

MJA WOTC Integration

Last Modified on 08/11/2025 12:52 pm CDT



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 *

Andy

Middle Initial

T

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

In which State was your ID issued?

Minnesota ▼

Identification Number: * ⓘ

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.

[Continue](#) [Reset](#)

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

visifile

details
documents
integrations
evaluations
messages
pay history
pay setup
tasks
search

employee snapshot

Name

Bower, Andy

Email Address

A.Bower@xip.xom

Desired Location

Hire Status

Eligible for Hire

Rate Desired

Notes

messages

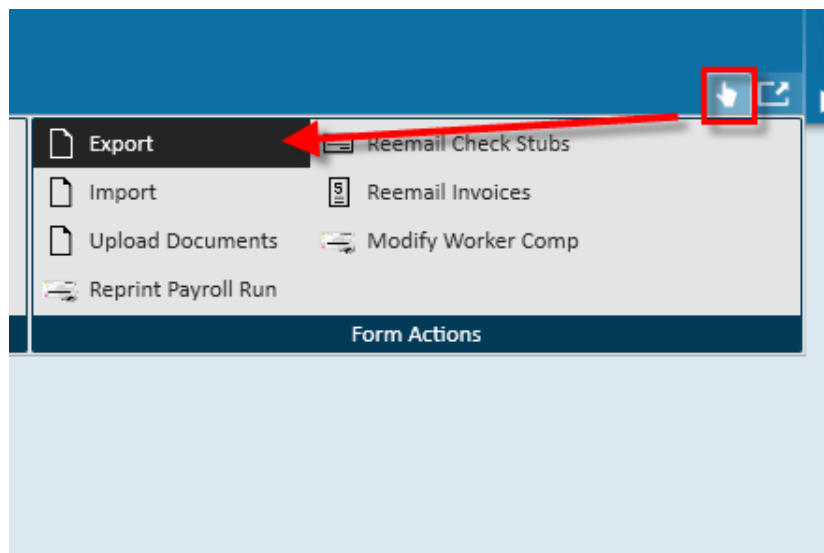
Date	Action	Message	Rep
3/12/2018	Message	MJA WOTC Complete. Eligibility Status: ineligible	twapi-user

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':



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 En !

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.

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