

Learning-Aligned Employment Program (LAEP) Workgroup

WebGrants Reporting Overview



WebGrants Access

- Participating institutions are required to report data in WebGrants no later than **September 30**, following the end of each fiscal year.
- Institution System Administrators (SA) will automatically have access to LAEP screens when available.
- Institution users may need the SA to add the LAEP screens to their access profile.
- Institution staff without WebGrants access will need to request access from their SA.

WebGrants Screens

- Phase I and Phase II (complete)
 - Student Employment Data
 - Manage ACA Data
 - Interest Tracking
 - Reconciliation Summary and Detail Report Download
 - Demographic Detail Report Download
- Phase III (2024)
 - Demographic Summary Report Download
 - File Upload option
 - Delete Student button

WebGrants Screens

Student Employment Data

- Enter data about participating students and their employers

Manage ACA Data

- Enter data about ACA expended

Report Download

- Download files in Text or CSV

Interest Tracking

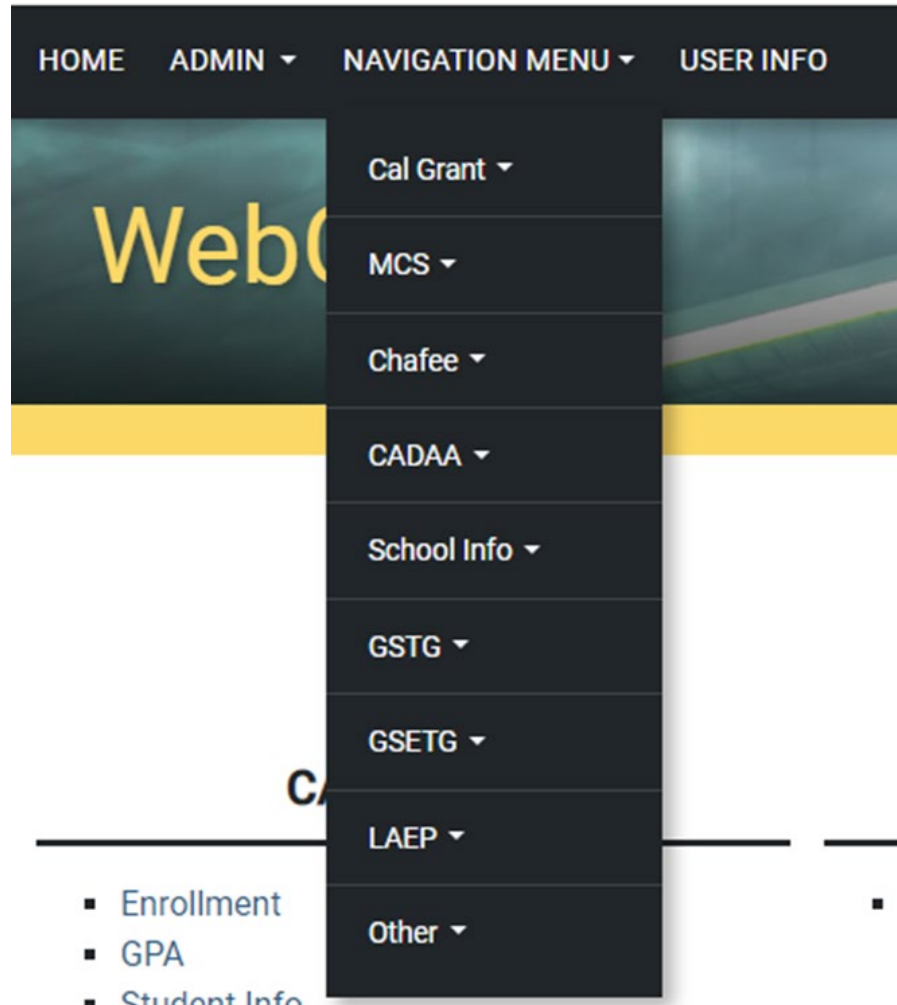
- Enter interest earned for calendar year



LAEP

-
- Student Employment Data
 - Manage ACA Data
 - Report Download
 - Interest Tracking

WebGrants Screens - Navigation



Student Employment Data

- Enter school ID and AY.
- Search for a specific student by entering the SSN or “Add a Student” to create a new record.
- All previously entered records are listed. Click the eye icon to edit.

The screenshot shows the LAEP Student Employment Data web application interface. At the top, there is a navigation bar with links for HOME, ADMIN, NAVIGATION MENU, and USER INFO, along with a LOGOUT button. Below the navigation bar is a search form with fields for School ID, Academic Year (a dropdown menu), and Dream Act ID / SSN, followed by a Search button. The breadcrumb trail indicates the current location: Home > LAEP > Student Employment Data. A yellow notification box contains instructions: "To add a new record, click 'Add a Student'." and "To edit a record, click the eye icon in the 'View' column." Below the notification is the "LAEP Student Details" section, which includes an "Add a Student" button and a "Total Number of Records: 0" indicator. A search data input field is also present. The main content area features a table with columns for View, Student SSN, First Name, Last Name, Submitted Date, and Submitted By. At the bottom of the table, there is a pagination control showing "Items per page: 20" and "1 - 20 of 20" records, along with navigation arrows.

Student Employment Data

Student Details

- Name, SSN/Dream Act ID, and DOB are required.
- All other fields are optional.

New Student Employment Data

Close Page Instructions

- Enter Student Demographics as needed or select "Unknown".
- Enter LAEP Program Details. Select "Yes" if applicable or "No" if not applicable or unknown.
- Enter Employment Details. It is possible to enter multiple employment records for the same student.
- Click "Submit" to finish.

Student Details

First Name *	<input type="text"/>	Dream Act ID / SSN *	<input type="text"/>
Last Name *	<input type="text"/>	Date of Birth *	<input type="text" value="MM/DD/YYYY"/>
Middle Name	<input type="text"/>	Gender	<input type="text" value="-- Select --"/>
Address	<input type="text"/>	Ethnicity	<input type="text" value="-- Select --"/>
City	<input type="text"/>	Phone	<input type="text"/>
State	<input type="text" value="-- Select --"/>	Email	<input type="text" value="example@domain"/>
Zip Code	<input type="text"/>		

Data Validation

Validation Errors

Please correct the following fields.

- First Name
- Last Name
- Dream Act ID / SSN
- Date of Birth
- STEM Student
- Employment 1 : Employer Type
- Employment 1 : Gross Wage
- Employment 1 : LAEP Funds Expended

Ok

Student Employment Detail

LAEP Program Details

- All fields are required.
- At least one underrepresented descriptor must be “Yes” to submit.

LAEP Program Details			
Institution	00116600 - CITRUS COLLEGE	Academic Year	2023
STEM Student*	<input type="radio"/> Yes <input type="radio"/> No	Academic Credit Status*	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Generation*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Low Income*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
Former Foster Youth*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Homeless*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
Disabilities*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Veteran*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
Undocu / AB540*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Displaced*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
Student with Dependent*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Formerly Incarcerated*	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown

STEM Student

Institution	00116600 - CITRUS COLLEGE
STEM Student *	<input checked="" type="radio"/> Yes <input type="radio"/> No
STEM Major	<input type="text" value="-- Select --"/>

- STEM Major is not a mandatory field.

STEM Majors

Astronomy
Biology
Chemistry
Computer Science
Engineering
Earth Sciences
Health Sciences
Information Technology
Mathematics
Physics

Underrepresented Student

LAEP Eligibility Check

LAEP Program Details - At least one underrepresented descriptor must be marked 'Yes' to continue.

Ok

Student Employment Data

Employment Details



Employment 1

Employer Type *

-- Select --



Gross Wage *

LAEP Funds
Expended *

- Gross Wage = # of hours worked multiplied by hourly rate.
- LAEP Funds Expended = The portion of Gross Wage that was paid with LAEP Funds (100%, 90%, or 50% of Gross Wage).

+ Add Other Employment Details

Student Employment Data

- **Employer Type** is a dynamic field.
- Employment Details: **Campus Employer**
- Research Mentor, Gross Wage, and LAEP Funds Expended are required.

Employment Details ▼

Employment 1

Employer Type *

Research Mentor *

Type of Research

Employer Partner

Gross Wage *

LAEP Funds Expended *

Student Employment Data

- Employer Type: Public School, Nonprofit Organization, or For-Profit Organization.
- Employer Name/Industry, Gross Wage, and LAEP Funds Expended are required.
- Add additional employers as needed.

Employment Details

Employment 1

Employer Type *	<input type="text" value="FOR-PROFIT ORGANIZATION"/>
Employer Name *	<input type="text" value="-- Select --"/>
Employer Industry *	<input type="text" value="-- Select --"/>
Gross Wage *	<input type="text"/>
LAEP Funds Expended *	<input type="text"/>

[+ Add Other Employment Details](#)

Employer Industry

[NAICS & SIC Identification Tools](#) | [NAICS Association](#)

NAICS Code Drill-Down Table

Use the Drill-Down Table to Identify specific Six-Digit NAICS Codes within any of the 20 Industry Sectors Below.

Click any NAICS Code to Drill Deeper

<u>Code</u>	<u>Industry Title</u>	<u>Number of US Entities</u>
11	Agriculture, Forestry, Fishing and Hunting	376,065
21	Mining	33,725
22	Utilities	52,025
23	Construction	1,564,895
31-33	Manufacturing	667,833
42	Wholesale Trade	719,282
44-45	Retail Trade	1,893,740
48-49	Transportation and Warehousing	733,597
51	Information	386,163
52	Finance and Insurance	806,762
	Total US Business Entities	7,234,087

<u>Code</u>	<u>Industry Title</u>	<u>Number of US Entities</u>
53	Real Estate Rental and Leasing	947,112
54	Professional, Scientific, and Technical Services	2,576,732
55	Management of Companies and Enterprises	97,749
56	Administrative and Support and Waste Management and Remediation Services	1,641,698
61	Educational Services	439,219
62	Health Care and Social Assistance	1,724,350
71	Arts, Entertainment, and Recreation	397,633
72	Accommodation and Food Services	928,144
81	Other Services (except Public Administration)	1,986,470
92	Public Administration	259,365

LAEP Funds Expended

Validation Errors

Please correct the following fields.

- Employment 1: LAEP Funds Expended at a Campus Employer cannot be greater than Gross Wage. Please check the entry and adjust as needed.

Ok

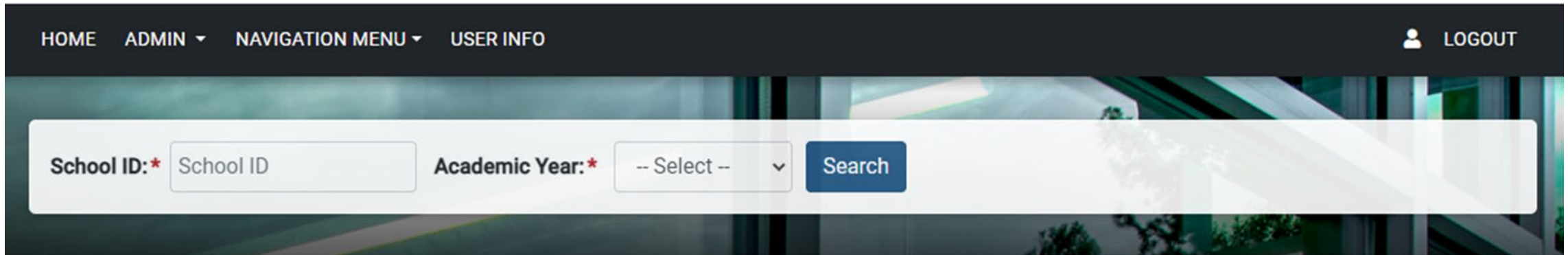
Validation Errors

Please correct the following fields.

- Employment 1: LAEP Funds Expended at a Public School or Nonprofit Organization Employer cannot be greater than 90% of Gross Wage. Please check the entry and adjust as needed.

Ok

Manage ACA Data



[Home](#) > [LAEP](#) > [Manage ACA Data](#)

- Enter school ID and AY.
- All previously entered records are listed.
- Click the eye icon to edit.

Manage ACA Data

The screenshot shows a web interface for managing ACA data. On the left, there is a section titled 'ACA History' with a blue button labeled 'Add ACA'. To the right, a modal window titled 'Add ACA Data' is open. The modal contains the following fields:

- Institution:** 00111100 - ALLAN HANCOCK COLLEGE
- Academic Year:** 2022
- Amount *:** An empty text input field.
- Description *:** A dropdown menu with the text '- Select -' and a downward arrow.

At the bottom of the modal, there are two buttons: 'Submit' and 'Cancel'.

- Select “Add ACA” to enter a new record.
- Enter the amount and a brief description.

ACA Description

- Marketing and Outreach
- Personnel
- Software License
- Consulting
- Transportation
- Supplies
- Training
- Other (provide brief description)

Report Download

HOME ADMIN ▾ NAVIGATION MENU ▾ USER INFO LOGOUT

School ID: * Academic Year: * -- Select -- ▾ Report Type: * -- Select -- ▾

File Type: * Text CSV

Home > LAEP > Report Download

 Close Page Instructions

- Select the School ID, Academic Year, Report Type and File Type, then click "Download Report".
- The report will download to your computer. Access the file in your computer's Downloads folder.

Interest Tracking

School ID: * Academic Year: *

[Home](#) > [LAEP](#) > [Interest Tracking](#)

 [Close Page Instructions](#)

▪ Please enter the amount of interest earned for the year. If no interest was earned, please enter '0.'



Interest Tracking

Interest Earned *

Notes

Characters entered: 0/200

LAEP Resources

For more information, check out the **LAEP website:**

www.csac.ca.gov/laep

Frequently Asked Questions (FAQ)

LAEP Handbook

Flyers and slide deck

Employer Agreement template

Live and recorded webinars





Thank you!