Xenqu - Government & Payroll Information Module

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Overview

With the Government & Payroll Information Module from Xenqu, you will have an all-inclusive Federal, State, and Direct Deposit form solution for your employees.

Note This integration does require additional setup and an existing relationship with Xenqu. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager.

How to Setup Xenqu

Setup of the Xenqu integration is completed by TempWorks.

Note Please keep in mind the following information regarding the Xenqu integration:

- If creating the employee record via Beyond or HRCenter, Xenqu will utilize the primary email and primary phone number.
- If creating the employee record in Enterprise, Xenqu will pick the first active email address or phone number entered.
    - If a phone number **and** cell phone number are entered during employee record creation, Xenqu will use the cell phone as the phone number.
- Users will need to be a member of the appropriate Document Type Security Group that has access to

viewing the documents that will be applied to employee records from Xenqu.

   - For more information on configuring Security Groups, please see the article titled Document Type Security Enhancements.

Note Once the setup of the integration is complete, you will see a new Custom Data Field within the employee record titled "Xenqu Contact ID". This is set up automatically and is used by the integration to track which records are in Xenqu. The value represents the ID of the Contact in Xenqu.

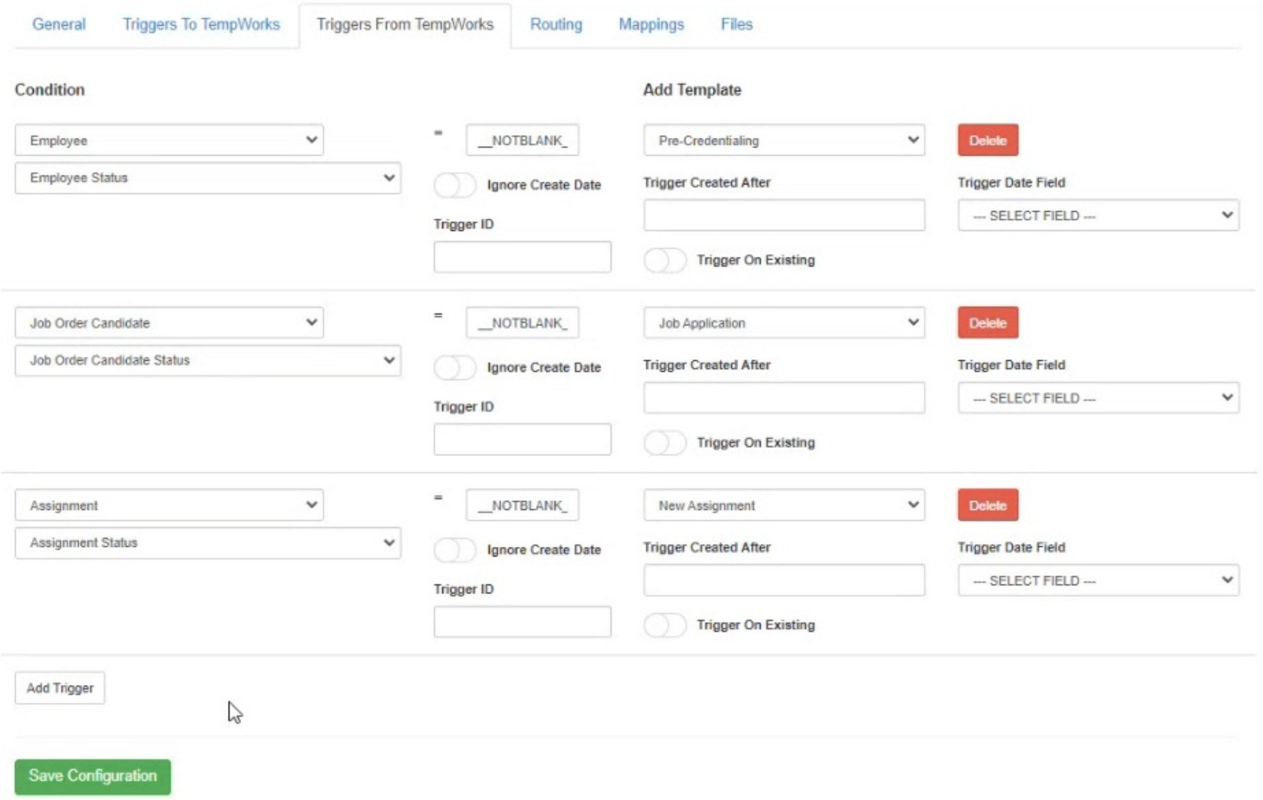
How to Assign Forms

Forms are assigned to employees based on triggered events that occur within TempWorks.

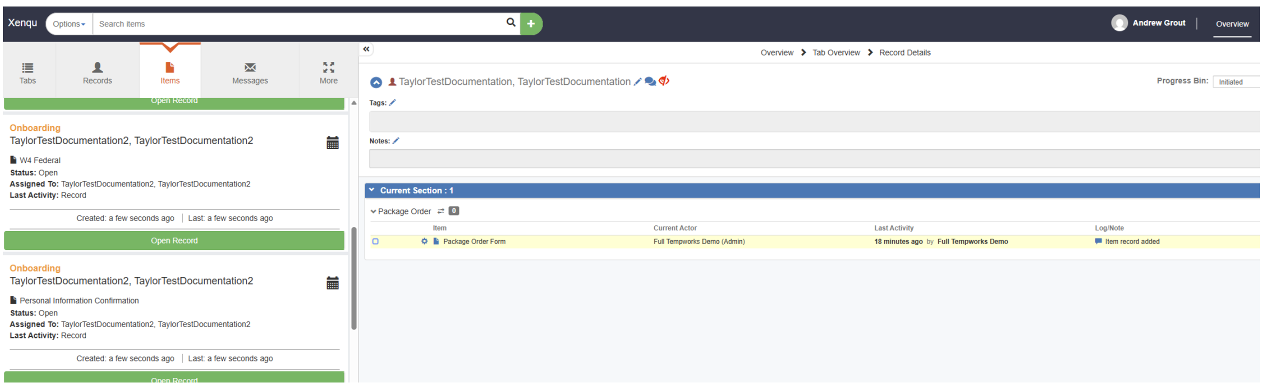
Depending on the setup of the configurations within the Xenqu platform, the following can trigger the assigning of a workflow:

- Employee Created
- Employee Status Updated (Can be triggered off of a specific status i.e. "Eligible and Active")
- Candidate Created
- Candidate Status Updated (Can be triggered off of a specific status i.e. "Accepted")
- Assignment Created

Within Xenqu > Overview > "Triggers From TempWorks", the triggers are able to be configured to what you require:



Once the triggers are configured, you will then navigate to the Xenqu Dashboard > "Items" tab and complete the "Package Order Form":



The "Package Order Form" contains information that Xenqu uses to send notifications, invitations, and reminders related to Xenqu.

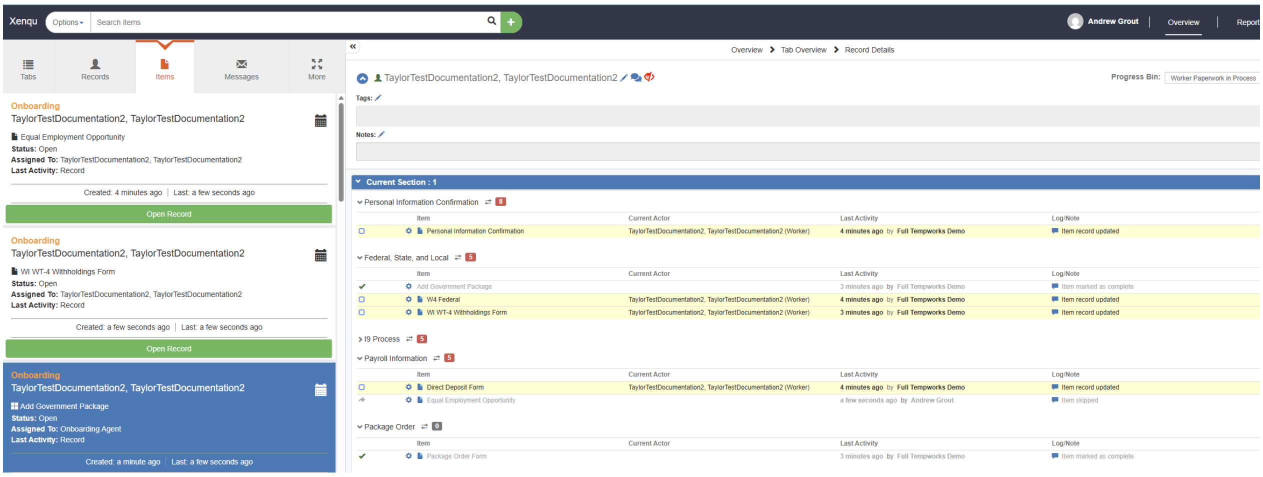
This form will require you to enter the employee’s address, which in turn assigns the appropriate Federal and State forms for that State.

Note You have the ability to exclude specific forms that you do not want automatically added to the employee's record. You can also choose to replace a Xenqu provided form with one of your own.

For more information and assistance, please contact Xenqu Support.

Once you have completed the "Package Order Form", then the following sections are assigned to the employee in the event they are configured:

- **Personal Information Confirmation:** To verify the employees personal information
- **Federal, State, and Local:** Federal W4 and any applicable State forms
- **Payroll Information:** Includes the Direct Deposit Form



> ***Note*** Employee can **not** have an existing Federal W4 on their respective record. If they do, the module will **not** be assigned automatically.

The employee is now able to complete the assigned workflow.

> ***Note*** For more information on the utilization of the Xenqu platform, please navigate to https://xenqu.com/, log in with your credentials, and navigate to "?" at the top right > Search for the intended User Guide:
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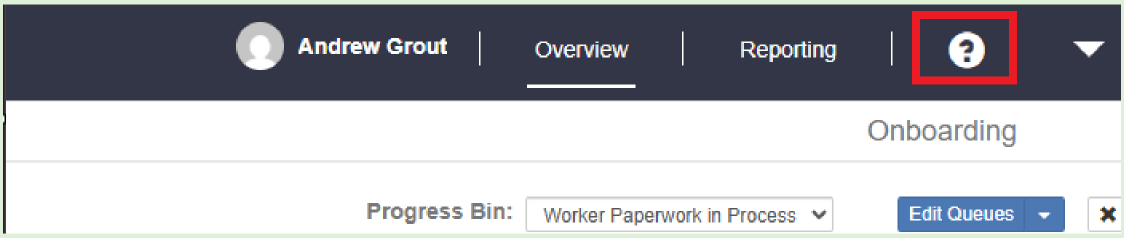
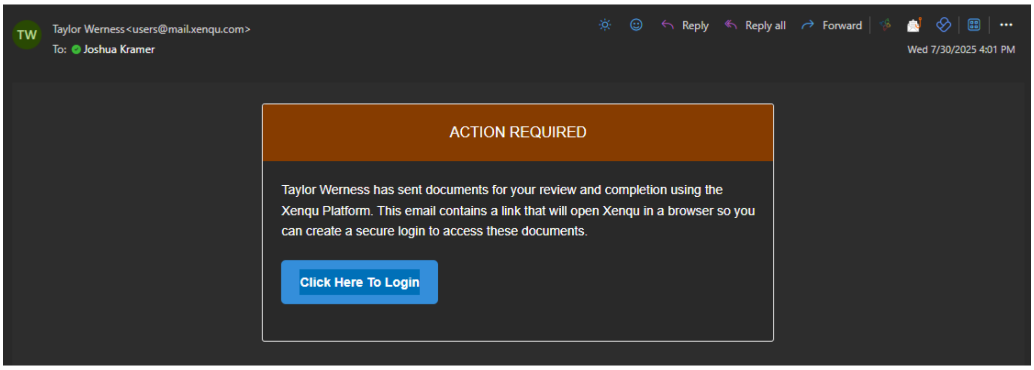
> 
>
>
> - For Federal and State forms:
>   - State > Government Module
> - For Direct Deposit forms:
>   - Direct > Direct Deposit Form
>
> This is where you will find all of the Xenqu articles related to the Government & Payroll Information Module.

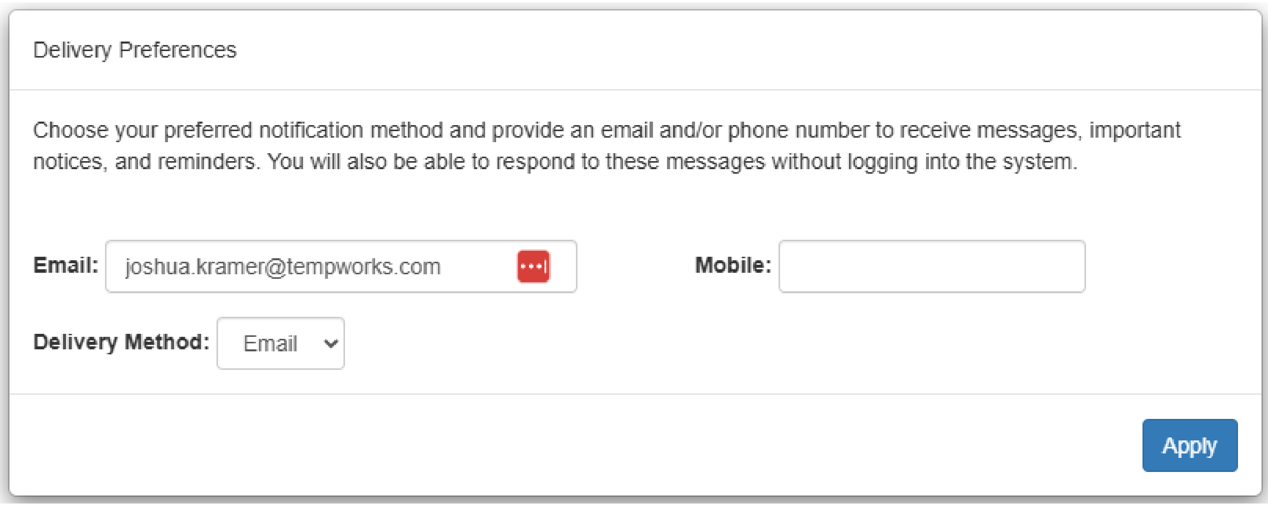
Completing the Assigned Forms

The employee will receive an email, allowing them to access the Xenqu platform to complete their newly assigned workflow:

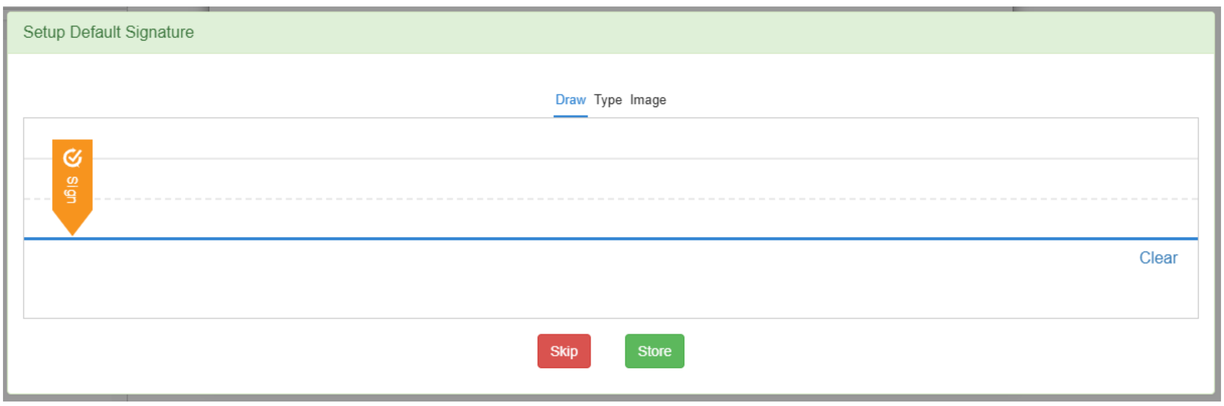


Note Employees do **not** need an account with Xenqu to complete assigned forms.

Once the employee logs in, they will be prompted to confirm how they would like to receive notifications from Xenqu:



The employee will also be prompted to provide a digital signature which will be utilized throughout the Xenqu platform:



Within the Xenqu platform, the employee will work through their assigned forms.

Once the forms are completed, the workflow is complete, and the admin will finalize the signatures and forms within the Xenqu platform.

Next Steps

Once the workflow has been completed by the employee, the following will be completed within Beyond and Enterprise:

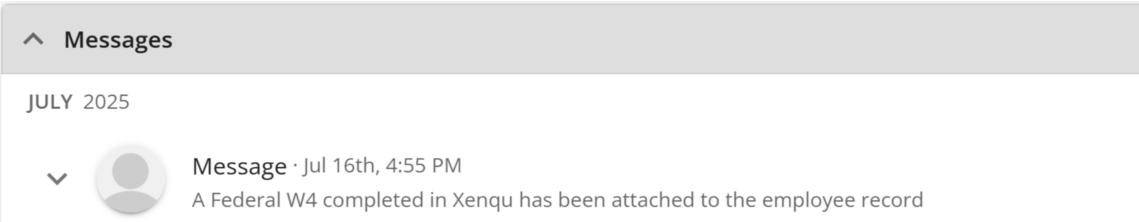
- Depending on the forms completed, the following fields are updated within Beyond and Enterprise:
    - For Federal and State forms:
        - Beyond > Employee Pay Setup > "Basic Tax Setup"
        - Enterprise > Employee Pay Setup > "Required Tax Information" and "Taxes"
            - Federal Exemptions
            - Marital Tax Status
            - Dependent Allowance
            - Extra Deductions
            - Tax State
            - State Exemptions
            - Extra Withholding
            - Other Income
            - State Juris
            - Any relevant additional state specific jurisdictions will be added to the "Taxes" page.
    - For Direct Deposit forms:
        - Beyond > Pay Setup > Electronic Pay under the "ACH Bank Account" section.
        - Enterprise > Employee > Pay Setup > Electronic Pay under the "ACH Bank Account" section.
            - Bank Name
            - Routing Number
            - Account Number
            - Account Type
            - Prenote Sent
            - Prenote Approved
            - Prenote Disapproved

Note Please keep in mind the following information related to updated fields:

- For Federal and State forms:
    - Local taxes will **not** be updated and you will need to enter the appropriate information within

Beyond/Enterprise.
    - Xenqu will wait for the Federal W4 to be completed before sending the updates to TempWorks for the state forms.
- For Direct Deposit forms:
    - Xenqu provides a custom form builder. You will need to work with Xenqu to establish field mapping and support for building these forms.
    - The Routing Number will be validated by TempWorks. If an applicant enters an invalid routing number, it will **not** be accepted by the field.

- ***If Configured***, completed forms are uploaded to the employee documents tab with the appropriate document type.
- ***If Configured***, a message is logged on the employee record indicating that the employee has completed the form(s) in Xenqu.
    - The Message Action is able to be configured within the Xenqu platform.



Note During the setup process of the integration, you will be able to configure whether documents are uploaded and messages are logged to their respective records within TempWorks.

Related Articles