OPPORTUNITIES INC PORTAL GUIDE

DVR TWE Employees on-line tools

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Portal Guide

Welcome to DVR TWE Employees on-line tools!

We value your partnership and your time, so we developed the portal to expedite start times. We have created solutions for you to electronically enter, share and access information on-demand while eliminating the hassle of paperwork, scans and emails.
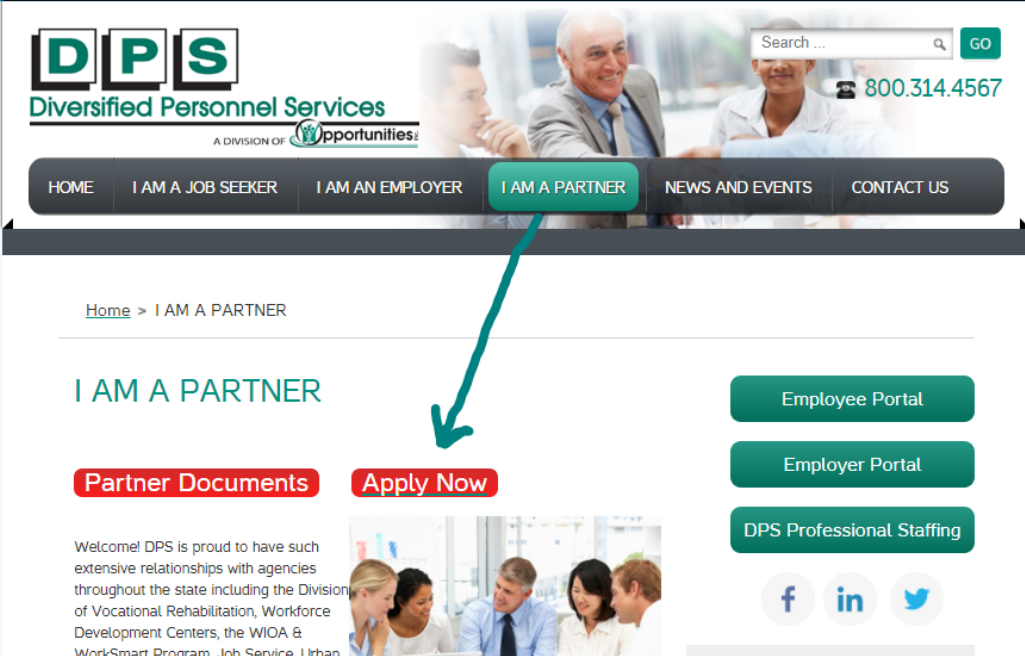
Your portal includes:

1. On-boarding Workflow and Electronic Documents
2. Time Entry approval and entry options
3. Access to pay stubs, W2s and pay history
4. Assignment information including current and previous

Let's Start!

Initial Application: Employee

1. **Go to** **www. dpsworks.com**
2. Select the **I AM A Partner** tab on top.
3. Click on Apply Now.

4. Choose DWD/DVR Consumers as your nearest office and input name and the last 6 digits of SSN.

If you are directed back to the login page this most likely means the employee has worked for Opportunities Inc before. Please email dvrpayroll@oppinc.com to have the password reset. You will then be able to login, go to Personal Info, go to Documents and upload the PO and TW Agreement. Please be sure to update all contact methods, address, pay method and tax allowances if applicable. Email dvrpayroll@oppinc.com that the documents have been uploaded and the process is complete

5. For new employees they will be asked to create a username and password and select and answer 2 security questions.

   a. Please note that passwords require the following:

   - at least eight characters

   - one special character

   - one capital letter

   - one number

   b. ***Please save and make sure the employee has the username/password as you will use the same information to login to complete the 2nd page of the I9 and the employee will need this for future use to access pay information, time entry, W2, etc***

6. Next, you will be routed to the Resume tab. Upload the PO & TWA. If you have a schedule, List A document, work permit or job description, please upload here as well. Please be sure to choose the correct document type for the document uploaded.

Resume	Contact Info	EDocuments	EEO	Submit Application

Resume

Please use the following options to upload your documents (Resume, Cover Letter,etc..) or copy paste your resume. If you don't have a Resume, click Next to move on the rest of the Application.

Upload Documents   **Copy/Paste Resume**

Name	File Type			
PO.pdf	DVR TWE Agreement	Upload	View Document	🗑
TWA.pdf	DVR TWE Agreement	Upload	View Document	🗑

Next

7. Next, you will be routed to the Personal Information Tab. In addition to address, city, state and zip code, It is **required** to enter Provider Email, DVR Contact Email, Employer Email (only required if they will be assisting with timesheet submittal, if not, leave this blank) and the Service Provider's phone number.

Resume	Contact Info	EDocuments	EEO	Submit Application

Personal Information

Your Nearest Office:	DWD/DVR Consumers	Email	✉	
First Name:	Wiley			
Middle Initial:		Provider Email	✉	provider@provider.com
Last Name:	Coyote	DVR Contact Email	✉	dvr.contact@dwd.wisconsin.gov
Maiden Name:		Emergency Contact	☎	
Alias Names:				
Address:	200 E. Cramer St.	Employer Email	✉	siteemployer@work.com
Address 2:		Cellular Service Provider	☎	(920) 563-2437 x
City:	Fort Atkinson			
Country:	United States	*1 or more contact methods are required.		
State:	WI			
Zip Code:	53538-			

Prev   **Next**

8. Next, you will be routed to the Edocs tab. Complete the required Edocs: I9, W4 & Benefit Enrollment (if they are waiving, they must select Waivers and complete the document)   Other Edocs are optional: Direct Deposit, W4 WI. Required documents must be complete before moving forward. If a document is not complete, you will see the reason at the bottom of the document in red.

Resume	Contact Info	**EDocuments**	EEO	Submit Application

EDocuments

Name	Status	Type	Date Submitted	PDF Date
Benefit Enrollment Form- MEC	Input	Optional		
Direct Deposit	Input	Optional		
I9 Form	Input	Required		
W4 Form	Input	Required		
W4 Wisconsin	Input	Required		

Prev   **Next**

a. The Benefit Enrollment Form is required. SSN, DOB, gender, phone #, and choices of all three elections of benefits and/or the reason for waiving are required. The signature box will need to be checked and click Submit. If the employee has worked for Opp Inc in the past, the form only needs to be filled out if it has been greater than 90 days since they last worked.

b. The direct deposit form is optional. ***If the form is not filled out the employee will receive and be paid on a Global Cash Card.*** The online application portal does not require a voided check or bank letter to be uploaded, although we do recommend that you acquire one to enter the information accurately into the portal.
- On this form enter the SSN, enter the account type, bank name, routing #, account #, amount type will be remaining and sequence is 1.
- The signature box will need to be checked and click Submit.

Direct Deposit

Direct Deposit Request

NOTE: TO USE THIS SERVICE YOU MUST HAVE AN ACTIVE ACCOUNT IN YOUR NAME AT A BANK OR CREDIT UNION.

Instructions:

1. Complete and sign the authorization agreement information section.
2. Complete the direct deposit section.
3. You may be required to provide a voided check to the Opportunities Inc/DPS. Deposit slips are Not acceptable.
4. Direct deposit will take effect the following week from the date this form is properly submitted.

Employee's Authorization Agreement

Name: Wiley Coyote   Social security number: * 000-34-5678

I hereby authorize Opportunities Inc/DPS to deposit any amounts owed to me by initiating credit entries to my account at the financial institution listed below . Further, I authorize the bank to accept and to credit any entries indicated by Opportunities Inc/DPS to my account. In the event Opportunities Inc/DPS should deposit funds into my account by error, I authorize Opportunities Inc/DPS to debit my account for an amount not to exceed the original amount of the erroneous credit. This authority is to remain in full force and effect until Opportunities Inc/DPS has received written notification from me of its termination in a manner and time that affords Opportunities Inc/DPS and the bank a reasonable opportunity to act on it.

TO SELECT A SINGLE DEPOSIT ACCOUNT, ENTER THE AMOUNT TYPE AS 'REMAINING AMOUNT' AND THE SEQUENCE AS '1'

Account Type *	Bank Name	Routing No.	Account No.	Amount Type *	Amount Per Check	Sequence
Checking	Associated	075900000	12345678	Remaining Amount	0	1
--[Select]--				--[Select]--		
--[Select]--				--[Select]--		
--[Select]--				--[Select]--		
--[Select]--				--[Select]--		

Signature: ☐ By clicking on the check box, you are signing this document. *   Date: 05/19/2017

IMPORTANT NOTE: Opportunities Inc/DPS cannot guarantee that deposits will be credited at the same time each pay period. It is your responsibility to verify deposits and availability of funds with your bank. Opportunities Inc/DPS cannot be liable for your returned check charges.

NOTE : If you opt for direct deposit, 100% of your pay must be deposited. Paper checks cannot be issued in combination with direct deposit.
"If you don't enter the correct routing and/or account number, Opportunities Inc/DPS is not responsible for late/missing deposits."

Locating your routing number and accounting number on a check:

YOUR NAME
1234 Main Street
Anywhere, OH 00000   123

DATE _____

PAY TO THE
ORDER OF _____ $ _____

_____ DOLLARS

⑆044072324⑆ ⑈000123456789⑈ ⑇123

ROUTING   ACCOUNT   CHECK
NUMBER   NUMBER   NUMBER

Submit

c. The I9 Form is required. The employee must fill out all fields of Section One (enter n/a into any blank fields) including citizenship status, the signature box will need to be checked and the preparer translator box (check one) will need to be indicated. If yes, the section below will need to be filled out. **The 2nd page of the I9 will need to be completed after the application is submitted.**

Form I-9   11/14/2016 N

d. The W4 is required. SSN will need to be completed, the marital status indicated, the allowances indicated on line 5 OR EXEMPT typed on line 7. If the employee wishes to have an additional amount withheld, please indicate that on line 6. Click the box to sign and submit.

e. The WT4 (Wisconsin W4) is optional. This form is similar to the W4 except that the total allowances will need to be indicated on line 1d, additional withholdings on line 2 and Exempt indicated on line 3. If this form is not filled out we will use the information provided on the form W4 for the Wisconsin withholding.

9. After completion of all required documents and desired optional documents, click Next, you will be routed to the EEO section. This section is optional.

10. Next you will be routed to the Submit Page. Review the acknowledgement and check the "I agree" box to move forward with the process.

Submit Page

Acknowledgement

Please read and accept the following terms prior to completing the submission for your application

I hereby certify that all the information provided is true, accurate and complete to the best of my knowledge. By completing this acknowledgement, I agree to abide by the following rules and responsibilities as a DVR Consumer/Employee. I will immediately notify the site employer if I have any medical emergencies or illness; I will abide by workplace rules as specified in this agreement and any additional workplace rules as identified by the site employer; I will participate in work activity limited to the start/end date specified and the schedule included on the Intern/Temporary Work Agreement and corresponding to the total hours authorized; I understand this is not a permanent position and it can be terminated by any party at any time; I understand and acknowledge that I will be issued a VISA pay card by Diversified Personnel Services (DPS) which will be electronically funded with my net pay for me to access in accordance with the terms of the pay card company. I further acknowledge that this option serves as direct deposit and debit entries and/or adjustments may be made by DPS for any funding made in error. I understand that I have the option to request direct deposit into my own personal savings or checking account, if I so choose. I understand that this acknowledgement will remain in effect during the time that I am employed by DPS and receiving any pay.

○ I agree

Complete On-Boarding: I9 Page 2

1. **Go to www. dpsworks.com**
2. Select the **I AM A Partner** tab on top.
3. Click on Partner Documents
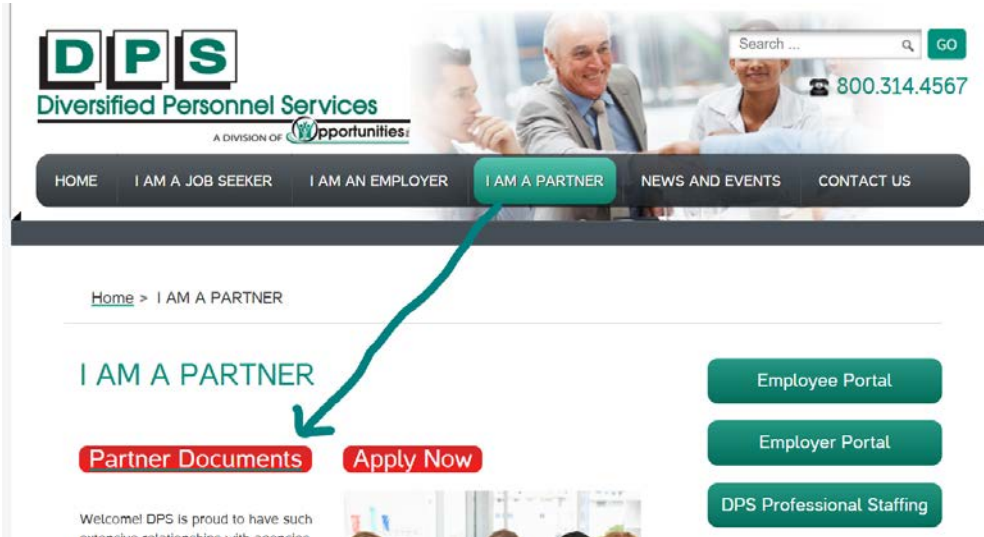
4. Please sign back in with the username and password that was created during the initial application. *Note: You may need to wait up to 4 minutes before you are routed to the Employee Portal, if you login and are back in the application, wait a few minutes and try again.*
5. Click on the eDocuments tab at the top.
6. Input the following values in the Employer section on the bottom right of the screen:
   a. **Username: DVR.Payroll**
   b. **Passcode: 12345**
   c. Click Enable Employer's Signature
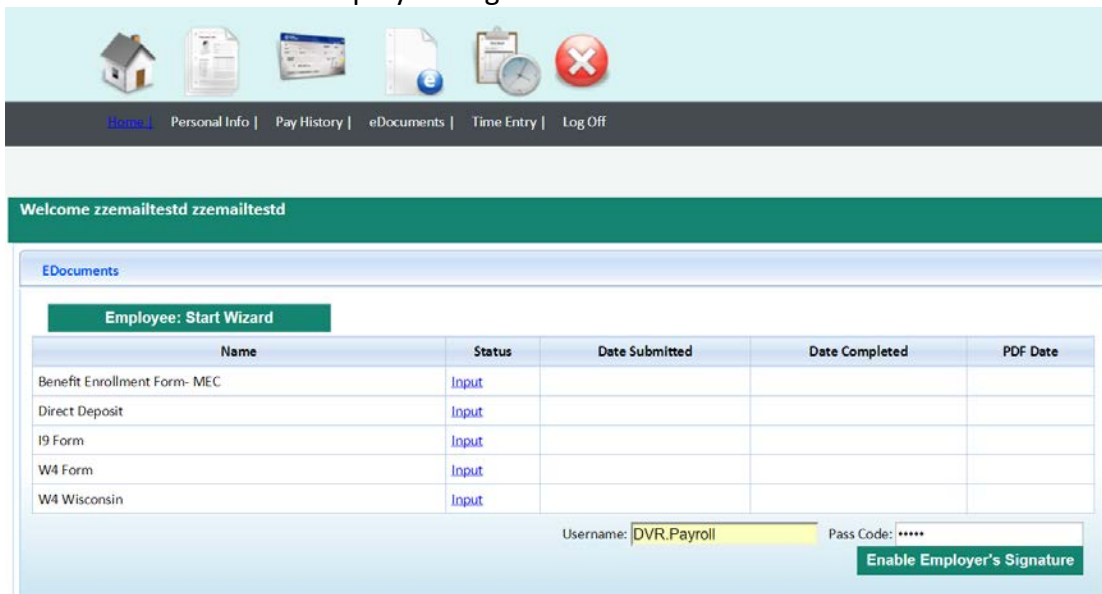
7. Click on the "View as Employer" column for the I9 to complete the second page of the I9.

Home | Personal Info | Pay History | eDocuments | Time Entry | Log Off

Welcome Wiley Coyote

EDocuments

Employee: Start Wizard			**Employer: Start Wizard**		
Name	**Status**	**Date Submitted**	**Date Completed**	**PDF Date**	**View as Employer**
Benefit Enrollment Form- MEC	Pending Review	05/19/2017			View
Direct Deposit	Complete	05/19/2017	05/19/2017	05/19/2017	View
I9 Form	Pending Review	05/19/2017			View
W4 Form	Complete	05/19/2017	05/19/2017		View
W4 Wisconsin	Complete	05/19/2017	05/19/2017		View

8. Filling out the I9:

    a. Input the data for either list A <u>or</u> List B <u>AND</u> C documents.

    b. ***Please be sure to change the start date to the actual start date. The form defaults to today's date.***

    c. Enter your Name, Title, Business Name, Business Address, Street Address, City, State and Zip code

    d. Click in the Signature Check box

    e. Click Submit

9. Show & review the Pay History tab with your employee, this is where they can access pay stubs & W2s

10. Please send dvrpayroll@oppinc.com an email letting us know that the application is complete including the employees name and start date.

DVR Payroll will contact you within a few days to notify you if the application has been accepted or if modifications are needed. Please do not allow employees to begin work until the application has been accepted by DVR Payroll.

Portal Navigation

- Navigation is simple, click on the topic along the top that you'd like to go to and Presto!, you're in control!
- More menu options are available in each section on the left side.
- Hyperlinks lead to more detailed information throughout the site.
- Note that the site can be accessed from any browser, though Chrome is recommended.
- The site also requires pop-up windows, so please check your pop-up settings to access the site.

Getting Started

Upon request, we will send you an email with the subject line, "LOGIN at dspworks.com." If you don't receive this email in your inbox, please check your spam or junk. This email will contain the link and credentials to login to your portal. You will be asked to create a new password upon login as well as answers to two security questions that you can select from.

Sample of Email:

Hi there!

Welcome to your Employer Portal! You will be able to view and approve timecards for employees in Temporary Work Experiences. This eliminates the need for paper timesheets and signatures.

Please log in to http://www.dpsworks.com/

Click on the "Employer Portal" icon. Your login and password information is:

User Name: Valued.Client1
Temporary Password: DVRWorks123!

You will be asked to create a new password upon login. Please note that passwords require the following:

- at least eight characters

- one special character

- one capital letter

- one number

- five failed password attempts will disable entry attempts for 15 minutes

1. If an employee does not work, it is appreciated that you notify dvrpayroll@oppinc.com
2. Timecards cannot be submitted with zero hours.
3. Please be sure that all hours are rounded to the nearest quarter hour.

Attached are directions on how to approve timecards, please let me know if you have any questions.

Home Screen:

- Announcements including notifications and helpful tips and tricks
- Dashboard showing Timecards ready for submittal or approval
- Password and security question reset options

Time Entry Options:

- View time cards in real time
- Enter, edit, approve or reject employee's time cards

Summary- See time cards in Non Submitted, Pending, Rejected, Approved and Imported status.

To view, edit, submit or reject a time card, click on the Employee:

- Enter in each day/time that employee worked. If all days are the same, simply input the Start Time & End time in the blue bar and then click in the boxes next to each day, this will input into all days selected.
- You can input notes regarding any changes or modifications in the notes column.
- After the hours are entered in, click on submit **AND** approve.
- If for some reason you entered in the incorrect hours for an employee, you can always click on reject and this will reject the time card and allow you to re-enter in the hours.

Time Card Approval- Quick view of hours to approve, also approve multiple time cards at once within the portal

To approve within the Employer Portal:
- Click Select All
- Click on Approve Selected
- If you'd like to modify or edit a time card, click on View detail to go to the time card