

Enterprise - Worksites

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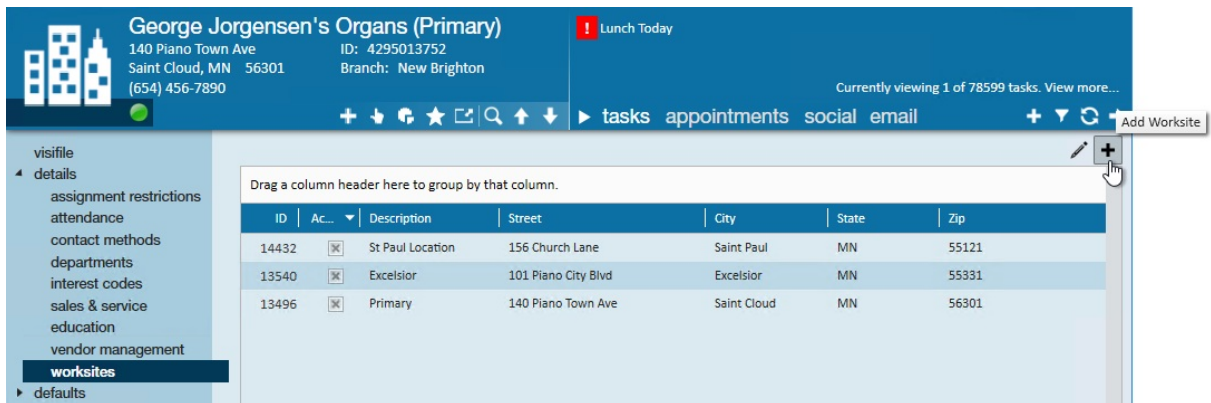
What are Worksites?

Worksites are the addresses for the physical locations that you are sending employees. They help calculate taxes during payroll, and help you document the location for each job site.

[Departments vs. Worksites](#) from [TempWorks Software](#) on [Vimeo](#).

How to Create a Worksite

- Navigate to the customer (or department) record you want to create the worksite for
- Select Details > Worksites on the left
- Select the + on the right to add a new worksite



- A new window will open, enter the worksite details:

worksite details

Active

Worksite

Attn To

Street

Street 2

City

State

County

School

Country

Time Zone

DST Observed

- Name the worksite (we recommend naming it what the customer refers to the worksite as - ex. Warehouse B, St. Paul Location, Etc.)
- Enter the full address including zip code
- Optionally, enter a time zone (used for [TimeClocks](#) and [Mobile Time Punching](#))

- If you are using Address Standardization, select the check mark in the upper right to standardize the address
- Review Tax Information

tax information

State

Local taxes are automatically determined by the zip code.

County Tax Exempt

City Tax

School Tax

- When you enter the zip code on the address information, you may have options for local taxes

City	State	Zip	City Code	City	City Juris	School District Code	School District Number	School District Name	School Juris	County Code	County	County Juris	State	SUTA
	MN	55121	13880	Eagan					1727	Dakota		MN	MNSUTA	
			51226	Saint Paul					1762	Ramsey		MN	MNSUTA	
			51873	St Paul					1762	Ramsey		MN	MNSUTA	

- State and local taxes will display under the tax information section for you to review. You should not need to update these options

Note For locations in Pennsylvania, make sure to select the proper PSD code when applicable:

tax information

State

Local taxes are automatically determined by the zip code.

County Tax Exempt

City Tax

School Tax

Local Service Tax

PSD Code

Once the PSD code has been selected, if there is an associated Local Service Tax, it will automatically apply to the "Local Service Tax" field and will not be editable:

tax information

State

Local taxes are automatically determined by the zip code.

County Tax Exempt

City Tax

School Tax

Local Service Tax

PSD Code

If the selected PSD Code does not have an associated Local Service Tax, you will also need to select a Local

Service Tax via the dropdown:

tax information

State PAIncTax

Local taxes are automatically determined by the zip code.

County Tax		Exempt
City Tax	XPAH137146	<input type="checkbox"/>
School Tax	YPABR12475	<input type="checkbox"/>
Local Service Tax		
PSD Code	Juris	
	ABBOTTSTOWN BORO/CONEWAGO VALLEY S D \$52.00	
	ABINGTON TWP/ABINGTON S D \$52.00	
	ADAMS TWP/FOREST HILLS S D \$52.00	

Once the PSD Code has been selected, the County, City, and School Tax fields will be unable to be edited:

tax information

State PAIncTax

Local taxes are automatically determined by the zip code.

County Tax		Exempt
City Tax	XPAC610153	<input type="checkbox"/>
School Tax	YPACH64613	<input type="checkbox"/>
Local Service Tax		
PSD Code	460301	

- Optionally, enter Other Information

other information

Directions

Dress Code

Accessible Public Transportation

- If your customer has specific instructions for entering the building, or specific dress code for this worksite, enter it here. It will default on any new order you create when you select this worksite.
- Optionally enter NTO information

setup worksite - details

Details
Jurisdiction(s)

worksite details

Active

Worksite Primary

Attn To

Street 140 Piano Town Ave

Street 2

City Saint Cloud

State MN Zip 56301-____

County Benton

School

Country United States of America

Time Zone

DST Observed

tax information

State MNIncTax

Local taxes are automatically determined by the zip code.

County Tax Exempt

City Tax

School Tax Exempt

accruals

Accrual

other information

Directions Park in the Back lot and enter through employee entrance

Dress Code Close-toed shoes

Accessible Public Transportation

nto

Qualified

Private

Reason Code

Job Amount \$0.00

Date Filed

Release Date

Notes

Cancel Previous Save and Continue

- Check out [Enterprise - NTO \(Notice to Owner\)](#) for more information
- Click save & continue
- If there is sales tax on this worksite, select the applicable sales tax option and select the + icon

setup worksite - jurisdiction(s)

Details
Jurisdiction(s)

available + linked

Jurisdiction	Details	Type	Percent
MN-Saint Augusta	City of Saint Augusta -...		0.00%
MN-Saint Cloud	City of Saint Cloud - MN		0.00%

No Records Found

sales tax !

No Records Found

Cancel Previous Save and Close

- For more information on sales tax check out [How to Set Up Sales Tax on a Customer](#)
- Select Save and Close

Utilizing Worksites

Worksites that are listed on the customer record can be selected on any order under the order details.

George Jorgensen's Organs, Prim... ! Lunch Today

Customer Service Rep. Customer ID: 4295013752
 0 of 3 positions filled Order ID: 4295091329
 Branch: New Brighton

Currently viewing 1 of 78599 tasks. View more...

tasks appointments social email

visifile

Order Details Web Options ACA Surcharge

customer information

Customer ID 4295013752 Work Site **Excelsior**
 101 Piano City Blvd
 Excelsior, MN 55331

Worker Comp MN 8810

Alt Order ID Burden

Directions Parking is free in the lot on 1st Av.

financial details

Multiplier 1.45 Pay Periods 52
 Bill Rate \$31.90 Pay Rate \$22.00

Description	Street	City	State	Zip
Excelsior	101 Piano City Blvd	Excelsior	MN	55331
Primary	140 Piano Town Ave	Saint Cloud	MN	56301
St Paul Location	156 Church Lane	Saint Paul	MN	55121

job information

Required 3 Assigned 0

Order Type TE Temp

Job Title Customer Service Rep.

Description Manage location during retail hours. Answer customer questions on pianos and organ equipment. Need to have 1-3 years experience. May need to cover different shifts.

Dress Code Your Piano Best.

Safety Notes

contacts

Name	Description	Office Phone
Jorgensen, George	Hiring Mgr	610-512-0485
Jorgensen, George	Supervisor	610-512-0485

employee
customer

Note that any Directions or Dress Code for the worksite selected, will auto-populate onto the order

Default Worksite

You can set one worksite as the default worksite for that customer record. Anytime a new order is created, this worksite will automatically be set and can be changed by selecting another worksite from the drop down. This should be the main or most commonly used worksite.

1. On the customer record, navigate to the details page
2. Select the worksite from list under Default Worksite
3. Select Save

George Jorgensen's Organs (Primary)

140 Piano Town Ave
Saint Cloud, MN 56301
(654) 456-7890

ID: 4295013752
Branch: New Brighton

! Lunch Today

Currently viewing 1 of 78599 tasks. View more...

+ ↩ ⌂ ⭐ 🔍 ⬆ ⬇

▶ tasks appointments social email

+ ▼ ↻ ⬆

visifile

details

- assignment restrictions
- attendance
- contact methods
- departments
- interest codes
- sales & service
- education
- vendor management
- worksites
- ▶ defaults
- ▶ documents
- ▶ integrations
- ▶ invoice history
- ▶ invoice setup
- ▶ evaluations
- messages

employee

customer

- order
- assignment
- contact
- pay / bill
- calendar
- all options ▶

customer information

Customer Name

Department

Customer ID

Parent ID

customer status

Status

Activation Date

Date Created

contact information ✓

Street

Street 2

City

State Zip

Country

Website

billing address 📄

Attention To

Street

Street 2

City

State Zip

Country

contact roles ✎ ✉ 📧

No Records Found

sales tax + ✎

No Records Found

default worksite

Work Site

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