

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 pre-filled 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 *	<input type="text" value="Andy"/>
Middle Initial	<input type="text" value="T"/>
Last Name *	<input type="text" value="Bower"/>
Phone Number	<input type="text" value="(651) 655-1651"/>
Email Address *	<input type="text" value="A.Bower@xip.xom"/>
Type of ID:	<div><input checked="" type="radio"/> Drivers License</div> <ul style="list-style-type: none"><input type="radio"/> State ID<input type="radio"/> Birth Certificate<input type="radio"/> US Passport<input type="radio"/> Federal/State Gov ID
In which State was your ID issued?	<input type="text" value="Minnesota"/>
Identification Number: * 	<input type="text" value="q1654313541"/>

1. Have you ever been employed by CPS Recruitment?

Yes No

2. Are you between the ages of 18-39? *

Yes No

Date of Birth *

03/02/1995 

3. Are you a Veteran of the U.S. Armed Forces? *

Yes No

4. Are you a member of a family that received Supplemental Nutritional Assistance Program SNAP benefits (food stamps) for the last 6 months? *

Yes No

OR, received SNAP benefits (food stamps) for at least a 3-month period within the last 5 months, but is no longer receiving them? *

Yes No

5. Were you referred to an employer by a Rehabilitation Agency approved by the State?

Yes No

*

OR, by an Employment Network under the Ticket to Work Program? *

Yes No

OR, by the Department of Veterans Affairs? *

Yes No

6. Are you a member of a family that received Temporary Assistance to Needy Families (TANF) payments for at least the last 18 months? *

Yes No

OR, are you a member of a family that received TANF payments for any 18 months beginning after August 5, 1997? *

Yes No

OR, did your family stop being eligible for TANF payments during the last 2 years because Federal or State law limited the maximum time for payments? *

Yes No

Are you a member of a family that received TANF for any 9 months during the last 18 months? *

Yes No

7. In the past year have you been convicted of a felony or released from prison for a felony? *

Yes No

7. In the past year have you been convicted of a felony or released from prison for a felony? *

Yes No

8. Did you receive Supplemental Security Income (SSI) benefits for any month ending within the last 60 days? *

Yes No

9. Have you been unemployed for a period of 27 weeks or more? *

Yes No

I certify that the information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification. I hereby authorize agencies, organizations, or individuals to release requested information to MJA & Associates. I understand that this information will be used solely for the purpose of qualifying my employer for the Work Opportunity Tax Credit program.



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 eligibility:

Andy T Bower
 321 West Way
 Lake Elmo, MN 55042
 ID: 4295086000
 SSN: xxx-xx-6543

employee snapshot

Name: Bower, Andy
 Email Address: A.Bower@xip.xom
 Desired Location:
 Hire Status: Eligible for Hire
 Rate Desired:
 Notes:

messages

Date	Action	Message	Rep
3/12/2018	Message	MJA WOTC Complete. Eligibility Status: ineligible	twapi-user

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':

The screenshot shows a 'Form Actions' menu with the following options: Export, Import, Upload Documents, Reprint Payroll Run, Reemail Check Stubs, Reemail Invoices, and Modify Worker Comp. A red arrow points to the 'Export' option, and a red box highlights the actions menu icon in the top right corner.

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:

export file

select category

MJA

select procedure

MJA WOTC Export

parameters

Check Date St !

Check Date Er !

0 !

Close Export File

- 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.

Related Articles
