

# CTI WOTC Integration

Last Modified on 03/25/2019 3:13 pm CDT

## CTI WOTC Overview

The Corporate Tax Incentives (CTI) company integrates with TempWorks' HRCenter™ to help your staffing company maximize the benefits of participating in the WOTC (Work Opportunity Tax Credit) program.

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

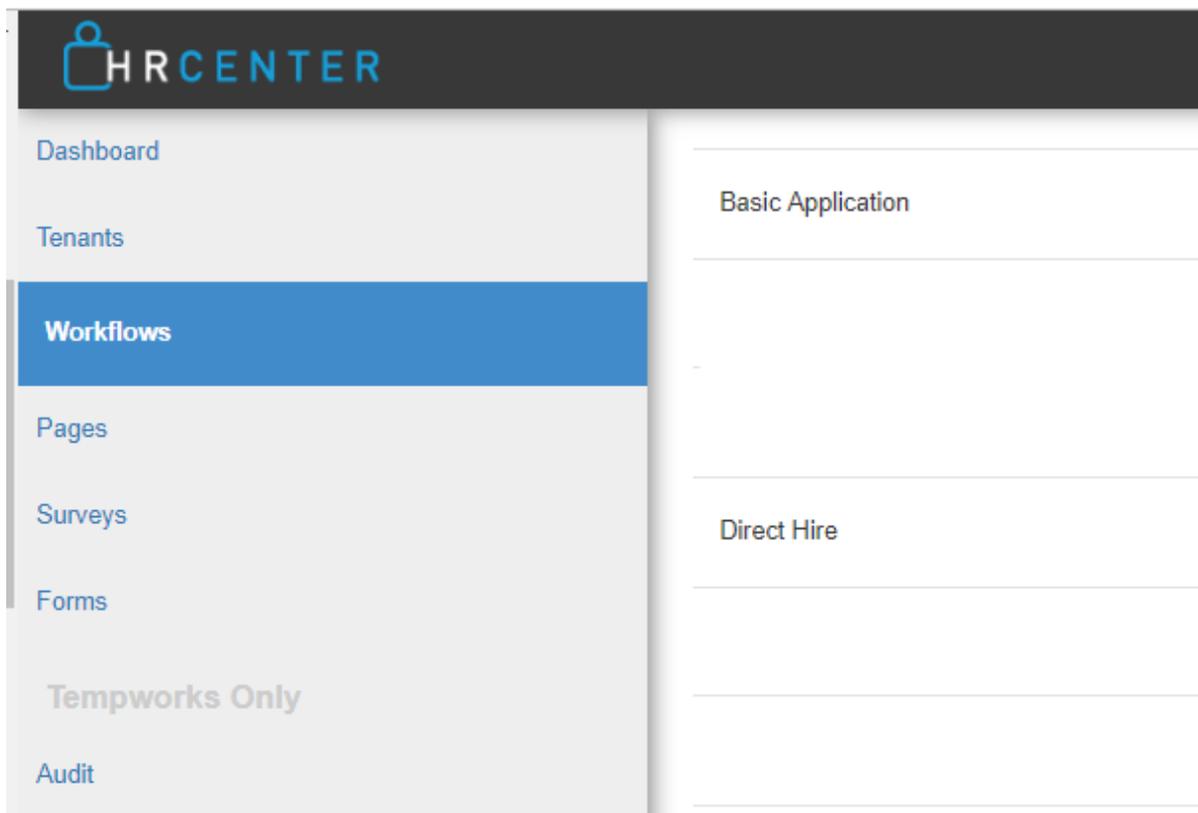
Once the initial setup of the CTI integration is completed by a TempWorks' representative, you will need to add the CTI WOTC information page as a step in your HRCenter workflow for new employees to fill out. An employee's WOTC eligibility will then be tracked in Enterprise/Beyond.

## Adding CTI WOTC to HRCenter Workflows

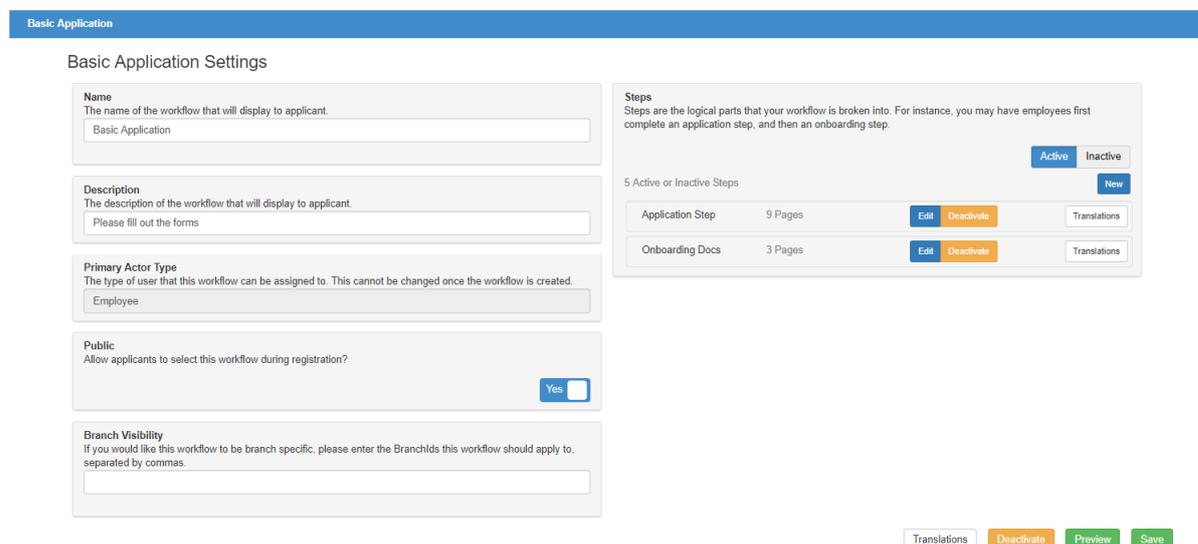
Once the integration has been set up, you will want to add the CTI WOTC page to your Workflow(s) for applicants. To learn more about HRCenter Workflows see [How to Create & Edit Workflows](#).

To add a page to an existing HRCenter Workflow:

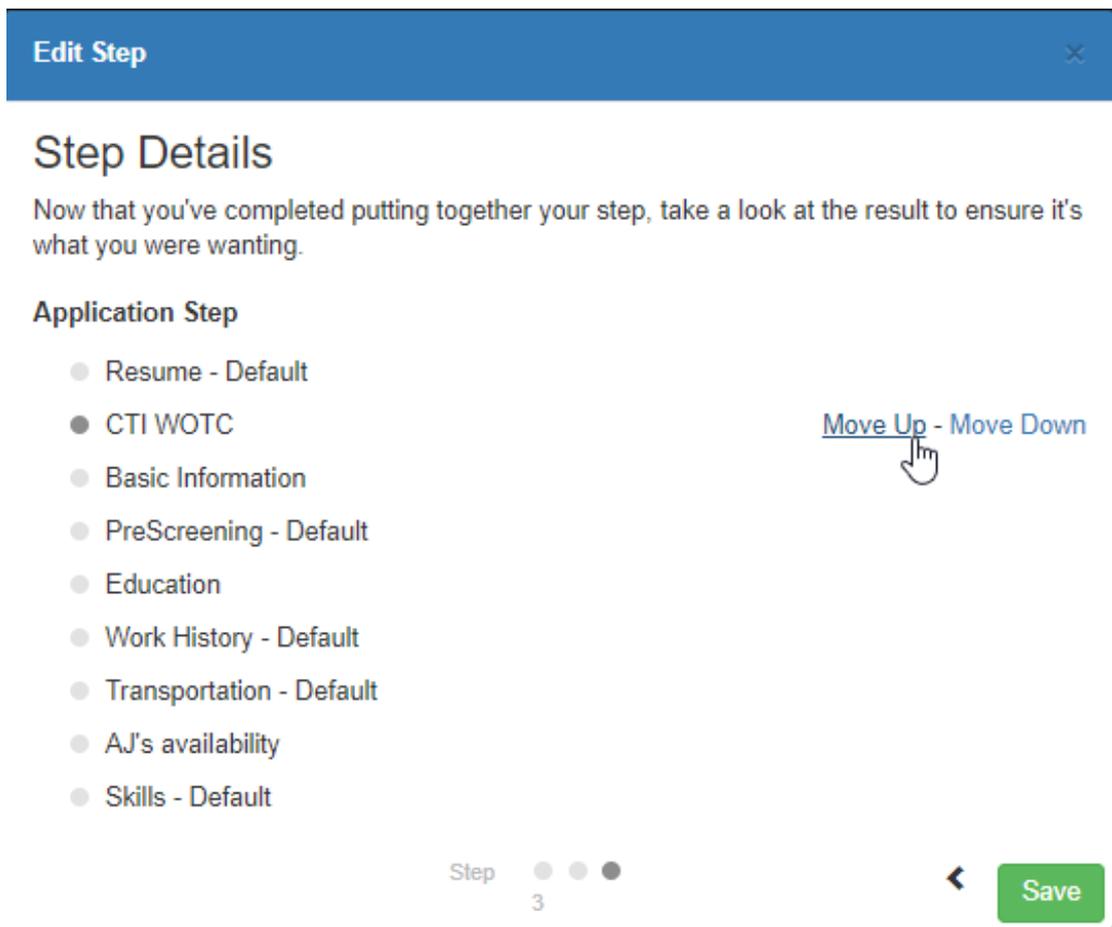
1. Navigate to HRCenter Admin & select Workflows



2. Select the Edit button next to the step you would like to add the page to (your steps and workflow options might be different from the step options here):

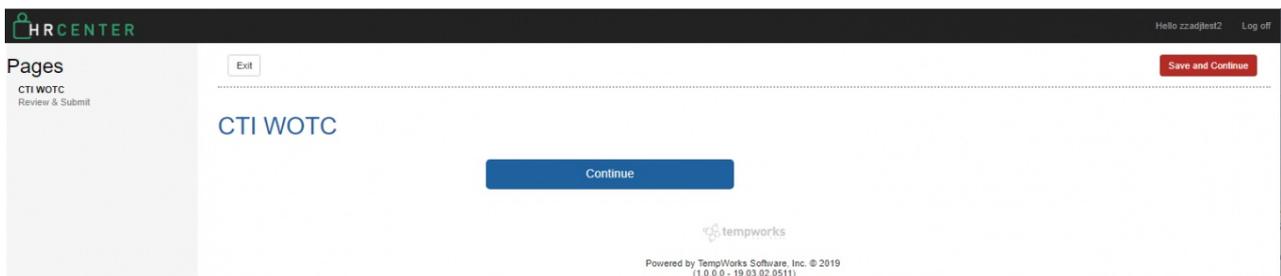


3. Select the arrow in the lower right and then choose the CTI WOTC Page to add to any existing pages in the workflow.
4. Rearrange the pages as needed before selecting save:



Now that the page has been added to the workflow, new employees will be able to fill out the CTI WOTC Survey.

When they see the CTI WOTC page it will look like this:



Once they choose continue, they will be redirected to the WOTC Survey:



Languages

English (United States) ▾

## Tax Credit Eligibility Survey

Thank you for making an impact by participating in our Tax Credit Program.

This will support our program to promote job opportunities for people who often face barriers to employment. Your responses are used solely for the company's application for credits for job creation and the information is kept confidential and will not affect your job, wages, or personal taxes in any way.

This survey should take you approximately five (5) minutes to complete.

If you have any questions before taking the survey, or follow up questions after the survey, please contact CTI at 916-520-7698 or email us at [survey@ctilc.com](mailto:survey@ctilc.com).

To begin, please click on the "Start" button.

Start

Powered by CTI III, LLC dba Corporate Tax Incentives. © 2015 CTI, LLC ALL RIGHTS RESERVED. Version 1.0.0.TIO.10786.b5c0c56  
Support: [(916)520-7689] | [survey@ctilc.com](mailto:survey@ctilc.com)

Upon completion of the survey steps, they will see a final confirmation page that will allow them to return to HRCenter and complete any additional application pages.



- Personal Information ✓
- Address Verification ✓
- General Information ✓
- Background Information ✓
- Public Assistance ✓
- SSI And Rehabilitation ✓
- U. S. Military Experience ✓
- Criminal History ✓
- Confirmation Page ✓

Finish

Your Confirmation Number: 9452821

**Thank you for your participation.**

You may now close this page.

Return To Onboarding Website

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Support: [(916)520-7689] | [survey@ctilc.com](mailto:survey@ctilc.com)

# How to Track WOTC Eligibility

After employees complete the WOTC survey, their WOTC eligibility will be determined by CTI. The results will then be updated on the Employee's record in Enterprise.

First, a message is logged on the employee's record with a summary of the employee's eligibility:

**employee snapshot**

Name: Zzadjtest2, Zzadjtest2  
 Email Address: vanessam@tempworks.com  
 Desired Location:   
 Hire Status: Eligible for Hire | Rate Desired: \$25.00  
 Notes: HRC username/password: zzadjtest2/zzadjtest2

**phone/email**

vanessam@tempworks.com  
 (555) 555-5555

**messages**

Date	Action	Message	Rep	Contact	Due
3/14/2019	Message	CTI WOTC Complete. Eligibility Status: ineligible	twapi-user		
3/14/2019	Message	Confirmation Code: 9452821	twapi-user		

**WOTC Eligibility**: Not Eligible

The employee's WOTC eligibility status will also be updated on the details page of the employee's record:

**details**

**personal information**

Last Name: Zzadjtest2 | Suffix:   
 First Name: Zzadjtest2 | Prefix:   
 Middle Name:   
 SSN: 020-20-2020 | ID: 4295037784 | Act. Date: 11/1/2016

**addresses**

Street: test | City: test | State: IA | Zip Code: 44355-\_\_\_\_  
 Country: United States of America

**hiring information**

Order Type: TE | Branch: New Brighton  
 Hire Status:   
 Profession: Clerical | Staffing Specialist: twapi-user  
 Washed Status: Familiar | Entered By: twapi-user | 11/1/2016 2:39:00 PM  
 I9 On File:  | I9 Expire Date:   
 Orientation Date:   
 Anniversary Date: 12/5/2016  
 Resume On File:  | Numeric Rating: 0  
**WOTC Eligibility: Not Eligible**  
 How Heard of: Americas Job Bank

**background information**

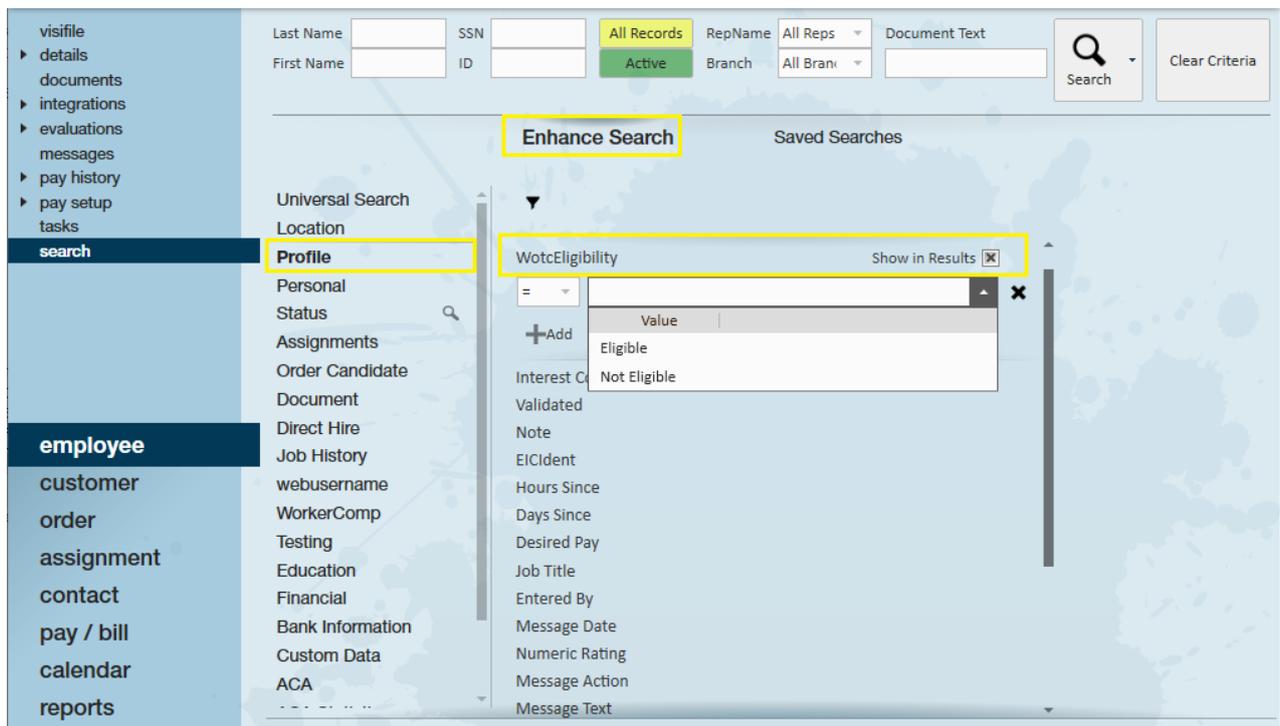
Past Residences:   
 Security Clearance:   
 Convictions:   
 Felony

**equal opportunity**

Birth Day:   
 Date Entered: 11/1/2016 | I9 Date Verified:   
 Nationality:   
 Disabled:  | EVerified:   
 Veteran Status:   
 Citizen: Unknown  
 Gender:   
 Birthplace:   
 Birthplace:

Searching by employee's WOTC eligibility:

You can search for all eligible or not eligible employees by selecting Enhance Search and navigating to Profile > WOTCEligibility:



## Related Articles