

How to Utilize the Clarus WOTC Integration

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Clarus WOTC

Clarus solutions helps you as the 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.

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

Once initial Clarus setup is completed, you will need to add the Clarus step to your HRCenter workflow. If you are not sure how to add a step, follow this link: [How to Create & Edit Workflows](#).

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

Applicant Process

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 Clarus WOTC page, they will select the 'here' button:

Exit

Previous

Save and Continue

Clarus WOTC

Clarus

Click [here](#) to take the Clarus survey.



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new survey

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 pre-filled into the survey expediting the process for the applicant:

Applicant Information

[Redacted] is participating in the Work Opportunity Tax credit program. We are requesting some information from you to help [Redacted] properly complete the analysis. Federal law requires the survey to be completed on or before the hiring decision date. All information you provide will be solely used for purposes of the tax credit and will not affect your job, wages, or taxes in any way. This program is voluntary, but we appreciate your willingness to complete the following survey.

[En Español](#)

Applicant Information

First Name

Last Name

Middle Initial

Address Line 1

Address Line 2

City

State

Zip Code

Progresses

- Applicant Information
- Armed Forces Service Record
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Need Families (TANF)
- Conditional Certification
- Criminal Record
- Supplemental Security Income (SSI)
- Long-Term Unemployment
- Verification

Armed Forces Service Record

Are you a veteran of the US Armed Forces?

Yes No

Next

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new survey

Supplemental Nutrition Assistance Program (SNAP)

Are you a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for the 6 months before you were hired?

Yes No Unsure

OR, received SNAP benefits for at least a 3 month period within the last 5 months but you are no longer receiving them?

Yes No Unsure

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new survey

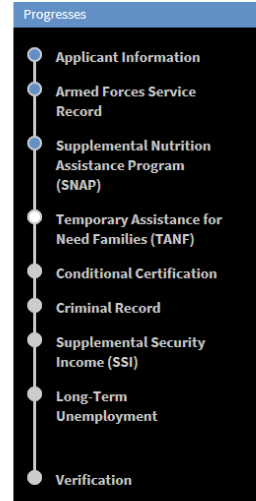
Temporary Assistance for Need Families (TANF)

Are you a member of a family that received Temporary Assistance for Need Families (TANF) payments?

Yes No Unsure

Next

Back



new survey

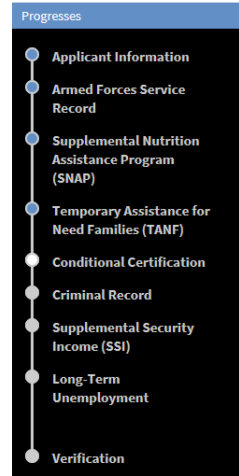
Conditional Certification

Were you referred to an employer by a state funded vocational or veterans' rehabilitation program?

Yes No

Next

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new survey

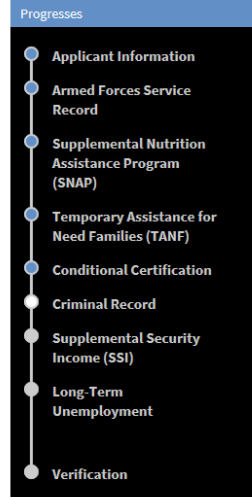
Criminal Record

Were you convicted of a felony or released from prison after a felony conviction during the past year?

Yes No

Next

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new survey

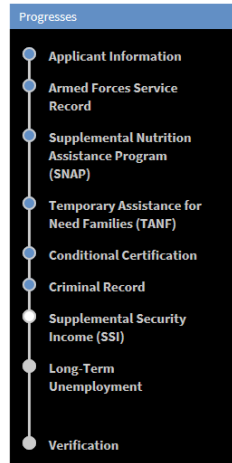
Supplemental Security Income (SSI)

Did you receive supplemental security income (SSI) benefits for any month ending during the past 60 days?

Yes No Unsure

Next

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new survey

Long-Term Unemployment

Have you been unemployed for 27 consecutive weeks during the last 12 months?

Yes No Unsure

Have you received unemployment compensation in the last 12 months?

Yes No Unsure

Next

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new survey

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

Verification

Authorization

I authorize the Department of Veterans Affairs, Rehabilitation and Correction, Vocational Rehabilitation, or Social Security Administration for SSI to provide the verification or information requested by Clarus Solutions or the State Workforce Agencies and release the information to those entities as requested.

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Full Name

Social Security Number

000-00-0000

123-45-6789

Please create a 5 digit personal identification number (PIN)

12345

Date of Birth

mm/dd/yyyy

Submit

Back

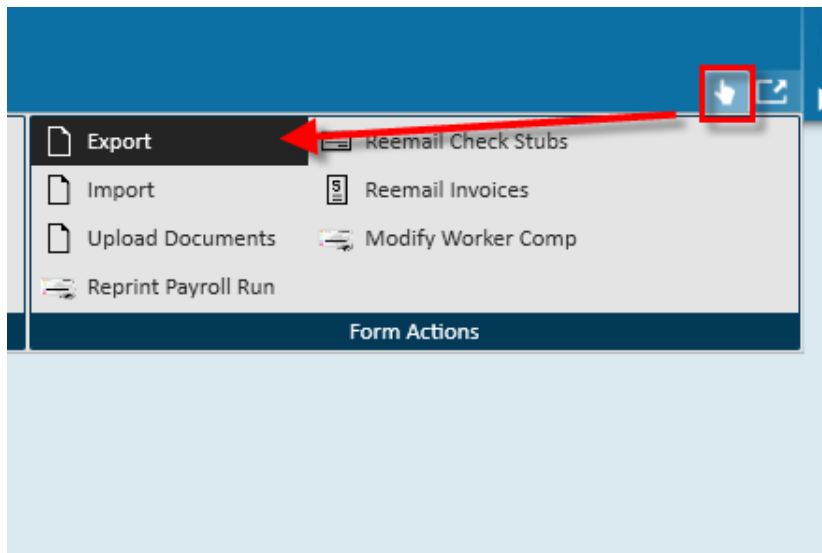
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Clarus Export

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

Within Pay/Bill, select the actions menu, 'Export':



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

A screenshot of the 'export file' wizard. The title bar says 'export file'. There are three main sections: 'select category' with a dropdown menu showing 'Clarus'; 'select procedure' with a dropdown menu showing 'Clarus New Hire Export'; and 'parameters' with two date input fields labeled 'Start Date' and 'End Date'. Both date fields have a red exclamation mark icon next to them, indicating they are required. At the bottom, there are 'Close' and 'Export File' buttons.

If a Clarus payroll feed was setup, ensure Clarus Payroll feed is selected within the 'select procedure' drop-down as shown:

export file

select category
Clarus

select procedure
Clarus Payroll Feed

parameters
Start Date
End Date

Close Export File

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

Related Articles