[WHAT YOU NEED TO KNOW ABOUT WORKER SUBSIDY REIMBURSEMENTS WITH THE NORTH LAWNDALE EMPLOYMENT NETWORK]

Prepared By: The Business Solutions Division of the North Lawndale Employment Network

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FY2014

www.nlen.org
www.beelovestore.com
www.sweetbeginningsllc.com

NLEN clients training for work as Home Energy Auditors through the Urban Weatherization Initiative.

“Creating A Community That Works”
Welcome to the North Lawndale Employment Network (NLEN)!

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Welcome to the North Lawndale Employment Network (NLEN)!

We are very pleased to launch this great employment partnership with you and help to improve your worker experience, by reducing turnover through connecting you with capable and quality job seekers. NLEN has been proudly serving the workforce development needs of local employers for over 12 years. Our mission is to improve the earnings potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents. We are a results-focused organization, driven by a set of core beliefs that led to transformational outcomes.

Our core beliefs include the following:

- We believe that neighborhood-focused employment initiatives are fundamental to improving the quality of life for neighborhood residents.
- We believe that our neighborhood-based work can influence policy and serve as a model for change.
- We believe in creating an environment that enables people to transform themselves.
- We believe that connections to education and employment can positively impact individuals’ economic advancement and quality of life.
- We believe that, most of the time, people make good decisions if given the right information and opportunities.
- We believe that work values can be learned.

Who We Serve

NLEN is a nonprofit workforce development organization that specialized in clinical workforce development for former offenders and non-offender community residents alike. Founded in 1999, NLEN has been providing workforce development, through its multifaceted programs and trainings, to approximately 1600 clients per year. Of these, 95% are African American, 1% is Latino, 71% are parents, 56% are women and 44% are men. For the past two years (2012-2013) NLEN served 3,105 people. Of those, 1,282 of them were looking for work and 671 of them obtained employment with assistance from NLEN. In FY2014, NLEN expects to provide services to over 1800 job seekers and community residents. You can find more information on the history of NLEN in the document “North Lawndale Employment Network Historical Timeline” available in your employer packet and online at [www.nlen.org](http://www.nlen.org).

Business Solutions Department Mission Statement

The Business Solutions Department is responsible for establishing and maintaining productive, mutually beneficial relationships with business-sector employers resulting in the capture of viable employment opportunities for NLEN program participants. It is also responsible for carrying out business services to employers including, but not limited to, completing job-start verifications and retention substantiations with the employer, being a liaison for increasing employers’ benefits knowledge (i.e., tax incentives, employer benefits programs, partnership referrals, etc.) and providing performance feedback for NLEN program participant workers.
The mission statement of the Business Solutions Department is to cultivate and nurture the employer partners of the North Lawndale Employment Network, by seeking, connecting and providing businesses with customized hiring solutions to meet their workforce needs and social responsibility, through providing HR resources and procuring employment opportunities for returning citizens and other qualified residents.

The nature of NLEN’s Business Solutions employer partnerships is illustrated below in its Business Network Model.

**NLEN’s Business Solutions Network Model**

The Business Solutions department is here to support your recruitment, screening and hiring needs. We are here for you! We have a pool of job ready men and women who want to work. Our job seekers simply want to demonstrate that they are good reliable candidates for your company. The Business Solutions Manager\(^1\) is your personal single-point of contact for addressing traditional employment support services as well as helping to provide constructive feedback to our clients while they are working for you.

**Our partnership** begins with your understanding and execution of the Memorandum of Understanding (MOU)\(^2\) and other necessary documentation required for the Transitional Job Program with NLEN. What you need to know about subsidy worker reimbursement with NLEN is all contained within these pages. Please read it carefully, and feel free to follow up with your Business Solutions Manager if you have any questions, comments or concerns. A contact list for the Business Solutions Department can be found in Appendix 7: Business Solutions Department Contact List.

The business solutions division works directly with both subsidized and unsubsidized employers to develop hiring strategies for each company’s specific business needs - providing viable and sustainable

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\(^1\) Business Solutions Manager: Employer point of contact with the Network.

\(^2\) MOU: Signature-required agreement between NLEN and employers to obtain transitional worker(s).
human resources to companies in a variety of industries. NLEN also runs a social enterprise, Sweet Beginnings, LLC, which produces and sells naturally grown beelove™ honey, and honey-infused beelove™ beauty products. To learn more about Sweet Beginnings, LLC, the beelove product line, or to purchase some of its delicious honey or find out where its products are being sold please visit their website at www.sweetbeginningsllc.com.

Parameters of Our Partnership
The employer agreement for your subsidized worker terms and conditions is located on the first page of each required Memorandum of Understanding (MOU). A separate MOU is required for each subsidized ‘transitional’ worker you employ.

- All subsidized employers must schedule each transitional worker 30 hours per week for a period not to exceed 60 working days, or 90 calendar days, whichever comes first.
- If your employee is scheduled to work both weekdays and weekends, the transitional period may run for approximately 2 months. If scheduled to work weekdays only, the transitional period may run for as long as 3 months. In either case, the transitional period will end after 60 working days or 90 calendar days, whichever comes first.
- During the term of the subsidy assignment, transitional workers must be paid a minimum of $8.25 per hour.
- You will be reimbursed for 100% of transitional worker wages and employer payroll taxes, including Social Security, Medicare, SUTA (The State Unemployment Tax Act) and FUTA (The Federal Unemployment Tax Act) up to $8.25 per hour.
- The payment terms for re-imbursement are ideally 45 days after receipt of your company invoice. Because your reimbursement payments are paid from either the Illinois Department of Corrections or the City of Chicago’s entity for the Community Development Block Grants (CDBG) there may sometimes experience a delay in your reimbursement payments. Should such a delay occur you will receive a notification from your Business Solutions Manager that there is a delay in your reimbursement until further notice.

Terms and Conditions
Your Responsibilities
As a partner of this contractual agreement, you must honor and perform the terms of the contract agreement to comply with the terms set forth by the funders³ of the transitional worker program. Please read the Terms and Conditions listed in the MOU copy provided in this guidebook (for both NLEN and The Employer) thoroughly and prior to beginning your invoicing activity.

NLEN’s Responsibilities
Please note that NLEN is responsible for maintaining clear and accurate records of invoice activity, which is subjected to annual audits by funders and NLEN’s own private internal auditors to ensure that proper

³ NLEN Funders for the Transitional Jobs Program are the Illinois Department of Corrections (IDOC) & the City of Chicago’s entity for Community Development Block Grants (CDBG)
payroll records justify disbursements of reimbursement grants dollars. The complete Terms and Conditions of your MOU are located on the first page of the agreement.

**Getting Started**

The first thing you will need to do is submit your current year’s IDES Tax Rate Determination Letter\(^4\) to disclose your SUTA/FUTA tax rates to NLEN. You can find a sample of an IDES Tax Rate Determination Letter in the appendix. For each year, you intend to hire transitional workers through NLEN’s transitional worker program you will receive notification to submit your IDES Tax Rate Determination Letter to your Business Solutions Manager.

As soon as your transitional worker(s) completes their first two weeks of work, you should begin your invoicing activity. Use your payroll schedule (weekly, bi-weekly, or semi-monthly) to establish your invoicing schedule and frequency of submitting reimbursement invoices to NLEN. For questions on best practices feel free to contact your Business Solutions Manager.

**Make a Good Faith Effort to Continue to Employ**

Transitional job opportunities are essential to demonstrating the job readiness and good fit of our graduates with your company. It also provides an opportunity for our graduate to become better acclimated to your employment culture and a fair opportunity to show you their competencies and commitment to being a member of your team. We strongly encourage you to fairly consider your transitional employees to become permanent members of your company after the successful completion of their transitional period.

\(^4\) Annual notification of state employer tax percentages rates from the Illinois Department of Employment Security (IDES), sample notification letter provided in Appendix 1.
Sample IDOC MOU

North Lawndale Employment Network
Transitional Jobs Initiative
Memorandum of Understanding and Agreement

The North Lawndale Employment Network (NLEN) has entered into a contractual agreement with Illinois Department of Corrections to develop and offer transitional jobs opportunities to formerly incarcerated job seekers who are on parole.

Definition and Parameters:
“Transitional Jobs” are defined as:
- Paid, time-limited work experience
  (All subsidized employers must schedule each transitional worker 30 hours per week for a period not to exceed 60 working days, or 90 calendar days, whichever comes first.)
- Augmented with supportive training
- Job coaching services
- Subsidized wage of $8.25 per hour or minimum wage

Purpose:
Transitional jobs afford participants an opportunity to:
- Acquire work experience
- Develop employment references
- Acclimate to the routines and social/interpersonal culture of work

Agreement
This Memorandum of Understanding (MOU) represents an agreement between North Lawndale Employment Network (NLEN) and The Employer located at ________________________________ to fulfill the objectives described herein.

Terms and Conditions:
North Lawndale Employment Network (NLEN) will:

1. Process reimbursement for 100% of documented Gross Wages and Employer Payroll Taxes (FUTA, SUTA, employer Medicare, and employer Social Security) based upon a maximum transition term of 60 working days (or 90 calendar days whichever comes first).

2. Request an receive from the employer the name of employer’s payroll provider, ________________________________, and a copy of the current year’s IDES Tax Rate Determination Letter to verify the correct SUTA Tax Rate that is necessary to calculate some of the allowable payroll reimbursement expenses.

3. Receive the employer invoice with the name of the employer and the address of the employer visible. DO NOT USE P.O. BOX NUMBERS.
4. Require the use of proper pay records for all transitional worker reimbursement payments:

   a. Payroll register (preferred)
      i. Employer’s manual ledger (only if payroll register is not available from a provider). It must properly display and account for employer and employee deductible obligations paid out to state and other government entities for which the employer seeks reimbursement (wages and employer payroll taxes for FUTA, SUTA, Social Security and Medicare).
   b. Timesheet(s) or time card(s) for pay period of reimbursement with the employer and worker’s signature visible.
   c. The worker’s cancelled payroll check(s) (copy fronts and backs so cancelled codes are visible)

Three things must be listed on the pay records you submit:
   1. The first and last name of the transitional worker
   2. The pay period for which you are invoicing, including the pay date
   3. The wage amount for which you are invoicing

The Employer will:

1. Employ the transitional worker in meaningful, work position that meets the following requirements:
   a. Schedule a transitional worker for a transition term of 60 working days (or 90 calendar days, whichever comes first).
   b. Schedule the worker for 30 hours of work per week
   c. Compensate the worker at a rate of $8.25 per hour

2. The Employer will submit its current year’s Tax Rate Determination Letter to NLEN in advance of starting any invoice activity.

3. The Employer will use its own payroll schedule (weekly, bi-weekly or semi-monthly) to establish the schedule and frequency of submitting invoices to NLEN.

   The dates on your payroll records should always precede the date of the invoice you submit for reimbursement.

   INVOICES MUST ARRIVE AT NLEN BY THE 3RD BUSINESS DAY OF THE MONTH THAT FOLLOWS THE DATE OF YOUR INVOICE.

   NLEN is responsible for maintaining clean audit records of timely invoice activity.

4. Make a good faith effort to continue the employment of the worker beyond the transitional period, as a permanent worker.
5. Maintain and practice your customary obligations toward all employees including the obligation to train, supervise, discipline, terminate or otherwise conduct activities normally associated with the employer/employee relationship as dictated by the circumstance and the conduct of the transitional worker.

<table>
<thead>
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<tr>
<td>[First and Last Name]:</td>
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<tr>
<td>Social Security Number:</td>
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<tr>
<td>Transitional Wage:</td>
<td></td>
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<tr>
<td>Start Date:</td>
<td></td>
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</tbody>
</table>

**Signatory**

North Lawndale Employment Network  
Representative  
Signature ______________________  
Printed Name ___________________  
Title __________________________  
Date ____________________________

<Company Name Here>  
Representative  
Signature ______________________  
Printed Name ___________________  
Title __________________________  
Date___________________________
Sample CDBG MOU

North Lawndale Employment Network
Transitional Jobs Initiative
Memorandum of Understanding and Agreement

The North Lawndale Employment Network (NLEN) has entered into a contractual agreement with Illinois Department of Corrections to develop and offer transitional jobs opportunities to formerly incarcerated job seekers who are on parole.

Definition and Parameters:
“Transitional Jobs” are defined as:
- Paid, time-limited work experience
  (All subsidized employers must schedule each transitional worker 30 hours per week for a period not to exceed 60 working days, or 90 calendar days, whichever comes first.)
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Purpose:
Transitional jobs afford participants an opportunity to:
- Acquire work experience
- Develop employment references
- Acclimate to the routines and social/interpersonal culture of work

Agreement
This Memorandum of Understanding (MOU) represents an agreement between North Lawndale Employment Network (NLEN) and The Employer ______________________________ located at __________________________ to fulfill the objectives described herein.

Terms and Conditions:
North Lawndale Employment Network (NLEN) will:

5. Process reimbursement for 100% of documented Gross Wages and Employer Payroll Taxes (FUTA, SUTA, employer Medicare, and employer Social Security) based upon a maximum transition term of 60 working days (or 90 calendar days whichever comes first).

6. Request an receive from the employer the name of employer’s payroll provider, ______________________________, and a copy of the current year’s IDES Tax Rate Determination Letter to verify the correct SUTA Tax Rate that is necessary to calculate some of the allowable payroll reimbursement expenses.

7. Receive the employer invoice with the name of the employer and the address of the employer visible. DO NOT USE P.O. BOX NUMBERS.
8. Require the use of proper pay records for all transitional worker reimbursement payments:

   a. Payroll register (preferred)
      i. Employer’s manual ledger (only if payroll register is not available from a provider). It must properly display and account for employer and employee deductible obligations paid out to state and other government entities for which the employer seeks reimbursement (wages and employer payroll taxes for FUTA, SUTA, Social Security and Medicare).
   b. Timesheet(s) or time card(s) for pay period of reimbursement with the employer and worker’s signature visible.
   c. The worker’s cancelled payroll check(s) (copy fronts and backs so cancelled codes are visible)

Three things must be listed on the pay records you submit:

   4. The first and last name of the transitional worker
   5. The pay period for which you are invoicing, including the pay date
   6. The wage amount for which you are invoicing

The Employer will:

   6. Employ the transitional worker in meaningful, work position that meets the following requirements:
      a. Schedule a transitional worker for a transition term of 60 working days (or 90 calendar days, whichever comes first).
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10. Maintain and practice your customary obligations toward all employees including the obligation to train, supervise, discipline, terminate or otherwise conduct activities normally associated with the employer/employee relationship as dictated by the circumstance and the conduct of the transitional worker.

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<tr>
<td><strong>Social Security Number:</strong></td>
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<td></td>
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<tr>
<td><strong>Start Date:</strong></td>
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</tr>
</tbody>
</table>

**Signatory**

North Lawndale Employment Network  
Representative  
Signature _____________________________  
Printed Name ___________________________  
Title ________________________________  
Date _________________________________

<Company Name Here>  
Representative  
Signature _____________________________  
Printed Name ___________________________  
Title ________________________________  
Date _________________________________
Everything You Need to Know To Submit a Correct Reimbursement Invoice

Please make sure to follow the proceeding checklist when invoicing NLEN for your reimbursement and use this list when preparing invoice paperwork for your Business Solutions Manager:

☐ Provide your company name, address and zip code in the top left hand corner of the invoice.
   *Reminder: P.O. Box numbers are NOT acceptable.

☐ Make sure to include/create a unique invoice number at the top right-hand corner of the invoice that has not been used previously in invoices to NLEN.

☐ Provide the invoice date at the top right-hand corner of the invoice. This date should be the actual pay date for which you are invoicing and documenting cause for reimbursement due.
   *Reminder: All invoices for reimbursement must be received by NLEN no later than three business days after the pay period pay date for each invoice.

☐ Record all invoice information in the “Description” column of the invoice:

☐ List the funder for your MOU on the first line of the description column.

☐ List the pay period’s beginning date and end date clearly on the second line in the description column.

☐ List the first and last name of the worker(s) for which you are invoicing in the second and/or following lines of the description column.

☐ In the column labeled “Quantity” list each worker’s hours for the pay period indicated.

☐ Below the workers name, itemize the employer’s reimbursable deductibles (Social Security, Medicare, FUTA, SUTA)

☐ Provide $8.25 subsidy rate in the column labeled “Rate” for each worker.

☐ Calculate $8.25 times the total number of hours listed in the “Quantity” column and record the result in the column labeled “Amount”.

☐ Then calculate the total reimbursable dollar amount by adding all the results listed in the “Amount” column at the bottom of the page in the box labeled “Total”.

☐ List any previous balance due, and add it to the total. List the result in the box labeled “Balance Due”.

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Sample Invoice

Your Company Name Here
1234 Main Street
Chicago, IL 60601
Phone: 773-555-5555
Fax: 773-555-6666
ATTN: Your Name & Title Here
Email: yourname@yourcompanyurl.com

Bill To:
North Lawndale Employment Network
3726 W. Flournoy
Chicago, IL 60624
ATTN: Your Business Solutions Manager

INVOICE

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<table>
<thead>
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<td>Denise Hampton</td>
<td>8.25</td>
<td>478.50</td>
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<tr>
<td>50.5</td>
<td>Steven C. Moore</td>
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<tr>
<td>60</td>
<td>Vanessa Tabor</td>
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<td>495.00</td>
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Pay Period May 25, 2013 to June 7, 2013
Funder Name: City Corporate

Employer’s Social Security Tax at 6.2% - D. Hampton 29.66
Employer’s Medicare Tax at 1.45% - D. Hampton 6.94
Employer’s FUTA Tax at .6% - D. Hampton 2.87
Employer’s SUTA Tax at 3.4% - D. Hampton 16.48

Employer’s Social Security Tax at 6.2% - S. Moore 25.83
Employer’s Medicare Tax at 1.45% - S. Moore 6.04
Employer’s FUTA Tax at .6% - S. Moore 2.50
Employer’s SUTA Tax at 3.4% - S. Moore 14.37

Employer’s Social Security Tax at 6.2% - V. Tabor 30.70
Employer’s Medicare Tax at 1.45% - V. Tabor 7.18
Employer’s FUTA Tax at .6% - V. Tabor 2.97
Employer’s SUTA Tax at 3.4% - V. Tabor 17.11

We appreciate your prompt payment.

Total $1,552.78
Past Due 0.00
Balance Due $1,552.78
Everything You Need to Know To Submit Proper Payroll Documents to Verify Your Reimbursement Invoice

Please make sure to follow the proceeding checklist when including verifying documents with your invoice to NLEN for reimbursement:

If you use a fee for service payroll provider:

☐ Include a copy of the payroll register listing the payroll details for the transitional workers for whom you are invoicing.

*Reminder: To exercise privacy you may choose to blacken the details for non-transitional worker employees with your company whom are not the subject(s) of your invoice. Make sure the remaining details are clear and legible.

☐ The payroll register must include the following:
  ☐ Name of your payroll provider
  ☐ Pay period beginning date and end date
  ☐ Should contain the YTD data for the worker(s) for which you are invoicing
  ☐ Should contain Payroll Data Sheet
  ☐ Should contain Payroll Summary Report

If you do NOT use a fee for service payroll provider:

☐ You must submit the following:
  ☐ Copies of worker pay checks encoded with “direct deposit advice”
  ☐ Copies of front and back of cancelled worker checks with cancellation codes
    (This provides verification that the pay checks for which you seek reimbursement have been cashed and have cleared the bank)
  ☐ Copies of all time cards and/or timesheets signed by both the transitional worker and the employer corresponding to the pay period for which you are invoicing
  ☐ Ledger pages that maintain your record keeping of worker payroll bookkeeping

*Reminder: Such ledger records must capture CURRENT and cumulative YTD obligations imposed on employers as “employer deductibles” to pay state and federal agencies including the taxable wages; Social Security, Medicare, FUTA and SUTA.
Optional Service Providers to Prepare Your Reimbursement Invoices

You must contact your Business Solutions Manager if you are interested in either of the service options available below.

Option 1: NLEN

NLEN will assemble and prepare the required invoice and supporting documentation for submission. For this service, NLEN would charge a service fee of $35.00 per invoice to the employer. The employer needs to provide the requisite documents to NLEN to prepare the invoice.

NLEN will initially call a meeting to review your various payroll methods and procedures in order to identify the necessary documents needed to properly support the billing invoices for each worker and request that your staff person(s) provides these identified documents for each invoicing cycle. NLEN will bill your company for this service as each invoice is completed for your pay cycles.

Option 2: Patricia L. Cosentino, CPA, J.D.

If you do not use an outside payroll service or the outside payroll service does not provide information or documents to extract or include with NLEN invoices, NLEN recommends the services of CPA Firm, Patricia L. Cosentino, to provide payroll services to your company at a reasonable rate. This payroll service –NLEN’s “Payroll Relief” provides free direct deposit for all employees, free secure employee portals for all employees and free electronic tax payment and tax reporting services. Payroll processing fees start at $45 per pay cycle plus $1 per direct deposit or employee payroll check.

Patricia L. Cosentino
Certified Public Accountant
Attorney At Law

Office: 708-424-9350
Fax: 708-424-9351
Cell: 773-844-9672
Email: patcosentino@comcast.net
URL: www.patriciacosentinocpa-jd.com
Acknowledgement of Understanding Subsidy Worker Reimbursements with North Lawndale Employment Network

Before beginning the hiring process for with a Business Solutions Manager to acquire suitable transitional workers with your company, NLEN requires that you provide written verification of your understanding of the subsidy worker reimbursement procedures with the Network. Please complete the statement below and provide your signature and date where requested.

I, _______________________________ of _______________________________,

located at _______________________________,

have provided my dated signature below to acknowledge that I have received my copy of “What You Need to Know About Subsidy Worker Reimbursements with the North Lawndale Employment Network”.

My signature further acknowledges that I possess an active knowledge of my responsibilities, as the Employer, described in the MOU, and how to invoice for subsidy reimbursement when I perform my responsibilities and submit proper payroll records to receive reimbursement for hiring NLEN clients as transitional workers. I understand and executed copy of this acknowledgement will be filed with NLEN Business Solutions Division.

_______________________________________  ______________________________________
(Employer Signature)                      (Business Solutions Manager Signature)

_______________________________________  ______________________________________
(Title)                                    (Date)

_______________________________________
(Date)
Appendixes

Appendix 1: Sample Tax Rate Determination Letter

Page 1

Page 2

Page 3
Appendix 2: Sample Payroll Register

<table>
<thead>
<tr>
<th>Employee Code &amp; Name</th>
<th>Code</th>
<th>Description</th>
<th>Number</th>
<th>Amount</th>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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Appendix 3: Sample Payroll Data Worksheet

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**Notes:**

- **Over Time Rate:** 1.5
- **FICA Rate:** 7.00%
- **State Tax Rate:** 5.00%
- **Federal Tax Rate:** 7.00%
## Appendix 4: Sample Payroll Summary Report

### Payroll Summary

Rock Castle Construction  
Payroll Summary  
October 1 through December 15, 2016  

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### Adjusted Gross Pay

|          | 11,173.65 | 500 | 8,379.65 | 500 | 845 |

### Taxes Withheld

- Federal Income Tax
- Social Security
- Medicare
- State Income Tax
- Disability
- Total Taxes Withheld

### Deductions from Net Pay

- Health Insurance
- Total Deductions from Net Pay

### Net Pay

|          | 3,195.32 | 500 | 6,309.32 | 500 | 845 |

### Employer Taxes and Contributions

- Federal Unemployment
- Federal Insurance Contributions
- Total Contributions
Appendix 5: Sample Timesheets

Handwritten

Electronic
Appendix 6: Business Solutions Department Contact List

North Lawndale Employment Network
Business Solutions Department Contact List

Mark L. Sanders, II
Director of Re-Entry & Policy
Phone: 773-638-1806
Fax: 773-638-0728
Email: msanders@nlen.org

Biography:
Mark Sanders, Director of Re-Entry and Policy, is responsible for the operational success of NLEN’s U-Turn Permitted program, ensuring seamless team management and development, program delivery, and quality control and evaluation. Mark has worked as an educator, mentor, and youth advocate for most of his career with the Illinois Math and Science Academy, the Illinois Department of Corrections Juvenile Justice Division, and Lawrence Hall Youth Services. Mark holds a Bachelor of Arts in Psychology from Morehouse College and is completing his Master of Science in Nonprofit Management at Spertus Institute of Jewish Learning and Leadership.

Gernell Turner
Business Solutions Manager
Phone: 773-265-7942
Mobile: 708-244-5298
Fax: 773-638-0728
Email: gernell@nlen.org

Biography:
Gernell Turner, Business Solutions Manager, works directly with employers to identify their hiring needs and meet those needs with NLEN’s pool of qualified job-seekers. She has been working with NLEN since February 2013, previously as an Executive Assistant. Gernell is an executive level professional with over seven years of administrative and project management experience. She has previously served as an Operations Coordinator for Chicago 2016, the City of Chicago’s Olympic bid organization, and also as an IT Recruiter Assistant with Solving IT International. She has a Bachelor of Business Administration in Management from Robert Morris University and a Certification in Management/Marketing from Olive-Harvey College.

Lenrow Felton
Business Solutions Manager
Phone: 773-638-8221
Mobile: 312-607-1792
Fax: 773-638-0728
Email: lenrow@nlen.org

Biography:
Lenrow Felton, Business Solutions Manager, works directly with employers to identify their hiring needs and meet those needs with NLEN’s pool of qualified job-seekers. He has been working with NLEN and Sweet Beginnings since February 2013 and has 20 years of sales and marketing experience in various industries. He has served as Job Developer at Westside Holistic, as a Counselor with Westside Holistic Alternative High School, and he has assisted the Chicago Boys and Girls Club Job Developing Industry. He has a bachelor’s degree in Political Science from Chicago State University.