

Wage Theft Prevention (WTPA) Notice Frequently Asked Questions

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Q1. What is a Wage Theft Prevention Act Notice?

A1. A “Wage Theft Prevention Act Notice” (WTPA Notice) outlines certain information to covered employees such as the employee’s wage rate(s), regular pay day and employer contact information, among other required information which varies by jurisdiction. These are required in certain U.S. localities and states to help ensure there is transparency in pay practices to help avoid any underpayment of wages. In addition, changes to certain required information, such as pay day or wage rate, may require an updated WTPA Notice to be provided to employees.

Q2. For which locations does TriNet currently provide the WTPA Notice to worksite employees?

A2. To streamline compliance with the various state and local WTPA Notice requirements, newly hired worksite employees in the District of Columbia; Pinellas County, Florida; Louisiana; Minnesota¹; New Hampshire; New York; South Carolina; Seattle, Washington; and newly hired non-exempt worksite employees in California are presented with the WTPA Notice upon logging in to TriNet (login.TriNet.com) for the first time. Before they can access their dashboard, covered worksite employees must either select “Acknowledge” or “Refuse to Acknowledge” when presented with, and after reviewing, their WTPA Notice.

Worksite employees in these locations will also receive and are required to “Acknowledge” or “Refuse to Acknowledge” an updated WTPA Notice when certain job changes occur. See [Question 6](#) below for more information.

¹ TriNet's WTPA Notice does not satisfy additional requirements that exist for covered Minneapolis, Minnesota worksite employees. See [Question 3](#) to learn about Minneapolis, Minnesota WTPA Notice requirements and your employer obligations.

Q3. What are the WTPA Notice requirements for covered worksite employees in Minneapolis, Minnesota?

A3. If you employ worksite employees who perform at least 80 hours of work in a year within the geographical boundaries of Minneapolis, Minnesota, additional city-level WTPA Notice requirements will apply for covered Minneapolis, Minnesota, worksite employees. TriNet does not currently provide a Minneapolis, Minnesota, WTPA Notice; your company is responsible for fulfilling the additional requirements.

In addition to the information contained within Minnesota's WTPA Notice, Minneapolis, Minnesota, employers must also provide:

- The date on which employment is to begin;
- A notice of the employee's rights under the City's sick and safe time ordinance, including the method by which the employee will accrue or be frontloaded with sick and safe time, the date upon which the employee is entitled to use accrued sick and safe time, and the date upon which the employer's year for the purpose of sick and safe time accrual or frontloading begins and ends;
- A statement that tip sharing is voluntary under state law, if applicable; and
- The overtime policy applicable to the employee's position, if any (including the overtime rate or rates of pay and when overtime pay is owed).

You are encouraged to visit [Minneapolis, Minnesota's website](#) for additional details about the city's requirements and model WTPA Notice forms.

Q4. What actions should I take before TriNet provides WTPA Notices to my worksite employees?

A4. To reduce occurrences of incorrect information populating on the WTPA Notice, HR Entry and HR Authorizer role holders are strongly encouraged to review the preview of the WTPA Notice prior to saving the new hire entry form or finalizing worksite employee changes. Any incorrect information present in the WTPA Notice preview may be an indicator that incorrect information was entered. You should review, and amend any incorrect information, where necessary.

Important note: Certain job data changes will trigger an updated WTPA Notice that will be provided to the worksite employee **up to seven calendar days in advance** of the effective date of the job data change. When you enter the job data change(s), you will see a notification above the WTPA Notice preview informing you of the date the worksite employee will receive the updated WTPA Notice following the worksite employee's next login on or after that date. You should notify the impacted worksite

employee of the change(s) prior to the WTPA Notice notification date displayed if you do not wish the worksite employee to find out about the change(s) from the WTPA Notice. See [Question 5](#) for more information.

Q5. How far in advance of the effective date of a job data change will an updated WTPA Notice be triggered?

A5. Certain job data changes* will trigger an updated WTPA Notice that will be provided to the worksite employee **up to seven calendar days in advance** of the effective date of the job data change.

Effective date of the job data change*	Date the WTPA Notice will be triggered	Example
Effective date equal to or greater than seven calendar days in the future	WTPA Notice will be triggered seven calendar days before the effective date.	Change entered on: December 10 [†] Effective date of change: December 31 WTPA Notice triggered on: December 24
Effective date less than seven calendar days in the future	WTPA Notice will be triggered immediately.	Change entered on: December 10 Effective date of change: December 13 WTPA Notice triggered on: December 10
Same-day effective date (or "Today")	WTPA Notice will be triggered immediately.	Change entered on: December 10 Effective date of change: December 10 WTPA Notice triggered on: December 10
Past effective date	WTPA Notice will be triggered immediately.	Change entered on: December 10 Effective date of change: December 8 WTPA Notice triggered on: December 10

When you enter the job data change(s), you will see a notification above the WTPA Notice preview informing you of the date the worksite employee will receive the updated WTPA Notice following their next login to TriNet (login.TriNet.com) on or after that date.

Your action items: Please enter all covered job data changes in TriNet as soon as possible so that the updated WTPA Notices may be provided to worksite employees at least seven calendar days before the effective date of the change(s). You should notify the impacted worksite employee of the change(s) prior to the

WTPA Notice notification date displayed if you do not wish for the worksite employee to find out about the change(s) from the WTPA Notice.

*Covered job data changes include:

- Pay change
- Worksite employee transfer
- Fair Labor Standards Act (FLSA) status change (i.e., exempt/nonexempt status changes)
- Business title change (for Seattle, Washington only)
- Employment status change, including full-time to part-time or vice versa (for South Carolina only)
- Standard hours change (for South Carolina only)

All other job data changes will trigger a WTPA Notice on the effective date of the change. See [Question 7](#) for a comprehensive list of WTPA Notice triggers.

Q6. What action is needed when a worksite employee selects “Refuse to Acknowledge?”

A6. If a worksite employee selects “Refuse to Acknowledge,” HR Authorizer role holders will be notified via email. A worksite employee is not required to select “Acknowledge” for the employer to be considered compliant with state or local WTPA Notice requirements. Providing the WTPA Notice to the worksite employee, and having a record of doing so, is sufficient. However, a refusal to acknowledge could indicate the worksite employee has identified a potential discrepancy with information contained in the WTPA Notice.

An HR Authorizer role holder should contact the worksite employee to discuss why the worksite employee selected “Refuse to Acknowledge.” If it is determined that information in the worksite employee’s record requires updating, an HR Authorizer role holder should update the incorrect information by logging into TriNet (login.TriNet.com) and navigating to Employees > Manage Employees > (select a worksite employee).

For details on when an updated WTPA Notice will be generated in the TriNet platform when there are changes to worksite employee job data, see [Question 5](#).

Q7. Will TriNet provide an updated WTPA Notice to a worksite employee when there are changes to applicable information?

A7. For all locations, the following job changes will generate an updated WTPA Notice:

- Changes to your company information, including company name, headquarters address, phone number or business type (such as LLC or Corporation)
- Changes to a worksite employee’s name or hire date

- Changes to a worksite employee’s pay information, including:
 - Regular pay day and standard work hours (non-exempt employees only)
 - Pay rate (periodic rate) and pay frequency (compensation basis)
- Changes to “Promotion” or “Demotion” fields, including compensation basis, periodic rate, or business title
- A worksite employee’s transfer from a non-covered location to a TriNet-automated covered location (i.e., New Hampshire; South Carolina; Louisiana; New York; the District of Columbia; Pinellas County, Florida; Seattle, Washington; Minnesota; or non-exempt employees in California), and transfers across the TriNet-automated covered locations listed
- Changes to the “Job Reclassification” section: FLSA status changes only, including:
 - A change from exempt to non-exempt, or non-exempt to exempt
 - For California worksite employees who have not previously received a WTPA Notice through TriNet, a change in FLSA status to non-exempt will generate a **new** WTPA Notice
- For California:
 - Changes to a workers’ compensation policy number
 - Changes to the PEO (TriNet’s) name or headquarters address

Other job changes will only generate an updated WTPA Notice for worksite employees in certain locations:

Job Change	WTPA Notice location
<ul style="list-style-type: none"> • Changes to a workers’ compensation policy number. • Changes to the PEO (TriNet’s) name or headquarters address. 	California
<ul style="list-style-type: none"> • Changes to a manager’s name, work email or work phone number. • Use of nondiscretionary income to satisfy up to 10% of the salary basis test, when this has not been used previously (applicable only for Administrative, Professional and Executive “white-collar” worksite employees). 	Seattle, Washington
<p>For tipped worksite employees only: Changes to the state-regulated maximum tip credit allowance.</p>	<ul style="list-style-type: none"> • Pinellas County, Florida • The District of Columbia • Seattle, Washington • New York

Changes to worksite employee's payroll deductions – including electing or changing benefit plans (applicable only to ongoing payroll deductions; not a one-time manual payroll deduction).

- South Carolina
- Minnesota

NOTE: For other types of changes not listed above, TriNet (login.TriNet.com) will not generate an updated WTPA Notice. If an updated WTPA Notice is required to be provided to a worksite employee, you should continue to provide written WTPA Notices to your worksite employees manually when there are changes that impact the WTPA Notice in accordance with local or state requirements.

For more information on WTPA Notice requirements during employment when there is a change to applicable information, please contact TriNet (login.TriNet.com).

Q8. Is a report available to view who has “Acknowledged” or “Refused to Acknowledge” their WTPA Notice?

A8. Yes, you can run a report showing the status of your worksite employee WTPA Notice acknowledgments or refusals to acknowledge.

Workforce Analytics (WFA) Administrator and User role holders can access an acknowledgment report by logging in to TriNet (login.TriNet.com) and navigating to Reports > Workforce Analytics. Within Workforce Analytics, navigate to Human Resources> Policy Acknowledgements.

- To view a list of all worksite employees who have completed the WTPA Notice process select “Acknowledge,” click the hyperlink under “Accepted.”
- To view a list of all worksite employees who have completed the WTPA Notice process select “Refuse to Acknowledge,” click the hyperlink under “Refused.”
- To view a list of worksite employees who have not yet completed the WTPA Notice process (i.e., they have not yet selected “Acknowledge” or “Refuse to Acknowledge” on the WTPA Notice), click the hyperlink under “Not Completed.”

Q9. How can I view completed worksite employee WTPA Notices?

A9. HR Authorizer role holders can view up to the last three TriNet-generated WTPA Notices for individual worksite employees by logging in to TriNet (login.TriNet.com) and navigating to Employees > Manage Employees > select the worksite employee's name> Acknowledgements > Wage Theft Prevention Notice.

At this time, the WTPA Notices must be viewed and downloaded individually for each worksite employee. There is no bulk view or download option.

It is important to note that a worksite employee must currently perform work in one of the TriNet-automated covered locations for an HR Authorizer to view current or historic WTPA Notices for the worksite employee. For example:

- A worksite employee currently working in a covered location, with no changes to work location: HR Authorizer will see up to the three most recent WTPA Notices for the worksite employee.
- A worksite employee transfers to a covered location from a different covered location: HR Authorizer will see up to the three most recent WTPA Notices across any of the covered locations for the worksite employee.
- A worksite employee transfers to a non-covered location from a covered location: HR Authorizer will no longer see any WTPA Notices for the worksite employee.²

² Before transferring a worksite employee to a non-covered location, it is recommended that an HR Authorizer role holder download the most recent WTPA Notice(s) of that worksite employee for recordkeeping purposes.

NEW! Beginning June 6, 2022, and in the weeks following, HR Authorizer role holders will have an enhanced way to view new and updated WTPA Notices. The enhancement will only be available for those WTPA Notices generated by TriNet for individual worksite employees on or after June 6, 2022, on a rolling basis depending on location.

Through this enhancement, the number of visible WTPA Notices an HR Authorizer will see for an individual worksite employee has increased from three to an unlimited amount and the WTPA Notices will remain visible regardless of future work locations of the worksite employee. Access the WTPA Notices by logging in to TriNet (login.TriNet.com) > Employees > Manage Employees > select the worksite employee's name > Documents > Wage Notices > WTPA.

Please note, this new functionality will be released in waves based on WTPA Notice location, with the June 6, 2022, date limited to WTPA Notices for Pinellas County, Florida; Minnesota; New Hampshire, South Carolina; and Seattle, Washington. The functionality will follow in the coming weeks for Louisiana; District of Columbia; non-exempt worksite employees in California; and New York.

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C-21APR-50 (Revised April 2023)