Work-Based Learning On-Line Management System (WBLOMS)

Going PRO Talent Fund (Talent Fund)
Application Guide for Employers

Content

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | WORKFORCE DEVELOPMENT

Work-Based Learning On-Line Management System (WBLOMS)

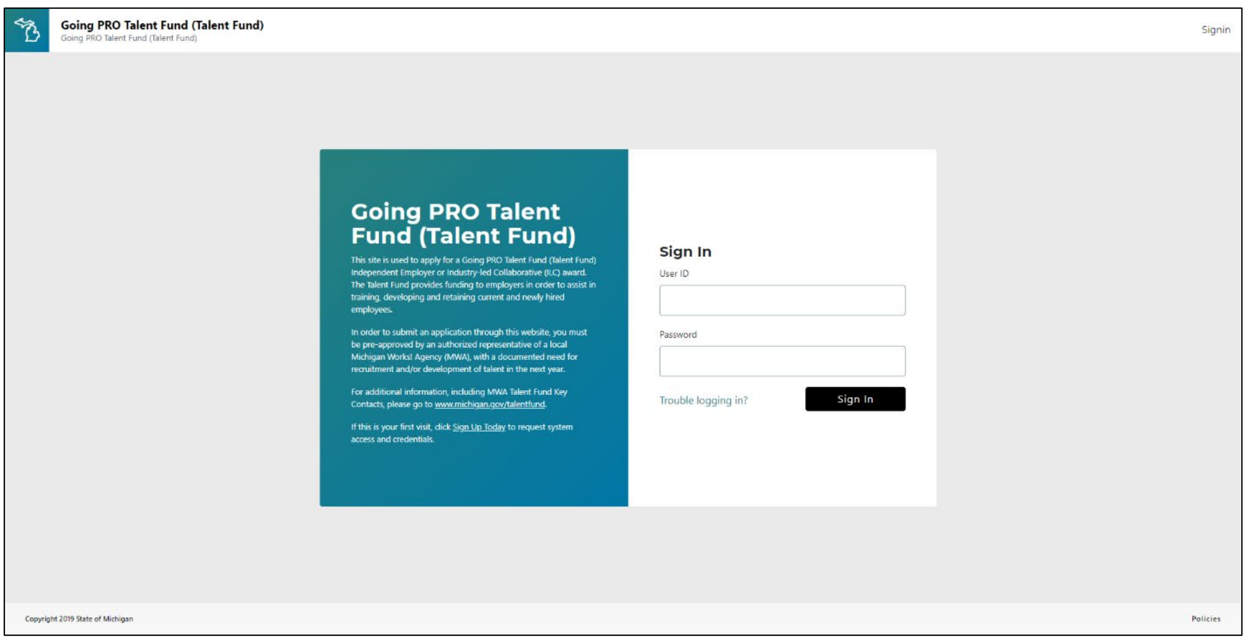
Overview

This site is used to apply for a Going PRO Talent Fund (Talent Fund) Independent Employer or Industry-led Collaborative (ILC) award. The Talent Fund provides funding to employers in order to assist in training, developing and retaining current and newly hired employees.

In order to submit an application through this website, you must be pre-approved by an authorized representative of a local Michigan Works! Agency (MWA), with a documented need for recruitment and/or development of talent in the next year.

Getting Started

To get started, contact your local MWA to inquire about the authorization and application. For additional information, including MWA Talent Fund Key Contacts, please go to www.michigan.gov/talentfund.



Register as a New User

Step 1

Launch the WBLOMS Going PRO Talent Fund website: https://app.wda.state.mi.us/WBL. **You must use the Chrome or Edge browser.**

Step 2

Click "Sign up Today" to request system access and credentials.

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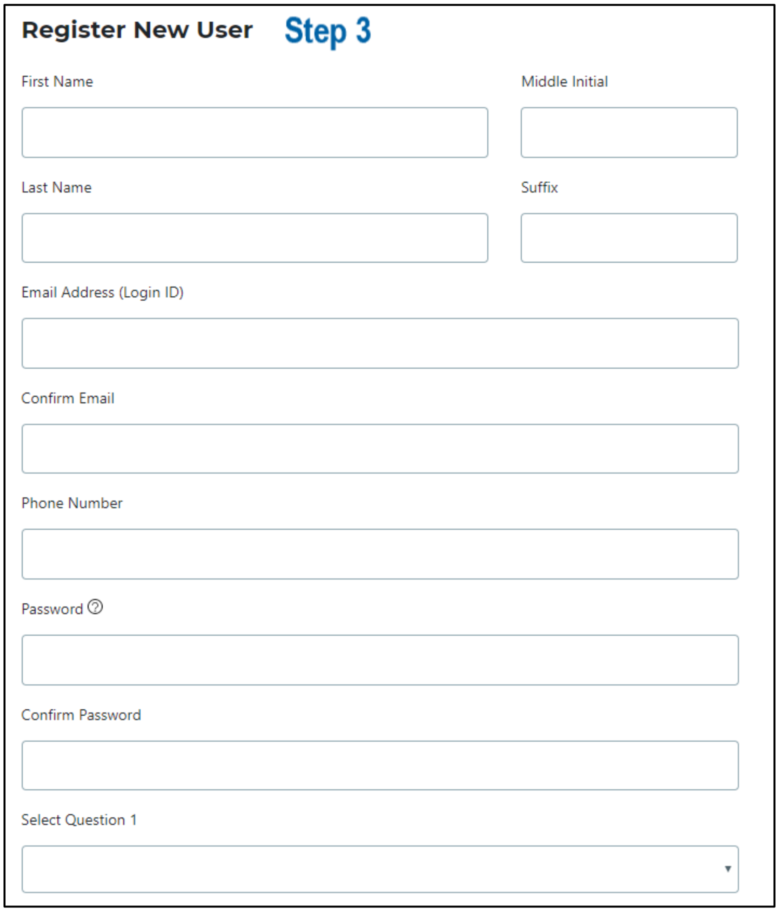
Step 3

Enter Required Fields which includes: First Name, Last Name, Email Address, Confirm Email, Phone Number, Password, Confirm Password, Select Question 1, Answer 1, Select Question 2, Answer 2, Select Question 3, Answer 3.



Step 4

Press “Submit.” You will see a message that account creation has been successful.

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Signing In

Step 1

Launch WBLOMS URL: https://app.wda.state.mi.us/WBL **You must use the Chrome or Edge browser.**

Step 2

If you wish to log in as a system user, please Sign In with your User ID and Password.

Or, enter existing Pure Michigan Talent Connect (PMTC) account associated email address as "User ID" and use the same Password used for PMTC.

Forgot Password

Step 1

Click the “Trouble Logging In?” button.

Step 2

Enter your Email Address.

Step 3

Click “Reset Password”. An email will be sent to the email address entered. The email will contain a Secure Token (a series of random numbers) to use on the next screen.

Step 4

Enter a new Password.

Step 5

Confirm new Password.

Step 6

Enter Secure Token that was sent via email.

Employer Dashboard

From the Employer Dashboard, employers may submit an authorization request to complete a Going PRO Talent Fund application, view or edit a submitted application, and see the status of an application.

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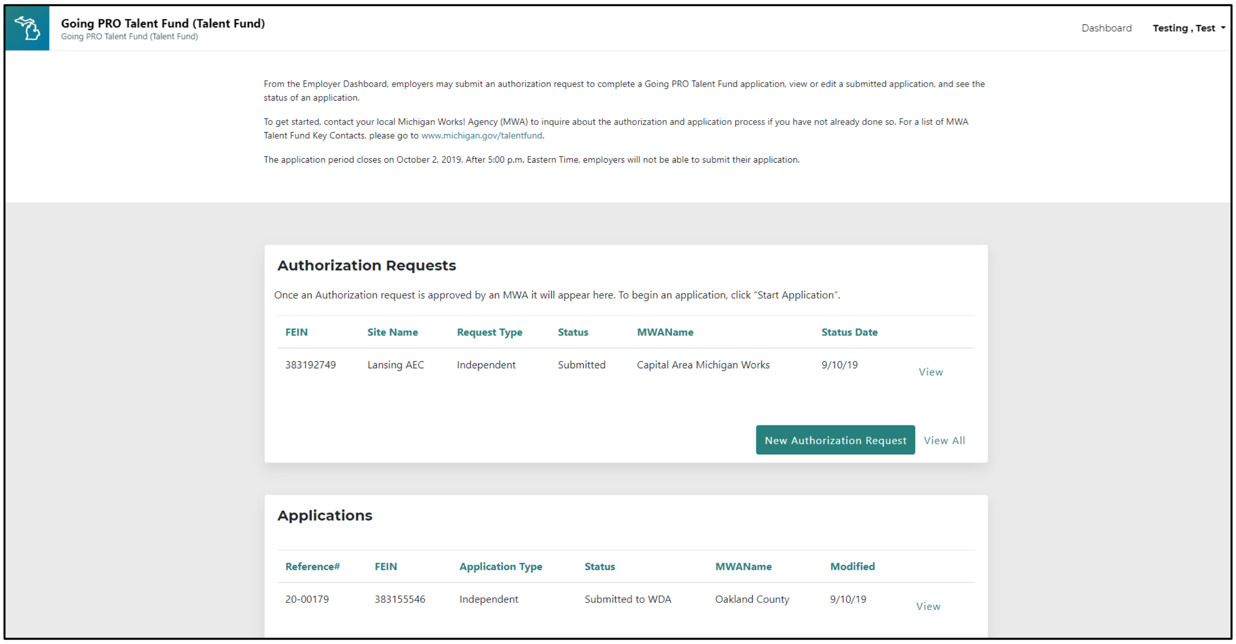

Authorization Request for Independent Application

Complete all required fields to request authorization from an MWA to apply for a Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Step 1

Click on "New Authorization Request."

Step 2

In the field labeled Employer enter text to search for Federal Employer Identification Number (FEIN) or Employer.

Step 3

Select the employer from the list.

Step 4

Enter the name your business is commonly referred to under Doing Business As (DBA) name.

Step 5

Enter the name of the specific site applying for an award.

Step 6

Enter address.

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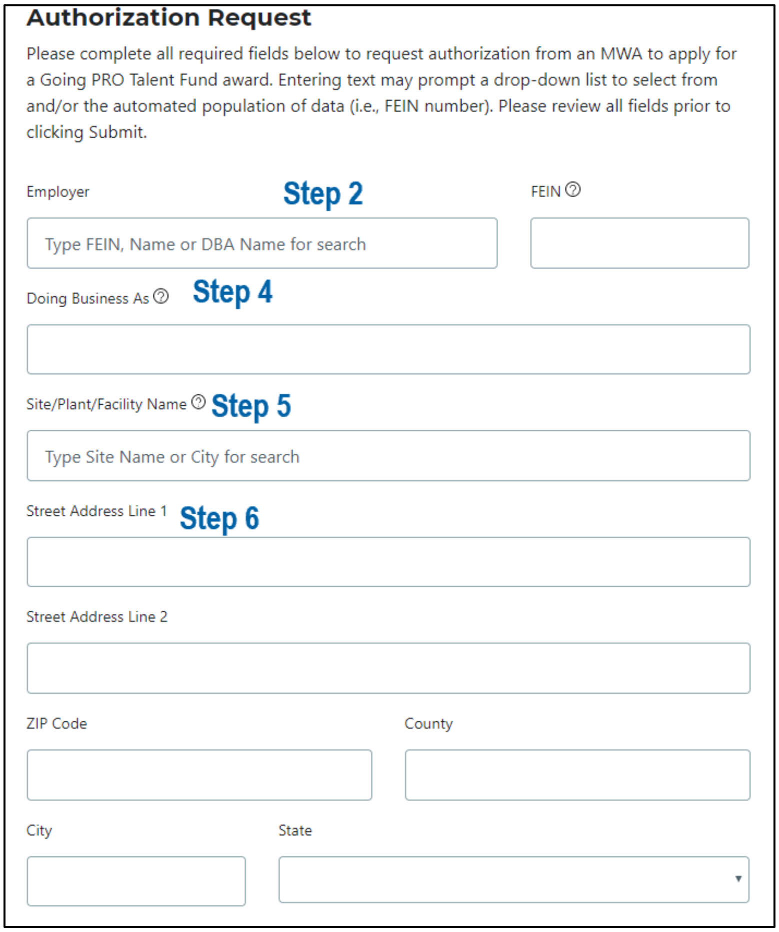


Authorization Request

Please complete all required fields below to request authorization from an MWA to apply for a Going PRO Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Employer — Step 2 — FEIN

Type FEIN, Name or DBA Name for search

Doing Business As — Step 4

Site/Plant/Facility Name — Step 5

Type Site Name or City for search

Street Address Line 1 — Step 6

Street Address Line 2

ZIP Code

County

City

State

Step 7

If you are the first person from your company to request authorization to submit an application, select “New”. If someone from your company has already submitted a request for authorization for an application that you wish to edit, select “Existing”.

Step 8

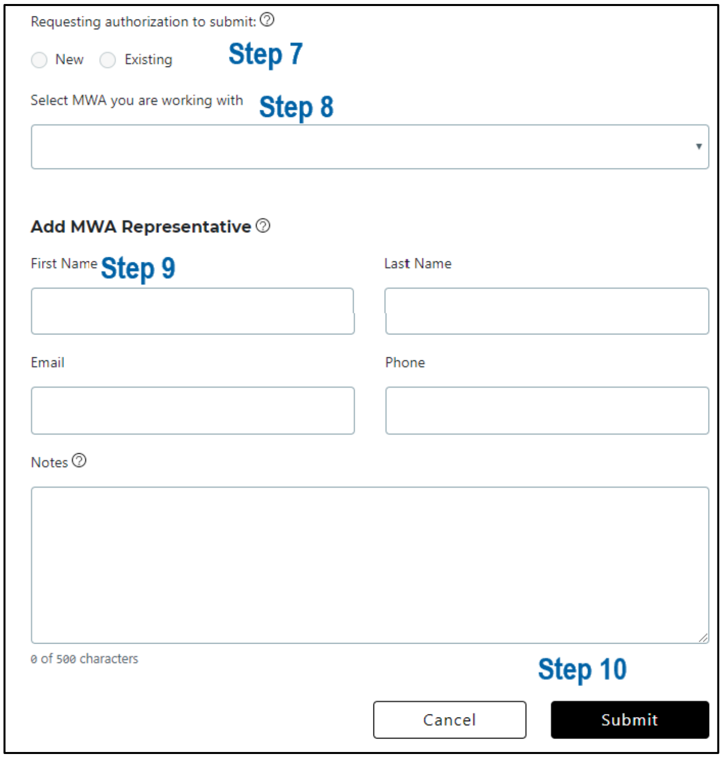
The "Select MWA you are working with" will auto populate based on your zip code. If you are working with a different MWA other than the one in your service area, you can change your selection.

Step 9

If you are working with a representative from your MWA to submit a Talent Fund application, enter their contact info here. If you are unsure of their contact info, enter any relevant information in the notes section.

Step 10

Click “Submit”. Submitted requests will appear on your dashboard. You will receive an email when the request has been approved or denied by the MWA.



Begin an Application

Once a request for authorization is approved by an MWA, an application can be started.

Step 1

Under the Authorization Request section, locate a request that has been approved.

Step 2

On the right side of the screen near the request, click “Start Application.”

Step 3

Click the button to certify that you agree to the terms and conditions.

Editing Application

At any time, you may exit your application and return later to finish. Be sure to save any information before exiting.

Step 1

To continue editing an application after it has been saved and closed, you must first log in.

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Step 2
Scroll down to "Applications" section. All applications will be displayed here.

Step 3
Click "Edit" on the right side of the screen next to application you wish to edit.

Employer Information Section

Step 1
Enter North American Industry Classification System (NAICS) Title or Code.

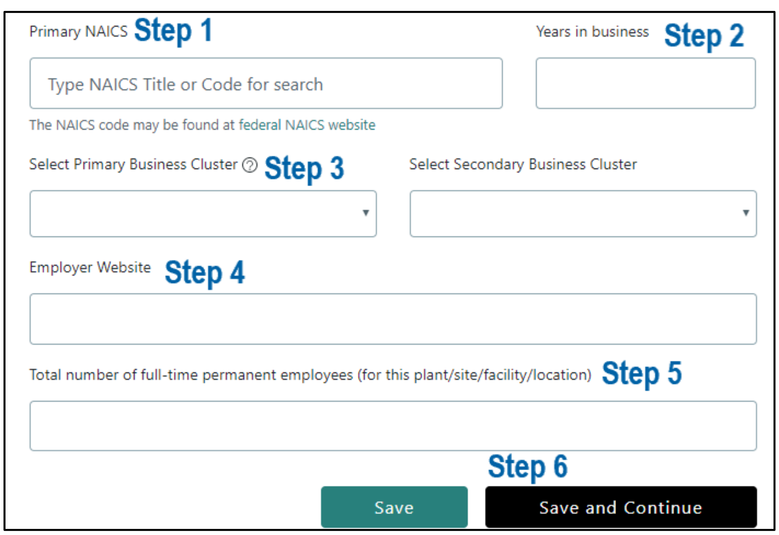
Step 2
Enter how many years the company has been in business.

Step 3
Select the Primary Business Cluster that the proposed training supports. Select a Secondary Business Cluster if appropriate.

Step 4
Enter an Employer Website, if applicable.

Step 5
Enter the total number of full-time permanent employees in the company at the time of this application.

Step 6
Click “Save and Continue.”



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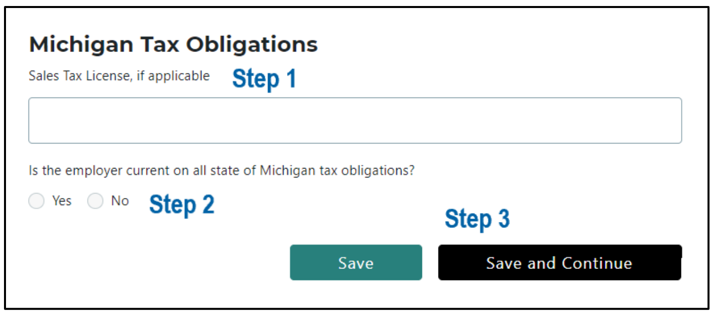
Tax Obligations Section

Step 1
Enter Sales Tax License number, if applicable.

Step 2
Answer the Yes or No question.

Step 3
Click “Save and Continue.”

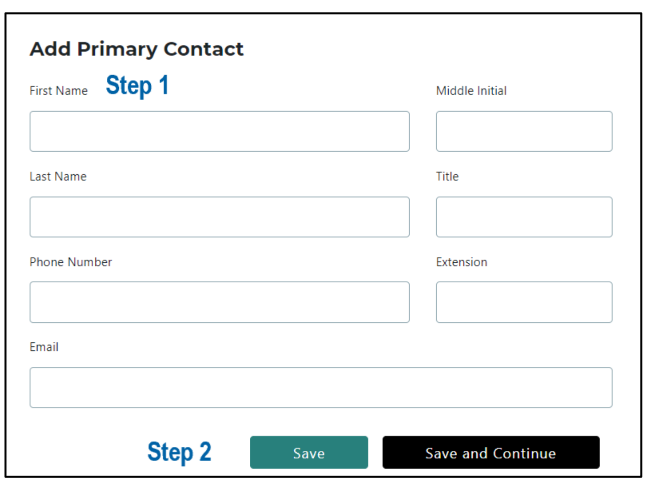


Contacts Section

Step 1
Enter in information for all required fields for primary and alternate contact; which include: First Name, Last Name, Phone Number, and Email.

Step 2
To use the information previously entered during account creation, click "Same as site user"

Step 3
Click “Save and Continue.”



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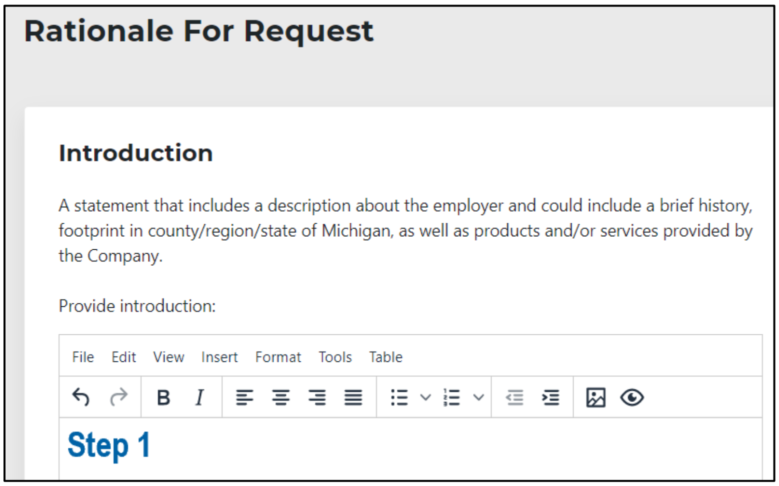
Rationale for Request Section

Step 1 (Introduction)

Enter text including a description of the employer.

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

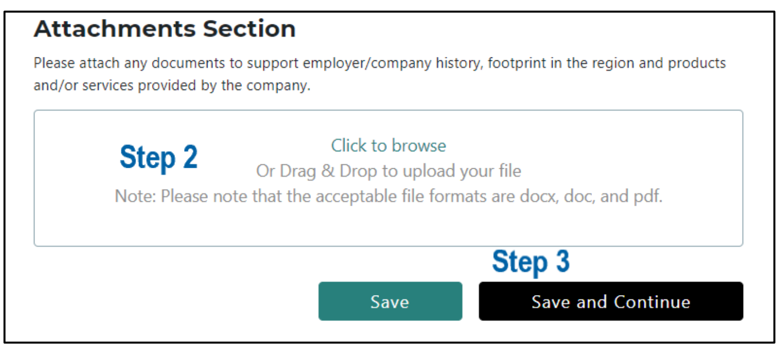


Step 2

Attach supporting documents, as necessary.

Step 3

Click "Save and Continue."



Step 4 (Business Case)

Enter text explaining why training is needed. This is your opportunity to share the training, placement, and/or retention needs; galvanizing issue(s), and the anticipated impact to the company and/or employees.

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

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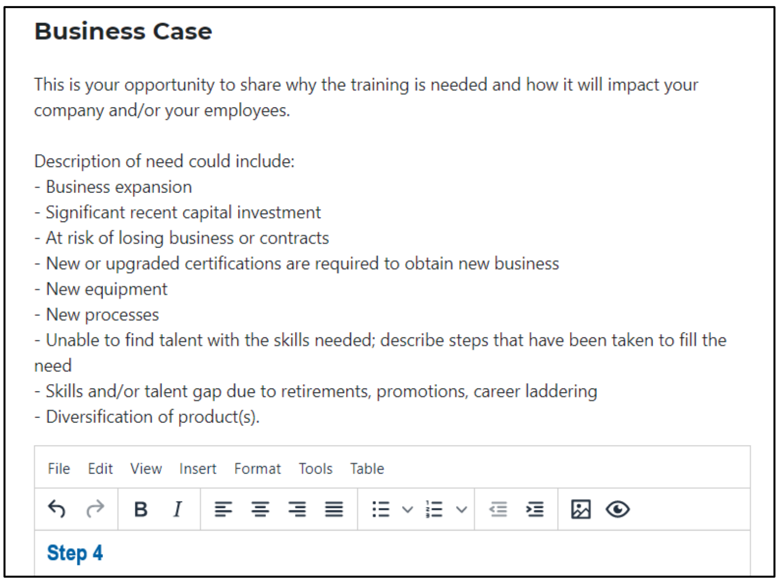
Business case and description of need could include:

- Business expansion
- Significant recent capital investment
- At risk of losing business or contracts
- New or upgraded certifications are required to obtain new business
- New equipment
- New processes
- Unable to find talent with the skills needed; describe steps that have been taken to fill the need
- Skills and/or talent gap due to retirements, promotions, career laddering
- Diversification of product(s)

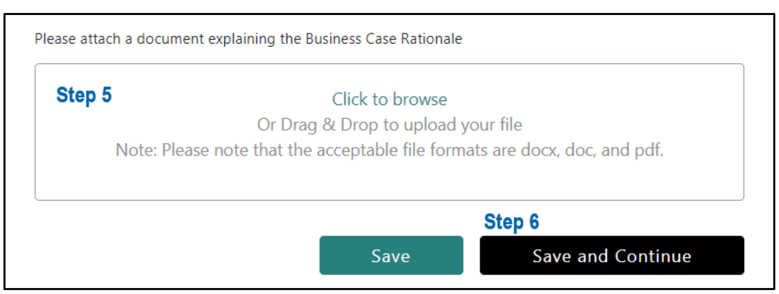


Step 5

Attach supporting documents, as necessary.

Step 6

Click “Save and Continue.”



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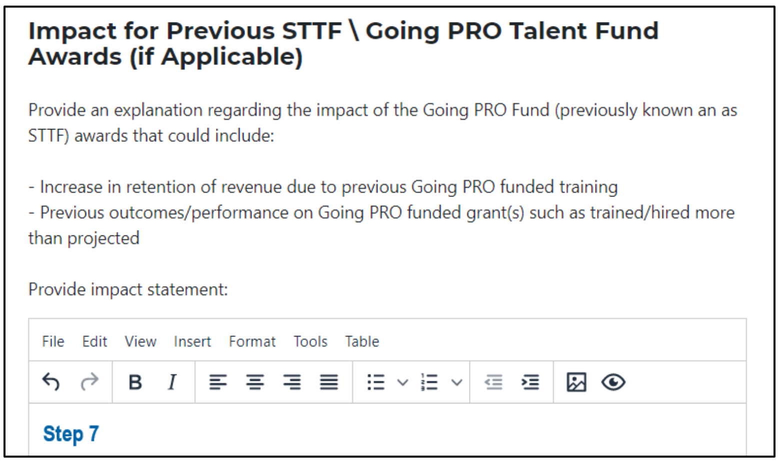
Step 7

Enter text explaining impact of previous awards, if applicable. An explanation regarding the impact of the previous Talent Fund award(s) could include:

- Increase in retention of revenue due to previous Going PRO funded training.
- Previous outcomes/performance on Going PRO funded award(s) such as trained/hired more than projected.

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

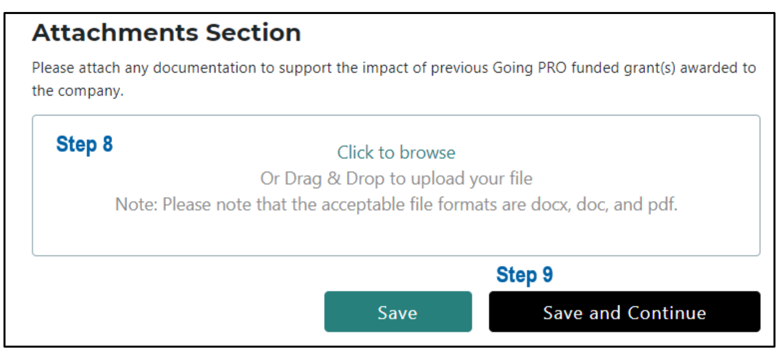


Step 8

Attach supporting documents as necessary.

Step 9

Click “Save and Continue.”



Training Needed Section

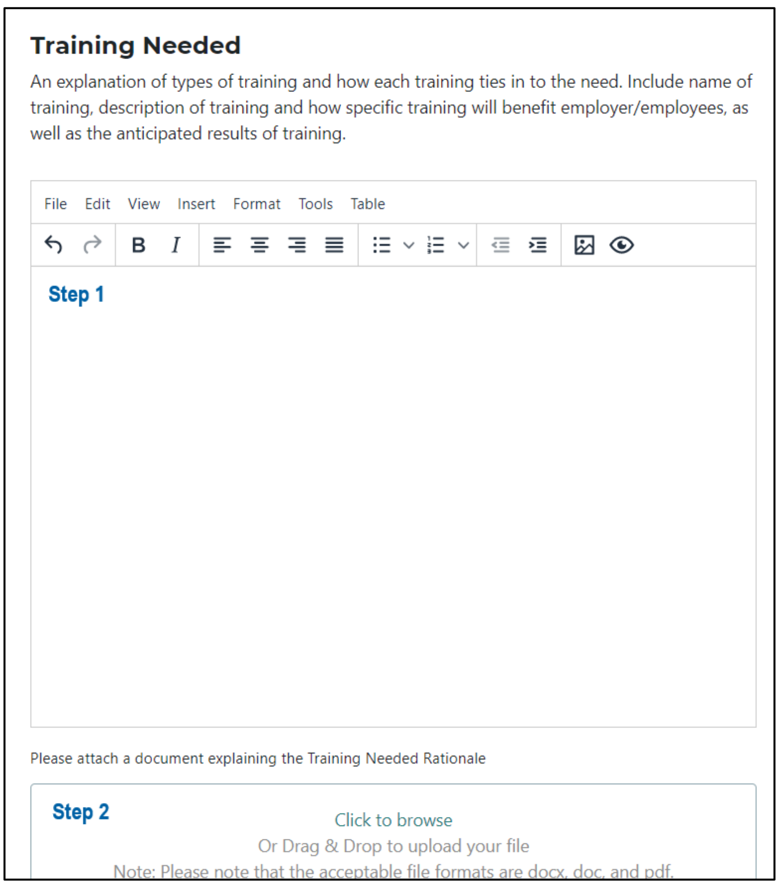
An explanation of types of training and how each training ties into the need. Include linkages (where applicable) to filling high growth job openings, upgrading incumbent worker skills, establishing career pathways, talent pipeline management activities, and establishing industry skill standards. Include name of training, description of training and how it will benefit employer/employees, as well as the anticipated results of training. This is particularly relevant in the consideration of leadership, management, on-line, process improvement, project management, and safety training (refer to the Eligible/Ineligible Training Guidance).

Narrative must be explained below in its entirety. Do not only attach a separate document with the narrative.

Attach additional supporting documentation as necessary (e.g. leadership or sales course curriculum).

Step 1 (Training Needed)
Enter an explanation of the types of training and how each training ties to the need.

Step 2
Attach supporting documents, as necessary.

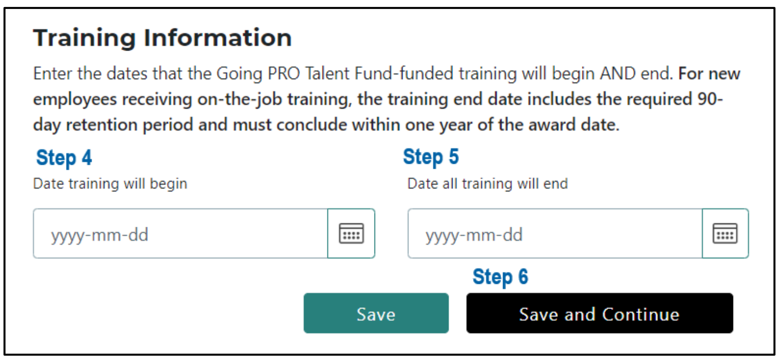


Step 3
Click “Save and Continue.”

Step 4 (Training Information)
Enter the date training will begin. Click the “calendar” to select a date.

Step 5
Enter the date training will end. Click the “calendar” to select a date.

Step 6
Click “Save and Continue.”


Training Information

Enter the dates that the Going PRO Talent Fund-funded training will begin AND end. **For new employees receiving on-the-job training, the training end date includes the required 90-day retention period and must conclude within one year of the award date.**

Training Provider Section

Step 1
Select Type of Training Provider descriptions of each type (Community College, On-the Job Training (OJT), Private Training Institution, Vendor, University, Other) Examples will need to be explained in supporting documentation.

Step 2
Enter Training Provider Name.

Step 3
Select which type of credential will be received by employee at completion.

College credit: Recognizes training or an experience that resulted in earned college credit.

College credit pending: Recognizes training or an experience that will or could be articulated for college credit upon completion.

Certificate of completion – institution of higher education: Recognizes training that occurred at a college or university. The certificate may or may not lead to certification.

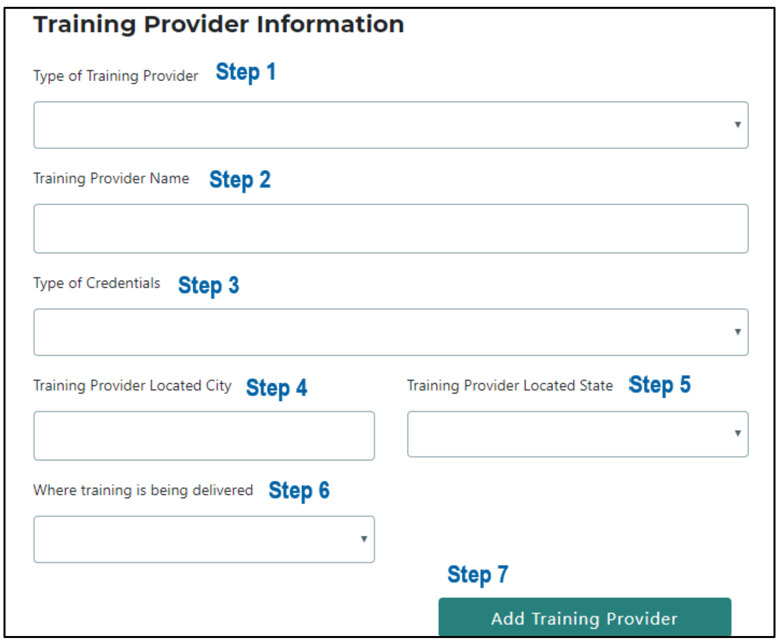
Certificate of completion (other): Recognizes training that results in a certificate, not connected to a college. The certificate may or may not lead to a certification.

Step 4
Enter Training Provider City.

Step 5
Enter Training Provider State.

Step 6
Select where training is being delivered. Options will need to be explained in supporting documentation.

Step 7
Click “Add Training Provider.”

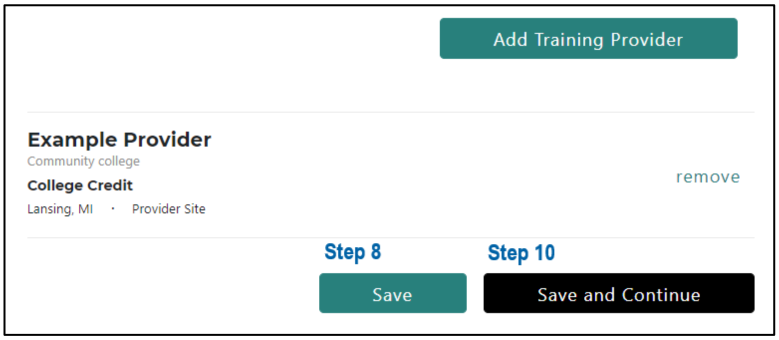


Step 8
Click “Save.”

Step 9
Repeat Steps 1 through 8 until all training providers have been added.

Step 10

Click “Save and Continue.”



Training Plan Details

Step 1

Select previously entered training provider from the drop down.

Step 2

Enter the training course name. If On-the-Job Training (OJT) was selected enter Job Title/Occupation instead.

Step 3

Select the Training Type from the drop down.

Step 4

Enter the start date. Click the “calendar” to select a date.

Step 5

Enter the end date. Click the “calendar” to select a date.

Step 6

Enter the Training Cost Per Person. Enter the total cost of the course per person. If you choose to enter an amount that is less than the actual cost of the course in order to leverage a greater cash contribution, make sure to reflect this later in the Employer Contribution section in the “Other” category. If OJT was selected enter training hours instead.

Step 7

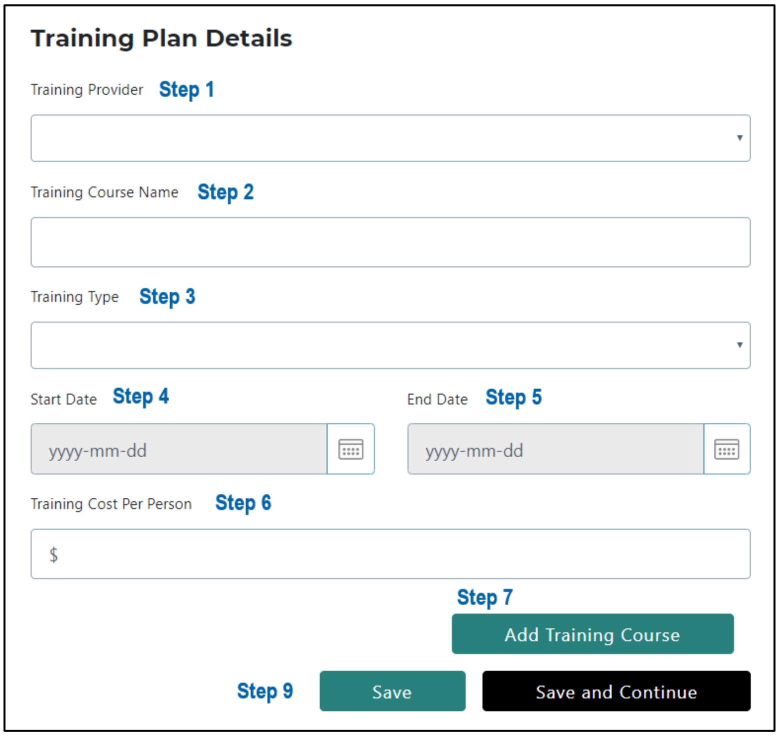
Click "Add Training Course"

Step 8

Repeat Steps 1 through 7 until all training courses have been added. If you have multiple of the same course being offered by the same provider on different dates enter them all in as separate courses.

Step 9

Click “Save and Continue.”



Current Employee Details

Step 1

You can choose to upload an employee list **or** add each employee individually. To enter multiple employees simultaneously follow Steps 2 through 8. To enter employees individually skip to Step 9.

Step 2

Click “Download Template”.

Step 3

Open downloaded file in Excel.

Step 4

Enter first name, last name, and hourly wage of each employee. Do not change the headers.

Step 5

Save the file as a .csv. Be mindful that some computers default to saving the file as .txt.

Step 6

Return to Current Employee Details.

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Step 7
Click to browse and select .csv file for upload or drag and drop file.

Step 8
Click “View Employees” to view employees and confirm employees have been entered. You can remove any names entered in error.

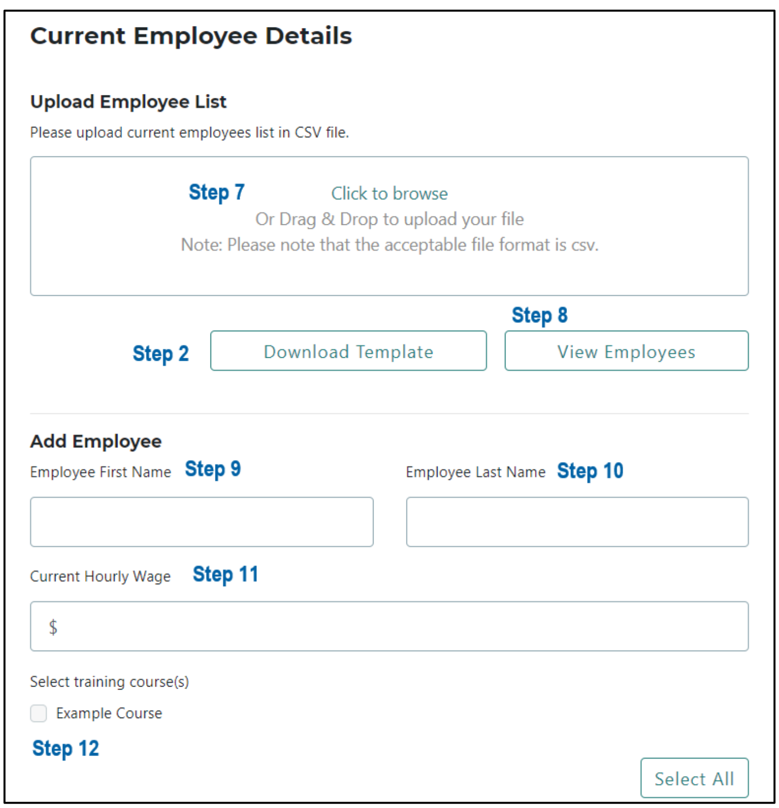
Step 9
Enter employee first name.

Step 10
Enter employee last name.

Step 11
Enter current Hourly Wage.

Step 12
Select any courses the employee is receiving. Use Select all to select all available courses.

Step 13
Click “Add Employee.”

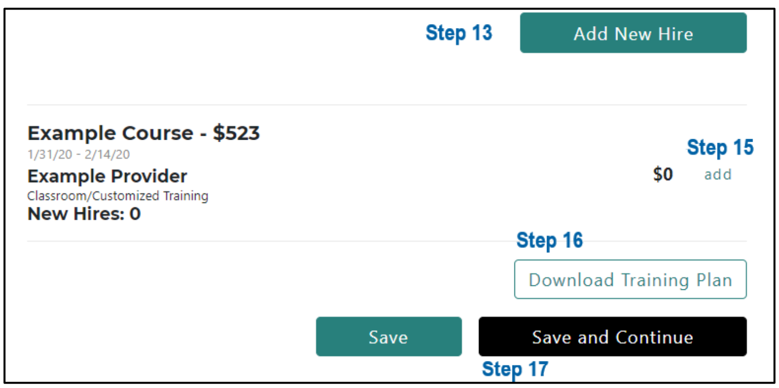


Step 14
Repeat Steps 9 through 13 until all employees are added.

Step 15
For any employees entered via upload of .csv file, scroll down to a course at bottom of page and click “Add.” Select any employees who will participate in that course, then click “Add Employees” to add your selection to the course.

Step 16
Click “Download Training Plan” to download an Excel containing information entered.

Step 17
Click “Save and Continue.”



New Hire Details

Step 1
You can choose to upload a new hires list or add each employee individually. To enter multiple new hires simultaneously follow steps 2 through 8. To enter New Hires individually skip to step 9.

Step 2
Click “Download Template.”

Step 3
Open downloaded file in Excel.

Step 4
Enter Position Title, anticipated number of each position, and hourly wage of each position. Do not change the headers.

Step 5
Save the file as a .csv. Be mindful that some computers default to saving the file as .txt.

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Step 6
Return to New Hire Details.

Step 7
Click "Click to Browse" and select .csv file for upload or drag and drop file.

Step 8
Click “View New Hires” to confirm New Hires have been entered you can remove any positions entered in error.

Step 9
Enter Position/Job Title.

Step 10
Enter Number of Positions.

Step 11
Enter Hourly Wage of Position .

Step 12
Select any courses the Position is receiving.

Step 13
Click “Add New Hire.”

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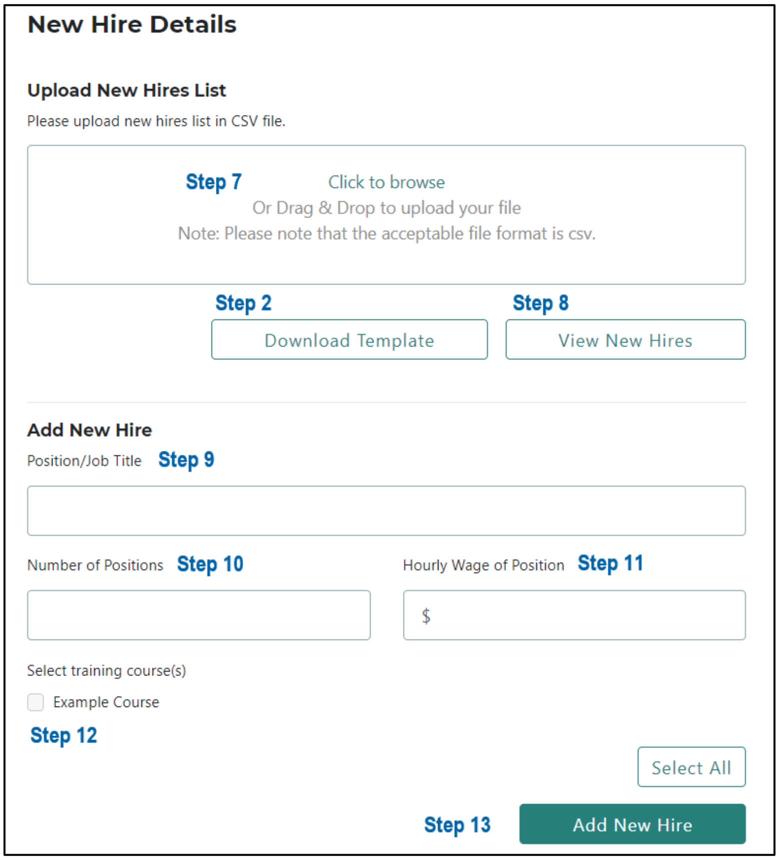

Step 14
Repeat Steps 9 through 13 until all New Hires are added.

Step 15
For any new hires entered via upload of .csv file, scroll down to a course at bottom of page and click “Add”. Select any new hires who will participate in that course, then click “Add Employees” to add the selection to the course.

Step 16
Click “Download Training Plan” to download an Excel file containing the information entered.

Step 17
Click “Save and Continue.”

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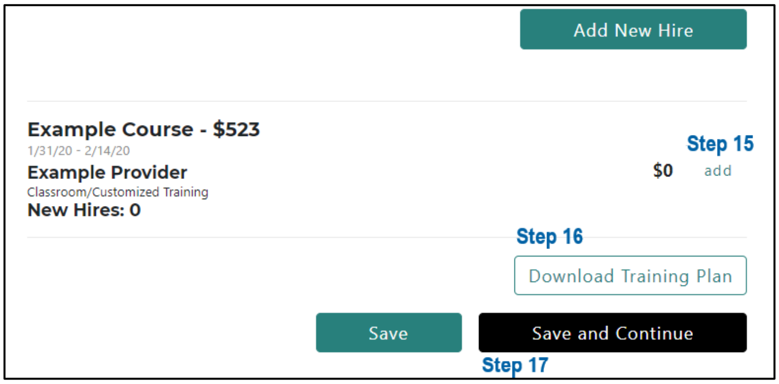

Funding Request and Employer Contribution

In this section, please provide funds that will be contributed. You must attach a document below providing an explanation for each category of contribution entered (i.e., wages, travel). In the case where a lower Training Cost Per Person was requested in order to increase contribution (i.e., $1,000 for $1,500 training in the Training Plan section) be sure to provide explanation in the attachment. Note that the first category does not require an explanation since it is auto populated from the Training Plan section. Upon completion of training, revised contribution must be reported.

Step 1 (Training Cost)

Total Cost of all training will be calculated based on information entered in previous sections.

Step 2

Total amount of Going PRO Talent Fund program funds being requested will be calculated based on information entered in previous sections.

Step 3 (Employer Contribution)

Total amount of Excess training costs that will not be reimbursed will be automatically calculated. This amount equals = Total Cost of All Training - Total amount of Going PRO talent fund program funds being requested.

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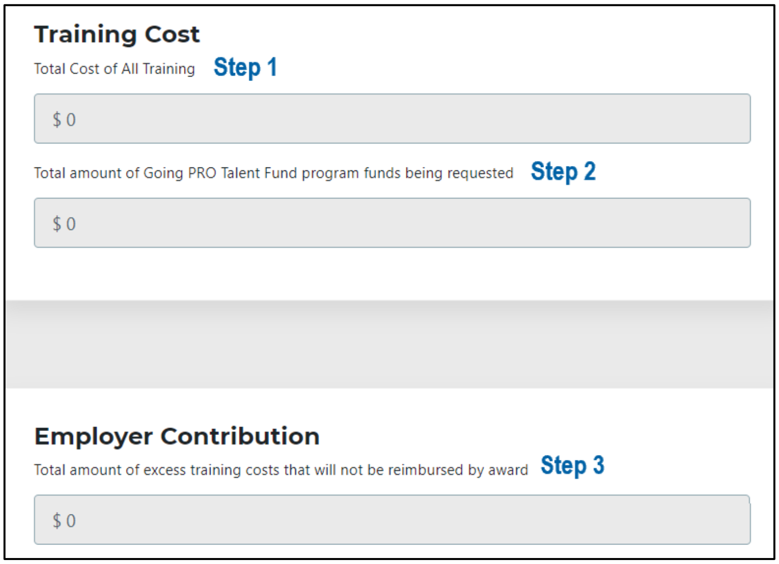
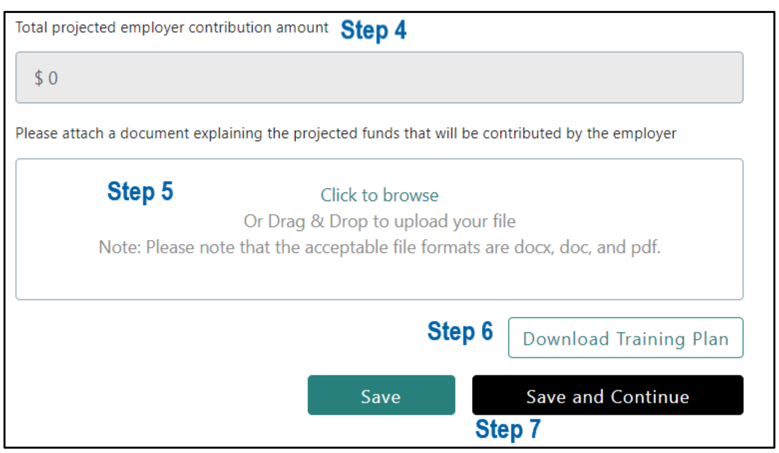


Step 4
Enter any additional Employer Contribution.

Step 5
If funds will be contributed upload supporting documentation.

Step 6
Click "Download Training Plan" to download a .csv file containing all training information.

Step 7
Click "Save and Continue."



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Review and Submit

Step 1

Review the information in each section by scrolling down. If edits need to be made, click "Edit." You can also use the checklist on the left side of the screen to return to previously completed sections.

Step 2

Once all information has been verified as accurate, click "Submit Application." This will send the application to the MWA for review. If you cannot click "Submit Application" review the checklist on the left side of the screen to ensure all sections have been completed. Return to any incomplete sections where a green checkmark is not displayed.

Step 3

On the Employer Dashboard under the Applications section, notice the status of the application changed to "Submitted Application."