

Rapid! Earned Wage Access

Last Modified on 11/05/2025 10:48 am CST



Overview

TempWorks Enterprise™ and Beyond™ both integrate with Rapid! Earned Wage Access (EWA) to allow employees immediate access to accrued wages.

Note Rapid! Earned Wage Access requires an existing relationship with Rapid! and additional licensing.

Self-Hosted clients do **not** have access to the Rapid! Earned Wage Access integration.

Please contact your TempWorks Account Manager for more information.

Note Please note that Rapid! Earned Wage Access does **not** support the following:

- 1099 Employee (Independent Contractors)
- The use of **Units** within timecards.
 - For example, if an employee has a timecard with **both** hours and units, Rapid! EWA will apply **only** to the hours within the timecard and **not** the units.

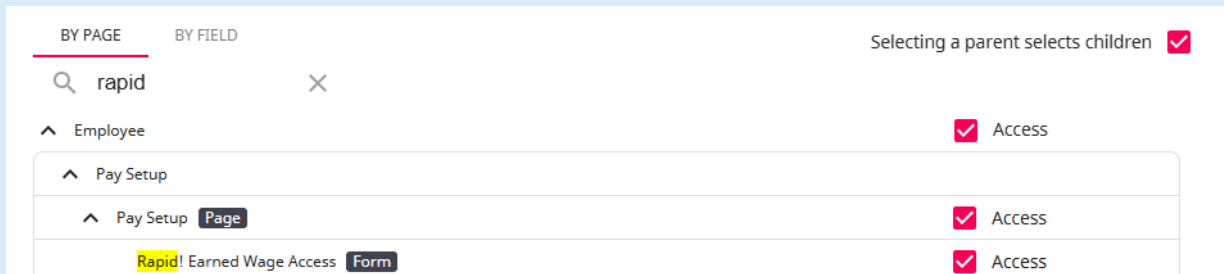
How to Setup Rapid! Earned Wage Access

Setup for Rapid! EWA is comprised of the following steps:

1. Initial setup completed by TempWorks
2. Complete registration setup within Beyond

3. Create HRCenter Rapid! Registration page

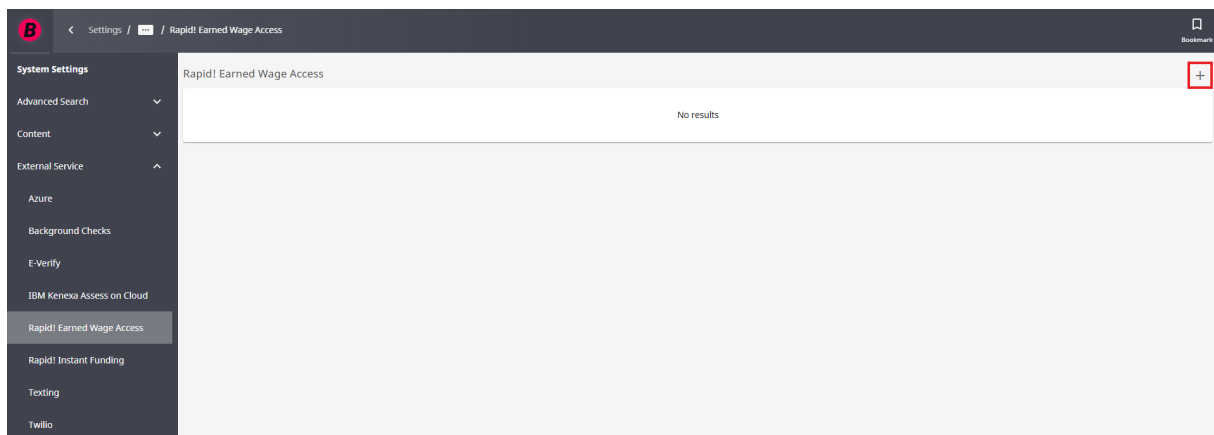
Note If you utilize custom Security Groups with Advanced Permissions, you will need to add the Access to the "Rapid! Earned Wage Access" form within Employee > Pay Setup to the Security Groups that require the functionality:



For more information on created custom Security Groups with Advanced Permissions, please see the following article titled "[Beyond - Creating Security Groups with Advanced Permissions](#)".

Completing Registration Setup within Beyond

Once initial setup has been completed by TempWorks, navigate to Beyond > System Settings > External Service > Rapid! Earned Wage Access and select the "+" at the top-right to add the Rapid! EWA registration information:



Within the Rapid! Earned Wage Access window, enter the "Organization ID" that has been provided to you by Rapid!:

Once the "Organization ID" has been entered, the remainder of the fields are able to be edited. Select the appropriate options from the following dropdowns:

- **Ownership:** The Entity in which the account will reside
- **Division:** Work with Rapid! to determine
- **Location:** Work with Rapid! to determine
- **Eligible Timecard Status:** The status that the timecard needs to be in in order for TempWorks to submit to Rapid! TempWorks suggests this be set to "Active"

Note The "Eligible Timecard Status" dropdown contains the following options:

- Active
- Approved

While it is recommended to select "Active", if selecting "Approved", you will need to manually approve the Rapid! EWA timecards each day.

- **Default Pay Schedule:** The status that is used to enroll employees with no assignment or multiple assignments
- **Adjustment:** The type of adjustment that is to be applied to the employee's paycheck

Note Optionally, you can choose to add branch configurations and/or additional pay periods by selecting the appropriate tab/option at the bottom of the Rapid! Earned Wage Access window:

Rapid! Earned Wage Access

Account Level * Ownership

Company High Tech & Staffing Services, I... ▼

* Organization Id * Division

1000002668 Company B ▼

* Location

Location A ▼

* Eligible Timecard Status * Default Pay Schedule ?

Active ▼ Weekly ▼

* Adjustment

RapidEWA ▼

BRANCHES
PAY PERIODS

+ ADD BRANCH CONFIGURATION

✕

* Branch

* Division

* Location

High Tech NW ▼

Company C ▼

Location A ▼

CANCEL SUBMIT

The branches are set to mirror hierarchy and are sent to Rapid! for employee mapping.

Rapid! Earned Wage Access

Account Level * Ownership

Company High Tech & Staffing Services, I... ▼

* Organization Id * Division

1000002668 Company B ▼

* Location

Location A ▼

* Eligible Timecard Status * Default Pay Schedule ?

Active ▼ Weekly ▼

* Adjustment

RapidEWA ▼

BRANCHES
PAY PERIODS

+ ADD PAY PERIOD

✕

* Pay Period

* Pay Schedule

Bi-Weekly ▼

Bi-Weekly ▼

CANCEL SUBMIT

The "Pay Period" helps to determine how often TempWorks receives an adjustment file from Rapid!.

Once the information has been entered, select "Submit" to complete the registration setup within Beyond:

Rapid! Earned Wage Access

Account Level: Company

* Ownership: High Tech & Staffing Services, I...

* Organization Id: [REDACTED]

* Division: Company B

* Location: Location A

* Eligible Timecard Status: Active

* Default Pay Schedule: Weekly

* Adjustment: RapidEWA

BRANCHES

PAY PERIODS

+ ADD PAY PERIOD

CANCEL SUBMIT

Once setup is complete and enabled, the "Configuration Status" will show as green. This status represents the connection between TempWorks and Rapid!:

| Rapid! Earned Wage Access | | | | | |
|---------------------------|---------------|------------|----------------------|---|---|
| Account Level | Organization | EWA Status | Configuration Status | | |
| Filter... | Filter... | Filter... | Filter... | | |
| Company | Employer 1 | Suspended | ✓ | 🔄 | ⋮ |
| Company | QAAutomation | Active | ✓ | 🔄 | ⋮ |
| Company | Eval Staffing | Active | ✓ | 🔄 | ⋮ |

Rows per page: 10 1-3 of 3 < 1 >

Note In the event the "Configuration Status" shows as a gray "X", please validate the information entered within the Rapid! Earned Wage Access window.

Creating the Rapid! Registration Page within HRCenter

Once registration within Beyond is complete, the HRCenter page will need to be created.

Navigate to HRCenter Admin > Pages > Information Tab > Select the "+" to add a new page:

Within the "Create Page" window, under "Basic Settings", enter/select the following:

- **Internal Name:** Rapid EWA Registration
- **Display Name:** Rapid EWA Registration
- **Primary Actor Type:** Employee
- **Page Type:** Information

Once the information has been entered, select the ">" arrow to continue:

The screenshot shows a 'Create Page' window with a blue header and a close button. The main section is titled 'Basic Settings' and includes a descriptive paragraph: 'A page is where you decide how you want to present the information to your applicants. We support anything from html forms to survey question type pages.' Below this, there are three input fields on the left: 'Internal Name' (containing 'Rapid EWA Registration'), 'Display Name' (containing 'Rapid EWA Registration'), and 'Primary Actor Type' (a dropdown menu with 'Employee' selected). On the right, under 'Page Type', there are four radio button options: 'Information' (selected), 'Survey', 'Premade Form', and 'Custom Form'. Each option has a brief description. At the bottom, there is a 'Step' indicator showing four circles, with the first circle filled and the number '1' below it. A right-pointing arrow is located at the bottom right of the form area.

Within the "Information Page Requirements" section, select the following:

- **Page:** Rapid! EWA Registration
 - Validate the following are set to **"Required"**:
 - Rapid! EWA Registration
 - Primary Phone
 - Email
 - Date of Birth
 - Primary Phone Country Calling Code

Once the information has been validated, select the ">" arrow to continue:

Create Page

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page

rapid! EWA Registration

| Field Name | Hide | Required |
|------------------------------------|------------------------------|----------------------------------------|
| rapid! EWA Registration | <input type="checkbox"/> Off | <input checked="" type="checkbox"/> On |
| Primary Phone | <input type="checkbox"/> Off | <input checked="" type="checkbox"/> On |
| Email | <input type="checkbox"/> Off | <input checked="" type="checkbox"/> On |
| Date of Birth | <input type="checkbox"/> Off | <input checked="" type="checkbox"/> On |
| Primary Phone Country Calling Code | <input type="checkbox"/> Off | <input checked="" type="checkbox"/> On |

Step

2

<

>

Within the "Configuration Details" section, leave both procedure options blank and select the ">" arrow to continue:

Create Page

Configuration Details

Postfill Procedure

If a procedure other than the standard postfill procedure should be used, please enter it here.

Prefill Procedure

If a procedure other than the standard prefill procedure should be used, please enter it here.

Step

3

<

>

Select "Save" to complete the setup of the HRCenter page:

Create Page

Page Details

This is the page that you are about to create.
You may still go back and edit the page once it has been saved.

Summary

| | |
|----------|------------------------|
| Name | Rapid EWA Registration |
| Type | Information |
| Language | English (US) |

Step 4

< Save

Once the page has been setup, it is ready to be added to a workflow and assigned to employees to complete.

Note For more information on adding pages to workflows and assigning workflows to employees, please see the following articles:

- [How to Create & Edit Workflows](#)
- [Beyond - How to Assign a New HRCenter Workflow or Page](#)

How to Utilize Rapid! Earned Wage Access

Once the account registration has been setup in Beyond and the HRCenter page has been created, the following steps are completed for the utilizing of Rapid! EWA:

1. Employee completes the Rapid! EWA Registration HRCenter page
2. Employee uses EWA from Rapid!
3. Adjustment file is created by Rapid! and imported within TempWorks
4. Adjustments are applied to the employee and the lump sum amount is deducted from their paycheck when payroll is completed
5. Adjustments can be reviewed via the Employee Adjustments report along with reporting through the Rapid! Portal

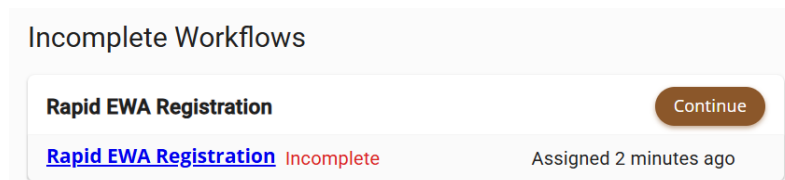
Completing the Rapid EWA Registration HRCenter Page

You will need to assign the newly created Rapid! EWA Registration HRCenter page to the employee record(s) that will be utilizing Rapid! EWA.

Note For more information on the Onboarding process, including instructions on how to assign an HRCenter Page/Workflow, please see the following article titled [Beyond - How to Assign a New HRCenter Workflow or Page](#).

Once assigned, the employee will log into their instance of HRCenter and complete the page.

With the employee logged into HRCenter, they will see the Rapid! EWA Registration will need to be completed:

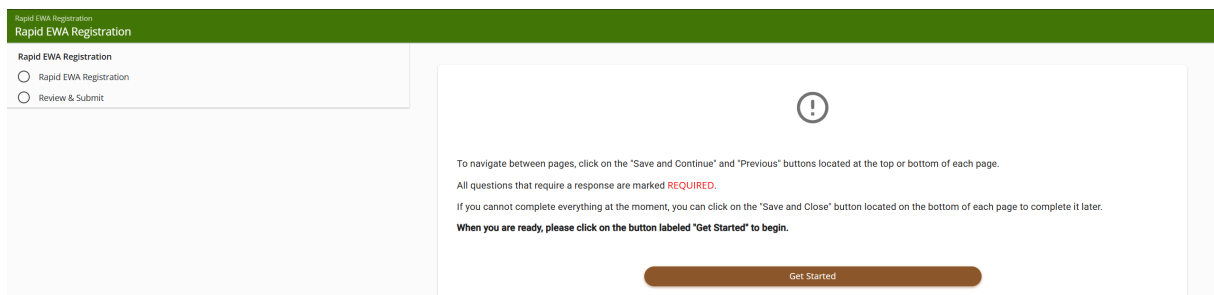


Incomplete Workflows

Rapid EWA Registration [Continue](#)

[Rapid EWA Registration](#) **Incomplete** Assigned 2 minutes ago

The employee will then select "Get Started" to begin the registration page:



Rapid EWA Registration

Rapid EWA Registration

☐ Rapid EWA Registration

☐ Review & Submit

To navigate between pages, click on the "Save and Continue" and "Previous" buttons located at the top or bottom of each page.

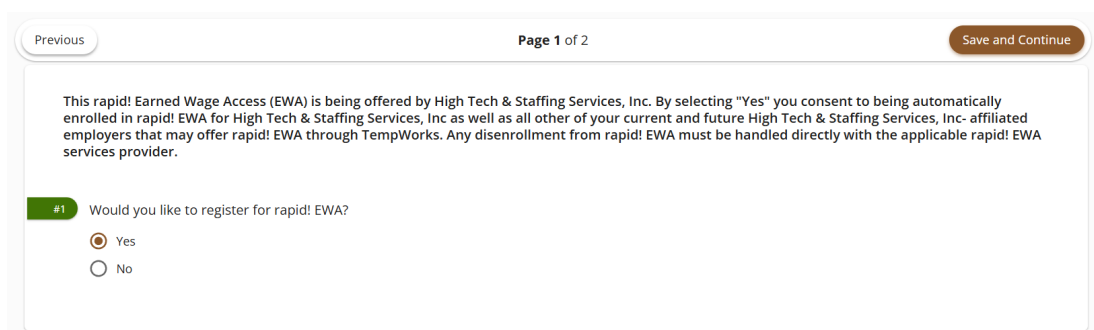
All questions that require a response are marked **REQUIRED**.

If you cannot complete everything at the moment, you can click on the "Save and Close" button located on the bottom of each page to complete it later.

When you are ready, please click on the button labeled "Get Started" to begin.

[Get Started](#)

The employee will select "Yes" to confirm they would like to register with Rapid! EWA and then select "Save and Continue":



[Previous](#) **Page 1 of 2** [Save and Continue](#)

This rapid! Earned Wage Access (EWA) is being offered by High Tech & Staffing Services, Inc. By selecting "Yes" you consent to being automatically enrolled in rapid! EWA for High Tech & Staffing Services, Inc as well as all other of your current and future High Tech & Staffing Services, Inc- affiliated employers that may offer rapid! EWA through TempWorks. Any disenrollment from rapid! EWA must be handled directly with the applicable rapid! EWA services provider.

#1 Would you like to register for rapid! EWA?

☒ Yes

☐ No

Note In the event the employee is missing any of the following information from their record, they will be required to enter it before being able to continue:

- Primary Phone Number
- Email Address
- Date of Birth


The employee will select "I am finished! Submit." to complete the HRCenter workflow:

Review & Submit

All questions have been answered in this part of the application.

Now, you can go back and review or change any part of your answers. To do so, click on the link labeled "Go back and review my work".

When you are sure that all the information is correct, click on the button labeled "I am finished! Submit". By doing this, you confirm that all the information is complete and correct. You will not be able to change your answers after this step.




[← Go back and review my work](#)

I am finished! Submit.

Once the employee has completed registration within HRCenter, they will need to complete the setup within either the app (Rapid!Pay) or the [website](#).

Employee Uses EWA from Rapid!

When an employee decides to utilize EWA and access their funds, this is all completed from Rapid!

Note Depending on whether the employees are paid hourly or salary, you can navigate to the Employee > Pay Setup > Rapid! Earned Wage Access Card > Select the  icon to the right > Select "Edit Compensation Type Override", and select the appropriate option:

- None (Default)
- Hourly
- Salary

Rapid! Earned Wage Access

Employer Name
Eval Staffing

SAVE AS DRAFT

* Compensation Type Override
None

None

Hourly

Salary

Rapid! EWA FAQ

The below FAQ includes important information for employees utilizing Rapid! EWA.

WELCOME TO RAPID! EWA

What is rapid! EWA?

Today's workforce is rapidly evolving. rapid! EWA (Earned Wage Access) is a product that allows you easy access to your earned wages, with convenient delivery options.

How do I sign up for rapid! EWA?

You can Opt-In to rapid! EWA via HR Center. Simply complete the Workflow to setup your profile. Next you will follow the EWA Recipient Instructions.

Are there any applicable fees to use this product?

Please refer to the "OnDemand Pay" tab within your rapid! OnDemand recipient profile to view any associated fees.

How will my employer know I took an EWA transaction?

Your employer will be notified that you have received a rapid! EWA disbursement. The deduction will be reflected on your paystub.

How is the available rapid! EWA wage amount determined? Why is this not my full wages?

Based on the information provided by your employer we estimate what NET WAGES (after taxes and deductions) are due to you. Based on your employer's policy, you have access to part of those estimated net wages due. The amount available will be less than your gross wages based on these factors.

When will my funds be available after I complete my payment election?

If you are a rapid! PayCard holder or selected the "debit Card" payment election, transfers to your debit card are generally processed within minutes of your disbursement but could take up to 30 minutes in some cases. If you've selected the "ACH" payment election, ACH disbursements process within 1-3 business days. The financial institution that holds your bank account may take additional time to deposit the funds from an ACH transfer in your bank account.

When do hours worked show up as available in rapid! OnDemand?

Your available hours worked typically be added to rapid! OnDemand within a few hours of your shift but can take as long as 24hrs.

Can I use my personal credit card, business debit card, or business credit card as a Debit Card payment option?

Only personal or prepaid debit card accounts will be accepted for debit card transactions. Credit cards, both business and personal, are not acceptable payment options.

Why does my phone number reflect (813) 337-5015?

rapid! EWA requires a phone number be populated in order to opt-in to the benefit. As your employee profile did not include a mobile phone number, this number is utilized as a default. You are able to update this information within the rapid! EWA system at any time.

rapid!
EWA

Applying Adjustments and Completing Payroll

Once an employee utilizes Rapid! EWA, an adjustment file is generated by Rapid! and is sent to TempWorks to apply the "RapidEWA" adjustments to the respective employee record.

| | | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|-----------------------|--------|----------|-----------|----------------|-----------|-----------|------------|---|
| Ricky LaFleur (4296755787) SSN: 391-05-2451 - Sunnyvale, MN 55420 | | | | | | | | | | | |
| Active Web User DNA Status E-Pay Onboarding Create Resume Background Reports Interviews E-Verify Tasks Bookmark More | | | | | | | | | | | |
| Bookmarks Recent History | | | | | | | | | | | |
| VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA WIKI PAGE EMPLOYEE EXISTING PAGE MORE | | | | | | | | | | | |
| Drag a column header here to group by that column | | | | | | | | | | | |
| | EINC | Adjustment | Description | Active | Sequence | YTD Total | Lifetime Total | MTD Total | WTD Total | Emp Adj ID | |
| ✓ | 0 | 401k | test | ✓ | | 300.00 | 300.00 | 0.00 | 0.00 | 38612 | ⋮ |
| ✓ | 0 | RapidEWA | This is a rapid! test | ✓ | | 0.00 | 0.00 | 0.00 | 0.00 | 38611 | ⋮ |
| ✓ | 596 | RapidEWA | Employer 1 EWA Adj | ✓ | 2 | 0.00 | 0.00 | 0.00 | 0.00 | 38627 | ⋮ |
| ✓ | 596 | RapidEWA | Employer 1 EWA Adj | ✓ | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 38628 | ⋮ |
| ✓ | 596 | RapidEWA | Employer 1 EWA Adj | ✓ | 2 | 0.00 | 0.00 | 0.00 | 0.00 | 38629 | ⋮ |
| Rows per page: 20 1-5 of 5 < 1 > | | | | | | | | | | | |

The adjustments from the file will determine the lump sum that will be deducted from the respective employees check once payroll is completed within Enterprise.

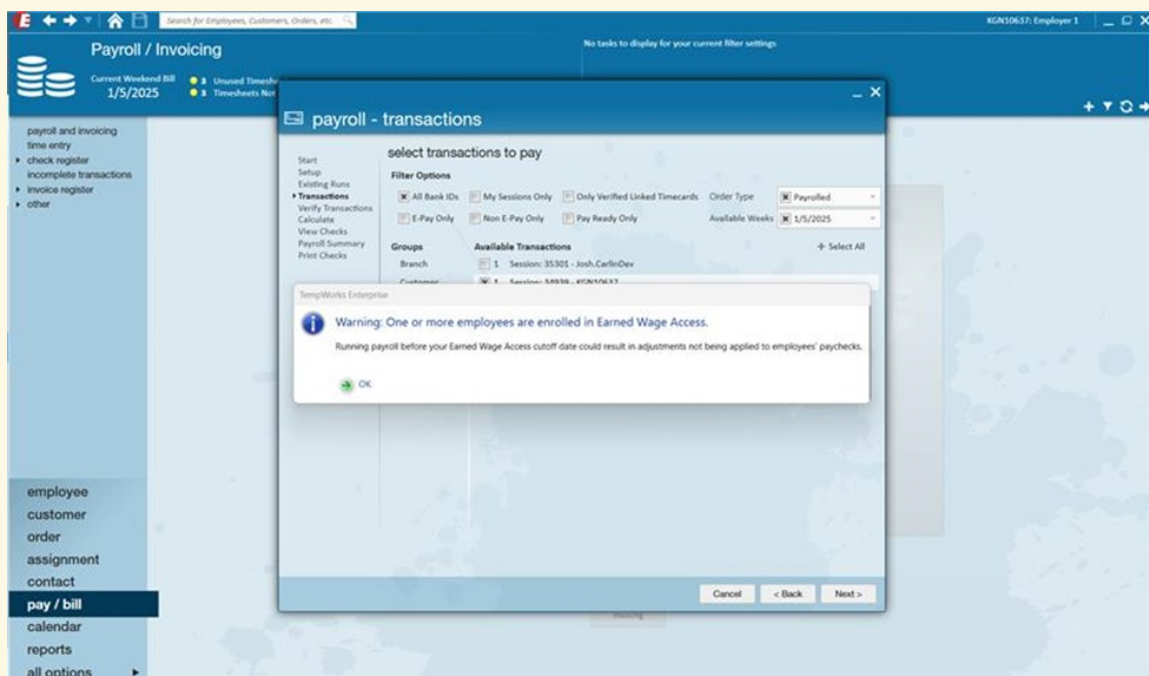
Once the adjustments are applied to the respective employee records utilizing Rapid! EWA, payroll is able to be completed.

Note Every time an employee utilizes EWA, a new adjustment file is sent from Rapid! during that pay period. Therefore, new adjustments are applied to the employee record and previously paid adjustments are marked as "inactive".

Note Rapid! EWA does **not support** the use of **units** within timecards.

For example, if an employee has a timecard with **both** hours and units, Rapid! EWA will apply **only** to the hours within the timecard and **not** the units.

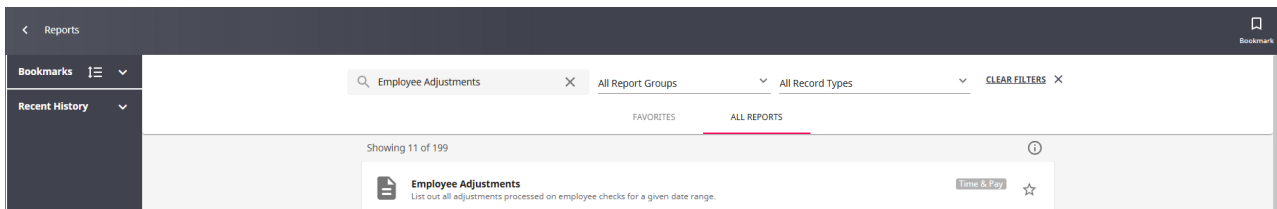
Note When creating the transactions during payroll, you may receive the following warning:



This warning is received if the payroll run is started before the payroll cutoff date. This will not prevent you from continuing the payroll run.

Reviewing Adjustments


Once payroll has been completed and adjustment amounts have been deducted from the employee's paycheck, adjustments are able to be reviewed from within the "Employee Adjustments" report along with reporting directly within the Rapid! Portal.



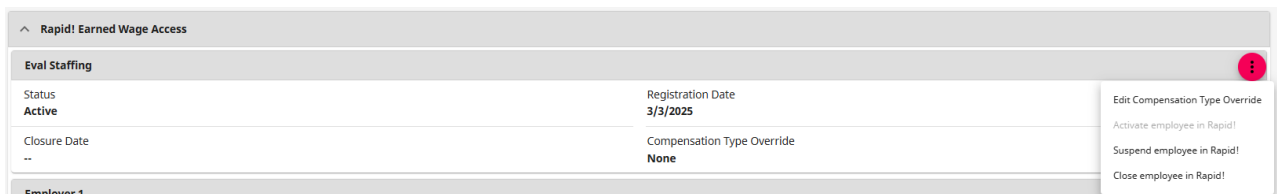
Employee and Employer Configurations

In the event the employee or employer record are to no longer be enrolled in Rapid! EWA, there are configuration options available depending on the record type.

Employee Configurations

Navigate to the Employee Record > Pay Setup > Rapid! Earned Wage Access card > Select the  icon to the right of the card to see the following options:

- **Activate employee in Rapid!:** If previously suspended, you can re-activate the employee with Rapid! EWA.
- **Suspend employee in Rapid!:** If previously active, you can suspend the employee from Rapid! EWA.
- **Close employee in Rapid!:** If previously active or suspended, you can close the employee from Rapid! EWA.



Note Please keep in mind the following regarding the different employee configurations:

- **Suspending an Employee:** Clicking the "Suspend" option will put the employee into a "Suspending" status until the last adjustment file from Rapid! has been received. Once the file has been received, the employee will move to a "Suspended" status and **can be** reactivated at a later date by selecting the "Activate" option.
- **Closing an Employee:** Clicking the "Close" option will put the employee into a "Closing" status. During this same time, TempWorks is waiting for the last adjustment file from Rapid!. Once received and applied, the employee will move to a "Closed" status. Once closed, the employee would need to re-register for Rapid!. The "Activate" option will **not** be selectable.

Employer Configurations

Navigate to Beyond > System Settings > External Services > Rapid! Earned Wage Access > Select the  icon to the

right of the account to see the following options:

| Rapid! Earned Wage Access | | | | + |
|----------------------------|---------------|------------|----------------------|------------------------------------------------|
| Account Level | Organization | EWA Status | Configuration Status | |
| Filter... | Filter... | Filter... | Filter... | |
| Company | Employer 1 | Suspended | ✓ | ⌂ ⋮ |
| Company | QAAutomation | Active | ✓ | ⌂ ⋮ |
| Company | Eval Staffing | Active | ✓ | ⌂ ⋮ |
| Rows per page: 10 1-3 of 3 | | | | ⌂ ⋮ Edit Activate Suspend Offboard |

- **Activate:** If previously suspended, you can re-activate the employer account with Rapid! EWA. Previously suspended employees will need to be manually re-activated to gain access to Rapid! EWA.

Activate Rapid! EWA Configuration

This will re-activate Rapid! for the employer. Employees will be allowed to register for EWA. Existing employee Rapid! accounts which were previously suspended can be re-activated from the Employee Pay Setup page.

Do you wish to continue?

CANCEL CONFIRM

- **Suspend:** If previously active, you can suspend the employer account from Rapid! EWA. This will also suspend all employees from Rapid! EWA.

Suspend Rapid EWA Configuration

This will suspend the employer and all employees from using Rapid once the last adjustment file has been received. Employees will immediately lose the ability to use EWA. You can re-activate the employer at a later date if you'd like.

Do you wish to continue?

CANCEL CONFIRM

- **Offboard:** If previously active or suspended, you can close the employer account from Rapid! EWA. This will also immediately cause all employees to lose access to Rapid! EWA.

Offboard Rapid EWA Configuration

This will close the employer and all employees once the last adjustment file has been received from Rapid. Employees will immediately lose the ability to use EWA. You will not be able to re-activate the employer at a later date. Do you wish to continue?

CANCEL CONFIRM

Note Please keep in mind the following regarding the different employer account configurations:

- **Suspend:** Clicking the "Suspend" option will put the employer account into a "Suspending" status until the last adjustment file from Rapid! has been received. Once the file has been received, the employer account will move to a "Suspended" status and can be reactivated at a later date by selecting the "Activate" option.

- If suspended, all employees will immediately lose the ability to use Rapid! EWA.
- If re-activated, all employees previously suspended will need to be manually re-activated within the employees Pay Setup.
- **Offboard:** Clicking the "Offboard" option will put the employee into an "Offboarding" status. During this same time, TempWorks is waiting for the last adjustment file from Rapid!. Once received and applied, the employer account will move to an "Offboarded" status. Once offboarded, the employer account would need to be re-created. The "Activate" option will **not** be selectable.
 - If offboarded, all employees will immediately lose the ability to use Rapid! EWA.
 - Once a new employer account is created, all previously active/suspended employees will need to manually re-register (complete the Rapid! EWA Registration HRCenter page) before being able to access Rapid! EWA.

Related Articles