

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