MJA WOTC Integration

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MJA WOTC

MJA and Associates want to help you as a staffing company maximize the benefits of participating in the WOTC (Work Opportunity Tax Credit) program as well as utilizing these features through HRCenter with TempWorks with our integration.

Note If you are interested in the MJA WOTC integration, please work with a TempWorks representative for pricing and setup inquiries.

Once initial MJA WOTC setup is complete, you will need to add the MJA WOTC info page as a step in your HRCenter workflow. If you are not sure how to add a page to a step, follow this link: How to Create & Edit Workflows.

Additionally, an export will be setup to allow you to extract MJA WOTC data from Enterprise.

HRCenter

Below is an example of what the experience through HRCenter will look like for the applicant/employee once it has been added as a page and inserted into your workflow.

Once the applicant arrives on the MJA WOTC page, they will select the 'Continue' button:



This will redirect their browser to a survey filled with additional questions with regards to the WOTC credit. Any information already collected as part of the workflow will be prefilled into the survey, expediting the process for the applicant:

WOTC Questionnaire - CPS Recruitment Work Opportunity Tax Credit CPS Recruitment is participating in the WOTC (Work Opportunity Tax Credit) program offered by the government. The program has been designed to promote the hiring of individuals who qualify as a member of a target group and to provide a Federal Tax Credit to employers who hire these individuals. This questionnaire will assist CPS Recruitment in qualifying individuals for the WOTC. This program is on a voluntary basis and will not affect any hiring decisions. Thank you for your participation. First Name * Andy Middle Initial Т Last Name * Bower Phone Number (651) 655-1651 Email Address * A.Bower@xip.xom Type of ID: Drivers License State ID Birth Certificate US Passport

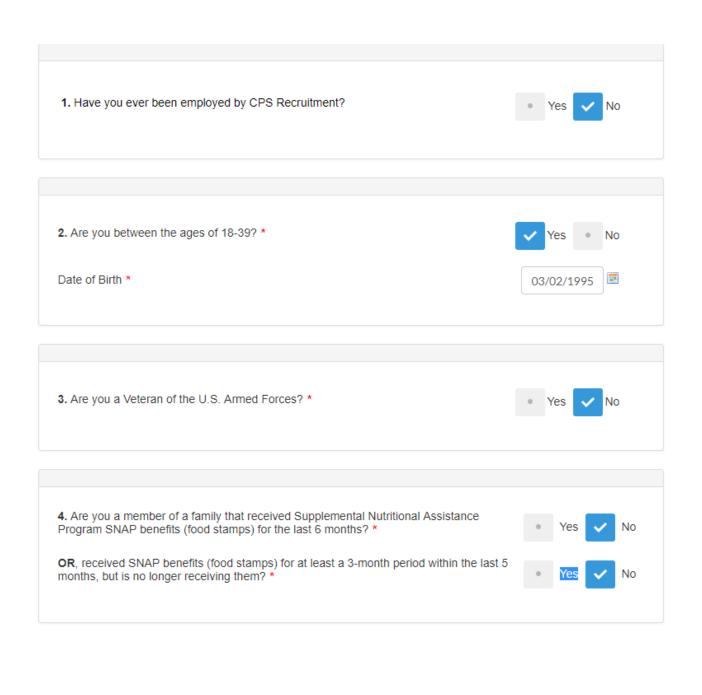
Federal/State Gov ID

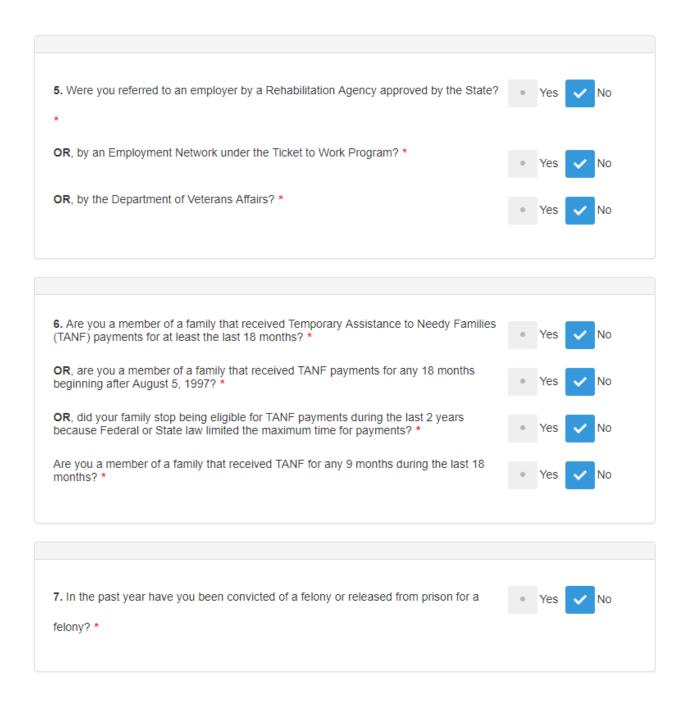
Minnesota

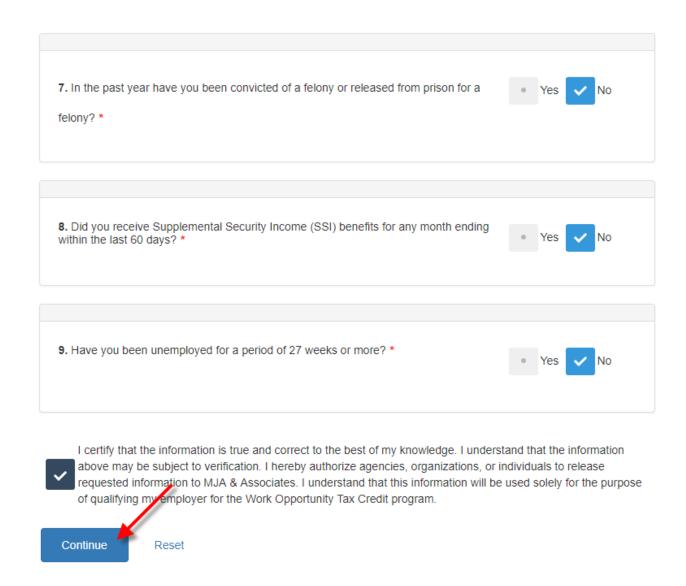
q1654313541

In which State was your ID issued?

Identification Number: * (1)



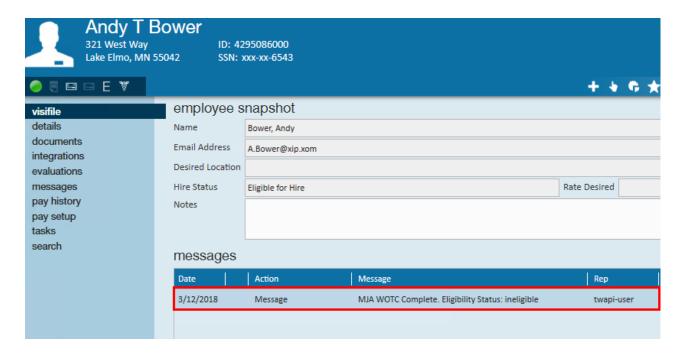




Lastly, they will need to verify that the information they have inputted within the questionnaire is true and accurate.

Once the survey has been completed, the employee will be redirected back to continue their workflow.

Upon completion of the workflow, a message will be displayed on the employee displaying the results of their WOTC elligibilty:

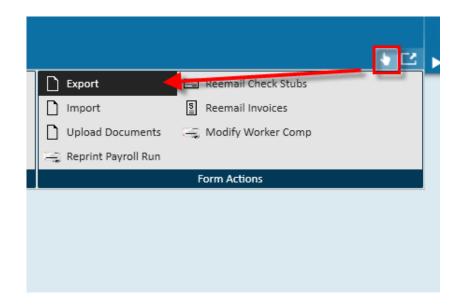


Note The employee record will be updated with the appropriate WOTC Eligibility status when MJA logs a contact message for the employee's eligibility

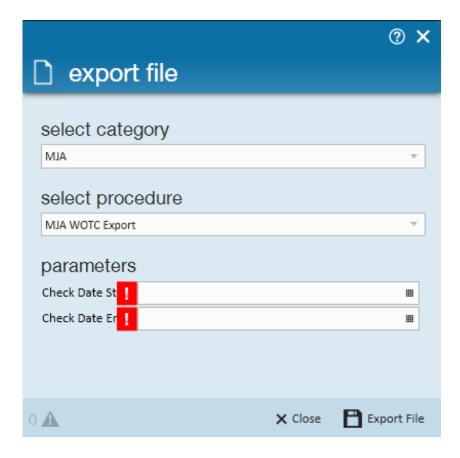
MJA Export

As applicants/employees finish the MJA questions, navigate to Pay/Bill to export the data to MJA.

Within pay/bill, select the actions menu, then 'Export':



From the 'export file' wizard, ensure MJA is chosen under the 'select category' drop-down. Within 'select-procedure,' select the 'MJA WOTC Export.' Enter a start and end date to pull a range of MJA details as shown:



- Check Date Start: The date you would like to begin pulling data for your export.
- Check Date End: The weekend bill date for the week of your export.

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