

Enterprise - Tracking WOTC Eligibility

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What Is WOTC?

WOTC or Work Opportunity Tax Credits give staffing companies credits for hiring employees with certain backgrounds, etc. The IRS says:

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring individuals from certain [targeted groups](#) who have consistently faced significant barriers to employment.

WOTC joins other workforce programs that incentivize workplace diversity and facilitate access to good jobs for American workers.

According to the IRS (<https://www.irs.gov/businesses/small-businesses-self-employed/work-opportunity-tax-credit>)

Tracking WOTC Eligibility

If an employee has been found to be WOTC eligible, you can find this information under the details section of the employee record

Lorelai "Leah" Woodbury
 123 Maple Lane
 Saint Paul, MN 55123
 ID: 4295080432
 SSN: xxx-xx-3753
 Branch: New Brighton

Call Andrea Bac
 Don't forget ab

visifile
details
 aca
 activity tracker
 assignment restrictions
 contact methods
 candidacy
 direct hire
 education
 interpersonal
 interview questionnaire
 past jobs
 required docs
 test scores
 transportation
 unemployment
 work experience
 work interests

employee
 customer
 order
 assignment
 contact
 pay / bill

personal information
 Last Name: Woodbury Suffix:
 First Name: Lorelai Prefix:
 Middle Name: Nickname: Leah
 SSN:
 ID: 4295080432 Contact:
 Act. Date: 6/6/2018 Deact. Date:
hiring information
 Order Type: TE
 Hire Status: Eligible and Active
 Profession: All
 Washed Status: Familiar
 I9 On File: I9 Expire Date:
 Orientation Date: Anniversary Date: 7/7/2018
 Resume On File: Numeric Rating: 0
background
 Past Residences:
 Convictions:
equal oppo

WOTC Eligibility: Eligible

Eligible
 Not Eligible
 Eligible - State Certified
 Eligible - Maximized Credit

There are two ways the WOTC eligibilty status can be populated:

1. **Manually** enter the WOTC status within the drop-down.
 - This option is utilized if you are not utilizing any of our [HRCenter WOTC Integrations](#) or have chosen not to have the results postfill to the employee record.
2. **Using a WOTC Integration**
 - If the employee completes the WOTC questionnaire via the HRCenter integration, your system can be configured to show the WOTC eligibility

results on the employee record. A message will also be logged on the employee's file when the WOTC eligibility is determined.

Once you have verified the employee's eligibility navigate to details (1.), hiring information (2.), WOTC Eligibility drop-down (3.) to distinguish their WOTC status:

JIM "Jimmy" PEACH
7999 Baller Street
Saint Louis Park, MN 55416
ID: 4295003914
SSN: xxx-xx-1212

1. **details**

personal information

Last Name	PEACH	Suffix	
First Name	JIM	Prefix	Mr.
Middle Name		Nickname	Jimmy
SSN	353-65-1212	Contact	PEACH, JIM
ID	4295003914	Deact. Date	
Act. Date	5/1/2014		

2. **hiring information**

Order Type	TE		
Hire Status	Eligible and Active		
Profession	Industrial		
Washed Status	Familiar		
I9 On File	<input checked="" type="checkbox"/>	I9 Expire Date	10/13/2015
Orientation Date		Anniversary Date	5/1/2014
Resume On File	<input checked="" type="checkbox"/>	Numeric Rating	0

3. **WOTC Eligibility**

background information

Past Residences	
Convictions	

If the status is set to "Eligible" a WOTC icon will populate within the avatar section of the employee file as shown:

JIM "Jimmy" PEACH
 7999 Baller Street
 Saint Louis Park, MN 55416
 ID: 4295003914
 SSN: xxx-xx-1212

visifile

details

- aca
- activity tracker
- assignment restrictions
- contact methods
- candidacy
- direct hire
- education
- interpersonal
- interview questionnaire
- past jobs
- required docs
- test scores
- transportation
- unemployment
- work experience
- work interests
- documents
- integrations
- evaluations
- messages

personal information

Last Name: PEACH
 First Name: JIM
 Middle Name:
 Nickname: Jimmy
 SSN: 353-65-1212
 ID: 4295003914
 Contact: PEACH, JIM
 Act. Date: 5/1/2014
 Deact. Date:
hiring information

Order Type: TE
 Hire Status: Eligible and Active
 Profession: Industrial
 Washed Status: Familiar
 I9 On File: I9 Expire Date: 10/13/2015
 Orientation Date:
 Anniversary Date: 5/1/2014
 Resume On File: Numeric Rating: 0
 WOTC Eligibility: Eligible

background information

If the status is set to "Not Eligible" no icon will appear within the avatar section of the employee file:

JIM "Jimmy" PEACH
 7999 Baller Street
 Saint Louis Park, MN 55416
 ID: 4295003914
 SSN: xxx-xx-1212

visifile

details

- aca
- activity tracker
- assignment restrictions
- contact methods
- candidacy
- direct hire
- education
- interpersonal
- interview questionnaire
- past jobs
- required docs
- test scores
- transportation
- unemployment
- work experience
- work interests
- documents
- integrations
- evaluations
- messages
- pay history
- pay setup
- tasks
- search

personal information

Last Name: PEACH
 First Name: JIM
 Middle Name:
 Nickname: Jimmy
 SSN: 353-65-1212
 ID: 4295003914
 Contact: PEACH, JIM
 Act. Date: 5/1/2014
 Deact. Date:
hiring information

Order Type: TE
 Hire Status: Eligible and Active
 Profession: Industrial
 Washed Status: Familiar
 I9 On File: I9 Expire Date: 10/13/2015
 Orientation Date:
 Anniversary Date: 5/1/2014
 Resume On File: Numeric Rating: 0
 WOTC Eligibility: Not Eligible

background information

equal opportunity

Birth Day: 6/15/2010 I9 Date Verified: 10/6/2015 Nationality:
 Past Residences:
 Convictions:
 Security Cle:
 Branch:
 Staffing Sp:
 Interviewe:
 Entered By:
 Vendor:
 Job Title:
 How Hear:
 How Hear:
 Security Cle:
 No tasks to display for your cu

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