Incumbent Worker Training Program

SBET Invoice Instructions
(Note: Invoices must be submitted within 30 days of the completion of the training.)

1. Go to www.laworks.net
2. Click on Online Service – at the top left of the screen
3. Scroll down to Small Business Employee Training Application and click
4. Enter login information (or create an account, if needed).
5. From the menu select the option Create/Print Invoice
6. In the drop down box Anticipated Start Date of Training – Award #: select the application to invoice
7. The screen has populated trainee’s names and courses for this invoice. To the far right, select Check if
   i. Ready for Invoicing for all items that have been completed
8. Click Create Invoice at the bottom of the screen once all appropriate items are checked
9. A message will read Invoice Posted. Click OK
10. Print the invoice
11. A message will question Did the Invoice Print Correctly? Click either OK or Cancel as appropriate
12. Sign all pages of the invoice
13. Mail or fax invoice with the required documentation (See “Required Documents” below)

Louisiana Workforce Commission
Incumbent Worker Training Program
1001 North 23rd Street
Post Office Box 94094
Baton Rouge, LA 70804-9094

Creating an Invoice when the training did not occur

1. Follow items 1-6 above
2. The screen has populated trainee’s names and courses for this invoice. To the far right, select
   Check if Training will not Occur Prior to June 30 for all employee training that did not take place
3. Follow steps 8-13 above (Note: No documentation is required for an invoice when training did not occur.)

Required Documents

Proof of Cost of Training – Must have one of the following:
- Invoice
- Enrollment form
- Quote

Proof of Payment – Must have one of the following:
- Invoice with a zero balance
- Cancelled check (front and back)
- Receipt
- Credit card statement
- Confirmation notice of payment

Proof of Completion – Must have one of the following
- Transcript
- Certificate of completion (signed by the instructor)
- Letter signed and dated by training provider stating trainee(s) completed course

Proof of the employee being paid during training - Must include the following
- Copy of bonus payment (if any)
- Proof that employee received a pay increase (if any)
- Proof that wages were paid for the training hours attended