - Did the employee receive a raise? * (Radio buttons: Yes [checked], No)
 - When was the first raise date? * (Date field: 09/28/2018)
 - What was the employee's wage after the first raise? * (Text field: 15)
- First Promotion:**
 - Did the employee receive a promotion? * (Radio buttons: Yes [checked], No)
 - When was the employee's first promotion? * (Date field: 10/12/2018)
 - What was the employee's title after the first promotion? * (Text field: Senior Associate)
 - What was the employee's staff level after the first promotion? * (Dropdown menu: Intermediate Level Staff)
 - Is the employee currently working full-time or part-time? * (Dropdown menu: Full Time)
 - Was this a seasonal position? * (Radio buttons: Yes, No [checked])
 - Number of hours worked per week? * (Text field: 40)
- Termination:**
 - Was the employee terminated? * (Radio buttons: Yes [checked], No)
 - When was the termination date? * (Date field: 10/26/2018)
 - Reason for Termination? * (Text area: Employee Resigned)

A red notice at the bottom of the form reads: "Notice: Information will be saved to the system, but it might take some time to refresh the data on the screen."

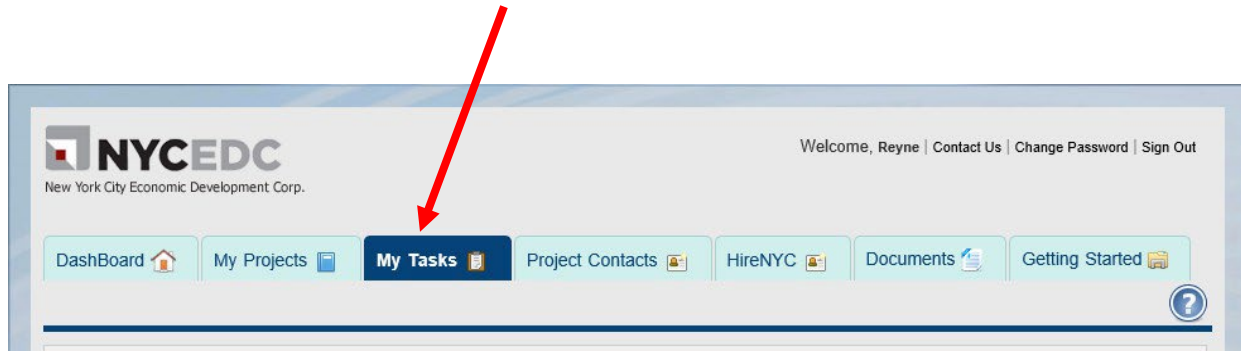
Note: Do not enter any personal information about the employee. If an employee is being terminated for any reason other than leaving the company, please write "Position was Terminated".

For any additional help or if you are experiencing any problems with the system please contact: EMcompliance@edc.nyc or call (212) 312-4221.

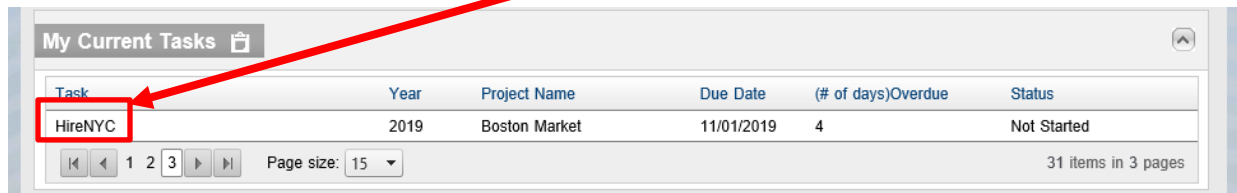
INSTRUCTIONS: For your company, please submit one report that covers the Company and its Affiliates at the Project Location covered by the Project Agreement.

HireNYC Survey Process

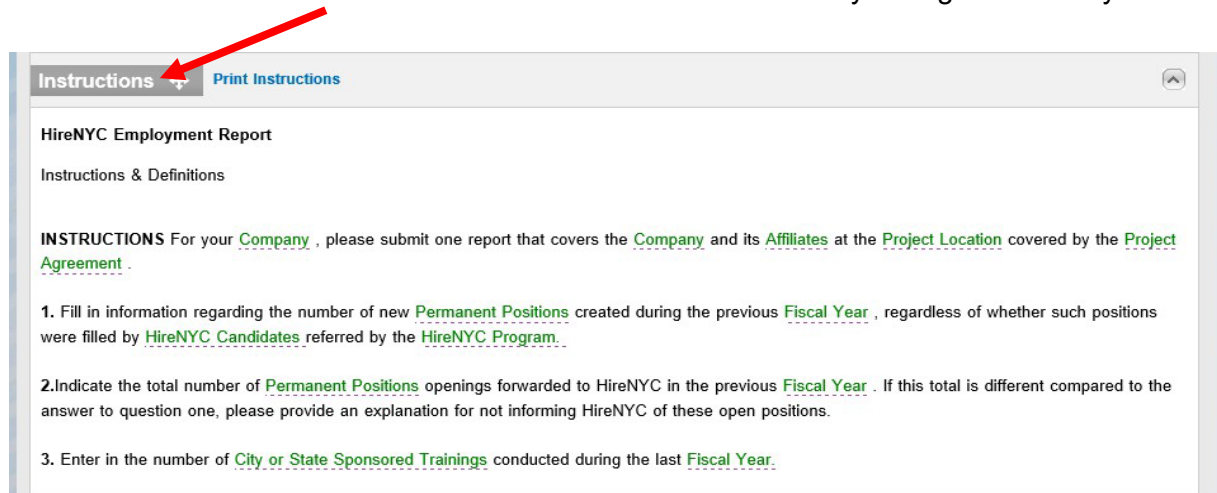
1. On the home page, the HireNYC Survey will be available in the Tasks tab.
 - A. Once logged in select “My Tasks.”



- 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.

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.