

Wage Theft Prevention Act (WTPA) Notice Frequently Asked Questions

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Q1. What is a Wage Theft Prevention Act (WTPA) Notice?

A1. In some U.S. states and localities, employers are required to provide covered employees with a Wage Theft Protection Act (WTPA) Notice outlining certain employment information such as:

- Employee's wage rate(s);
- Overtime rate of pay (if applicable);
- Regular pay day;
- Employer contact information; and
- Other required information which varies by jurisdiction.

WTPA Notices ensure transparency in pay practices to help avoid underpayment of wages, and are provided to covered employees at the time of hire and when certain job changes are made.

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

A2. We display the WTPA Notice on the [TriNet platform](#) for:

- Worksite employees in the District of Columbia; Pinellas County, Florida; Louisiana; Minnesota*; New Hampshire; New York; South Carolina and Seattle, Washington.
- Non-exempt worksite employees in California.

* TriNet's WTPA Notice does not satisfy additional requirements that exist for covered Minneapolis and St. Paul, Minnesota worksite employees. See Q3 for more details.

Covered worksite employees are presented with the WTPA Notice after logging in to TriNet ([login.TriNet.com](#)) for the first time or up to seven calendar days in advance of the effective date of any covered changes to their employment information. Before accessing the TriNet dashboard, the worksite employee must select "Acknowledge" or "Refuse to Acknowledge" when presented with, and after reviewing, the Notice.

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

A3. If you employ worksite employees in Minneapolis additional city-level WTPA Notice requirements will apply. Your organization is responsible for providing this Notice—we do not provide a Minneapolis Notice. You are encouraged to visit [Minneapolis, Minnesota's website](#) for additional details about the city's requirements and model WTPA Notice forms.

The TriNet WTPA Notice does **not** meet all of the requirements of the St. Paul WTPA law because St. Paul also requires that employers provide notice of the city's minimum wage rates and entitlement to such rates, and a statement that the sharing of tips is voluntary. Your organization is responsible for timely providing those two items to your worksite employees and new hires. You are encouraged to visit [St. Paul, Minnesota's website](#) for additional details about the city's requirements and model WTPA Notice forms.

Q4. Why am I seeing a banner when a Minnesota new hire is added or has a covered job data change?

A4. The notification banner informs you that you may have additional employer obligations to provide a city-specific WTPA Notice or additional information that is required if the worksite employee performs work in Minneapolis or St. Paul.

While the banner will automatically appear above every Minnesota Notice, action is only required for a covered Minneapolis or St. Paul worksite employee.

Q5. What actions should I take before TriNet provides WTPA Notices to my worksite employees?

A5. When you add a new hire or make a job data change for a covered worksite employee in TriNet ([login.trinet.com](#)), a preview of the new or updated WTPA Notice will be provided. Please review the Notice to ensure the information is correct prior to finalizing.

Important Note: Certain job data changes will trigger an updated WTPA Notice **up to seven calendar days in advance** of the effective date of the change. When you enter the change(s), a notification will display above the WTPA Notice preview, providing the date the worksite employee will receive the updated Notice. You should notify impacted worksite employees of the change(s) prior to the notification date. 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 in advance of the change(s).

Q6. Why are updated WTPA Notices provided to impacted worksite employees up to seven calendar days in advance of certain job data changes?

A6. Some U.S. states and localities require written Notice of certain job data changes in advance of the change taking effect. To streamline compliance with various state and local WTPA Notice requirements, an updated WTPA Notice will be provided to the impacted worksite employee up to seven calendar days in advance of certain job data changes for those locations.

Q7. What action is needed when a worksite employee selects “Refuse to Acknowledge?”

A7. If a worksite employee selects “Refuse to Acknowledge,” we will notify your HR Authorizer(s) 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 Notice.

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

Q8. Can a worksite employee change their acknowledgment status from “Refuse to Acknowledge” to “Acknowledge?”

A8. If a worksite employee wishes to amend their WTPA Notice acknowledgment status from “Refuse to Acknowledge” to “Acknowledge” without any changes to the WTPA Notice, they can do so by logging in to TriNet (login.TriNet.com) > Employee view > Forms and Policies > Policies > My Acknowledgements > Wage Theft Prevention Notice and selecting “I Agree.”

Q9. What job change(s) will generate an updated WTPA Notice?

A9. For all applicable locations, the following job changes will generate an updated WTPA Notice:

- Changes to your organizational information, including organization 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 worksite 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 (e.g., 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** 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. 	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Seattle, Washington
<ul style="list-style-type: none"> For tipped worksite employees only: Changes to the state-regulated maximum tip credit allowance. 	<ul style="list-style-type: none"> Pinellas County, Florida New York Seattle, Washington District of Columbia

- | | |
|--|---|
| <ul style="list-style-type: none"> • Changes to a worksite employee's ongoing payroll deductions, including electing or changing benefit plans. | <ul style="list-style-type: none"> • Minnesota • South Carolina |
|--|---|

Note: Changes not listed above do not generate an updated Notice. If an edited Notice is required, it is your responsibility to manually provide the Notice to your impacted worksite employees.

For more information on WTPA Notice requirements during employment when there is a change to applicable information, please contact us.

Q10. Is a report available to view a list of worksite employees who have “Acknowledged” or “Refused to Acknowledge” their WTPA Notice?

A10. Yes, you can run a report showing the status of your worksite employee WTPA Notice acknowledgments or refusals to acknowledge. Workforce Analytics (WFA) Administrators and Users can access an acknowledgment report by logging in to TriNet ([login.TriNet.com](https://login.trinet.com)) > Admin/Manager view > Reports & Analytics > Workforce Analytics > Human Resources > Policy Acknowledgements. To view a list of all worksite employees who have:

- Completed the WTPA Notice process, select “Acknowledge” and click the hyperlink under “Accepted.”
- Completed the WTPA Notice process, select “Refuse to Acknowledge” and click the hyperlink under “Refused.”
- 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.”

Q11. How can I view completed worksite employee WTPA Notices?

A11. HR Authorizers can access Notices by worksite employee by logging in to TriNet ([login.TriNet.com](https://login.trinet.com)) > Admin/Manager view > Employees > Manage Employees > select employee > Acknowledgements. Contact us if you are unable to view your worksite employee WTPA Notice(s).

Q12. Where does TriNet obtain the information for WTPA Notices?

A12. The information is pulled from organizational and worksite employee data your company entered on the [TriNet platform](https://login.trinet.com). HR Entry and HR Authorizer role holders are strongly encouraged to review the preview of the WTPA Notice prior to submitting the New Hire Entry form or updated job information. Any discrepancies in the preview may indicate incorrect information in the platform. Role holders should ensure all information is accurate before submission.

Q13. How does TriNet determine the “preparer” on the WTPA Notice?

A13. We will first use the name of the HR Authorizer who submitted the new hire or the employment change. If that person is no longer with the company, or if the new hire or job

data change was not submitted by an HR Authorizer, the following workflow will determine the “preparer” name:

- First, the system will review whether your company has any other designated HR Authorizers. If yes, the first name alphabetically on the list will be the “preparer.”
- If there are no other HR Authorizers, the first HR Security role holder designated by your company who appears alphabetically on the list will be the “preparer.”
- If your company doesn’t have an HR Authorizer or HR Security role holder designated, TriNet will be the “preparer.”

Q14. Is tip allowance information populated on WTPA Notices prepared by TriNet?

A14. No, tip credit allowance information is not populated on WTPA Notices prepared by TriNet. You will need to provide Notices directly to worksite employees, if required. For more information, contact us.

Q15. How can a terminated client access the completed WTPA Notices for their worksite employees after they are no longer active with TriNet?

A15. Completed WTPA Notices cannot be accessed by terminated clients. Contact us for copies of Notices.

If you have any questions, log in to TriNet (login.TriNet.com) and click Contact TriNet. If you are unable to log in, [watch this short video](#) or go to TriNet (login.TriNet.com) and select one of the following options: Forgot Password, Forgot ID, Unlock Account, Login Help.

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