



Wisconsin Department of Vocational Rehabilitation (DVR) Internship/Temporary Work Contract

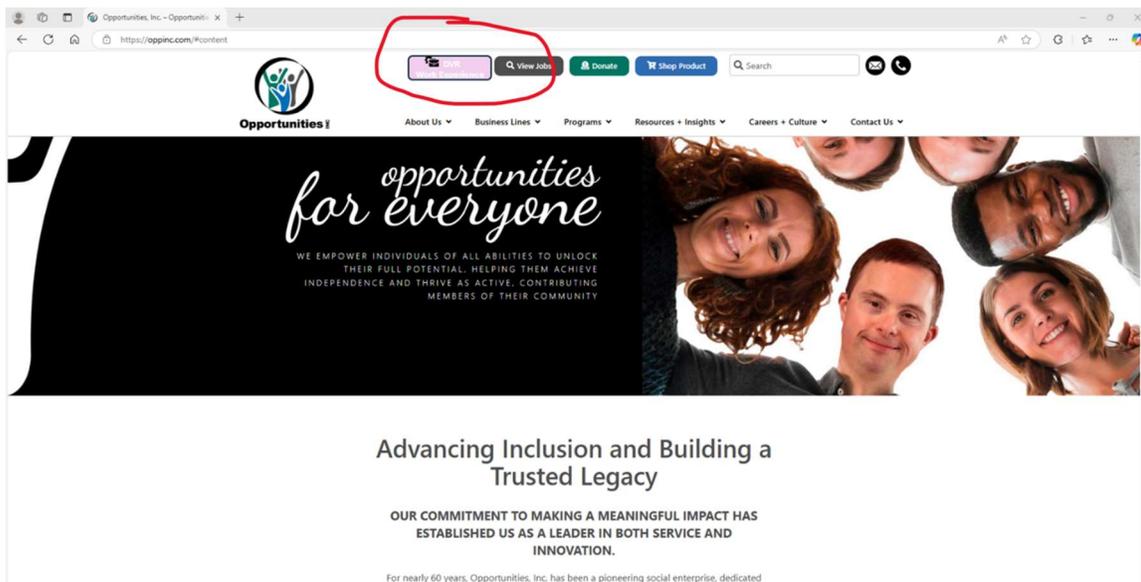
Process Flow

Before beginning Process Flow:

- Must obtain the signed Internship/Temporary Work (I/TW) agreement
- Must have the issued DVR Purchase Order

Submit Application to Opportunities, Inc.

- In browser go to **Oppinc.com** website and click the box on very top of page called DVR Work Experience.



- This will take you to the Job Boards page where you click on the **Internship/Temporary Work Experience DVR** job listing.



DVR Opportunities, Inc. Contract

Job Title, Job Category, Store, Requisition Number

Company Location ▾ Job Category ▾ Schedule ▾ Job Location Type ▾

Showing 1 of 1 opportunities

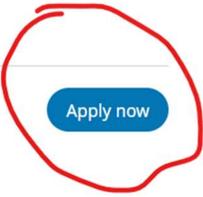
Internship/Temporary Work Experience DVR 📄

Job Category: Work Experience
Requisition Number: INTER001005

Schedule: Part Time

Fort Atkinson, WI 53538, USA

On the next page click **Apply Now** button.



Internship/Temporary Work Experience DVR

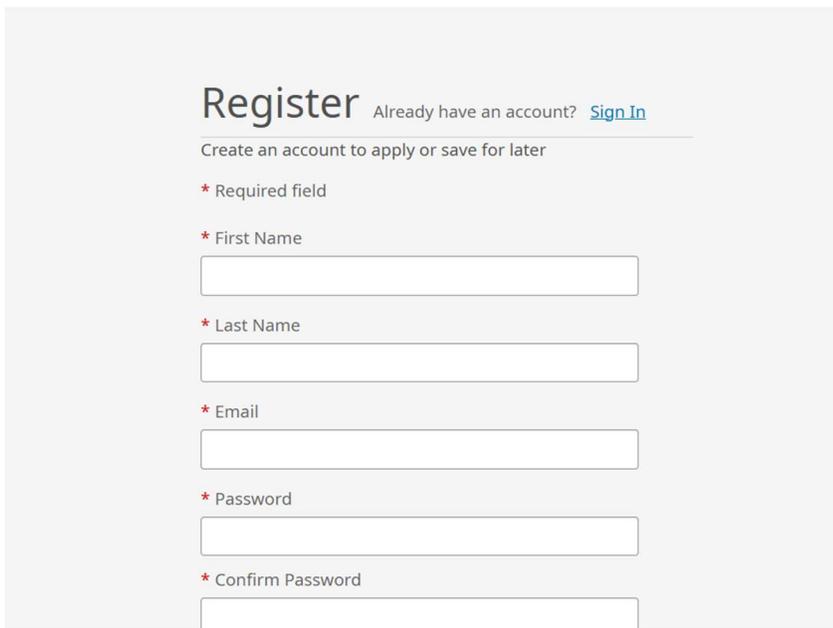
Job Category: Work Experience

Requisition Number: INTER001005

Posted: March 31, 2025

Job Details

- Register if employee if new or log in if existing employee on another I/TW.



Register Already have an account? [Sign In](#)

Create an account to apply or save for later

* Required field

* First Name

* Last Name

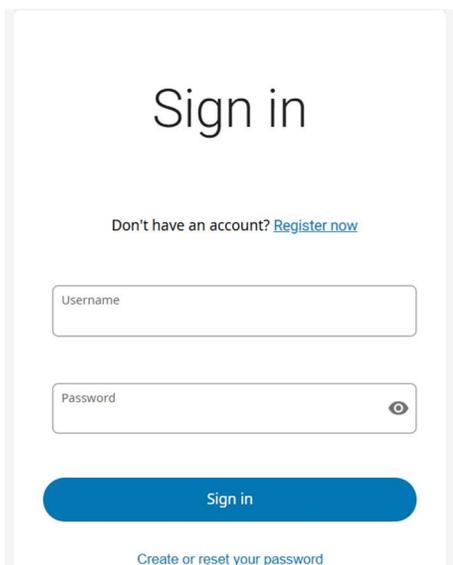
* Email

* Password

* Confirm Password

Click **Register** button after filling in form

- After Registration, login with email and password created OR if returning, sign In clicking at top.



Sign in

Don't have an account? [Register now](#)

Username

Password

Sign in

[Create or reset your password](#)

Each email address must be unique and should be employee's.

- If the employee has a resume, it can be uploaded by clicking the upload Resume button at the top. It's good experience but not required in any way.



- Fill in all the information on the form. The starred * fields are required before proceeding. Please **ignore** the Work Experience, Education, Skills, Behaviors, etc. and scroll to the bottom of the page.
- Upload signed IT/W Work Experience Agreement by clicking on the **Upload a File** button.

Documents

Include documents with your application: choose from your previously uploaded documents or upload new

Max 10 attached documents per application.

No documents uploaded.

Upload a file

DOC, DOCX, PDF, JPG or PNG (Max file size 6MB).

Navigate to where

you have the file saved, click on it and click Open. Change Document Type to Other and in Description add what document is. Repeat for DVR issued Purchase Order.

Documents

Include documents with your application: choose from your previously uploaded documents or upload new ones.

Max 10 attached documents per application.

File Name	Document Type	Description
<input checked="" type="checkbox"/> DVR PO Sample.pdf	Other	DVR PO
<input checked="" type="checkbox"/> ITW Agreement Sample1.pdf	Other	I/TW Agreement

Upload a file

DOC, DOCX, PDF, JPG or PNG (Max file size 6MB).

- Answer the Questions. The ones with * are required. Click Submit button at the bottom of page.

We ask all candidates to provide the information listed below. Submission of this information may be subject to review and regulations.

* Please choose one of the options below:

Yes, I have a disability, or have had one in the past

No, I do not have a disability and have not had one in the past

I do not want to answer

Once you leave this page, you won't be able to edit the information you

Submit Cancel

When it asks if you want to save changes, click Yes.

You will get confirmation:



You applied for Internship/Temporary Work Experience DVR
Thank you! Your application was submitted.

A confirmation email to the email address input will also be sent.

- Once the documents for the work experience are accepted, an acceptance email will be sent.

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Testy Testmaster,

It is my absolute pleasure to be able to accept the documents presented and to move forward with your employment at Opportunities Inc. as part of the WI Department of Vocational Rehabilitation work experience program.

Please watch for an email with additional instructions to arrive in the next day or two.

Kind regards,

JoAnn Wilson
Opportunities Inc.

- If the work experience does not meet the safety requirement for employee safety including (but not limited to) ladders, motor vehicles, welding, etc., the application will be rejected and an email explaining will be sent.

After Acceptance of Documents:

- Welcome Email is sent to Employee with instructions on completing New Hire Forms
 - Federal W4
 - State Withholding
 - Direct Deposit
 - I-9 Page 1
 - Upload of applicable List A, B or C Documents
 - Completion Email sent to Employee

You are due to start your work experience on 4/1/2025 as a new DVR Internship Temp Work. Before you can start, the new hire orientation documents must be completed.

Please follow the link below to get started:

<https://altstaffing.onb.pro.ukg.net/opp1501oijc?lang=en-US>

If you already have a password from the application process, please use the same email and password you used to register when you applied.

If you do not already have a password or forgot your password, please click on the words "Create/Reset Your Password"

1) Then enter your email address and click the Continue button

2) You will get an email to reset the password. Please open the email and click on the hyper link that says "click here to create your new password":

3) You will need to create a password using the following criteria: Password length - 8-15 characters, Letters - 2, Uppercase - 1, Lowercase - 1, Numbers - 1, Special characters - 1

Testme Again

DVR Internship Temp Work at Opportunities Inc.

Welcome to the team! Looking forward to learning more about you and watching you grow.

-Diane Cantwell

Before your first day

 Due 03/25/2025

We need some information to get everything ready for your first day. These steps should take less than 30 minutes to complete.

1 Personal Information

Get started

2 Employment Eligibility

3 Pay & Taxes

4 Policies & Documents



After logging in the employee can walk through the steps to submit the required documents above.

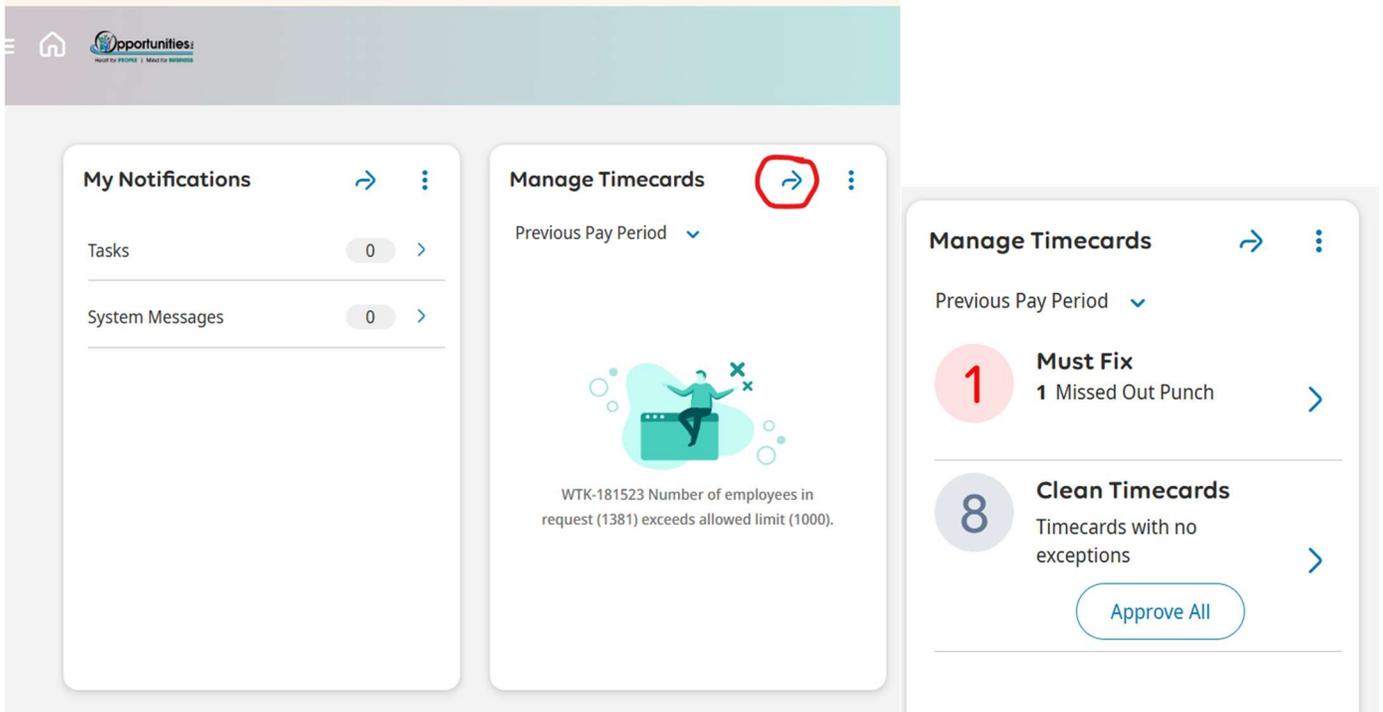
- Opportunities, Inc., will now complete I-9 page 2 using uploaded documents.
- Opportunities, Inc. completion of E-Verify Process
- Opportunities, Inc. On Boarding is finalized and work experience can begin. Email confirmation.

Employee Created

- Employee will have access to change personal information, access paystubs, change direct deposit information and tax withholdings using same login as above. See Employee Instructions for more information.

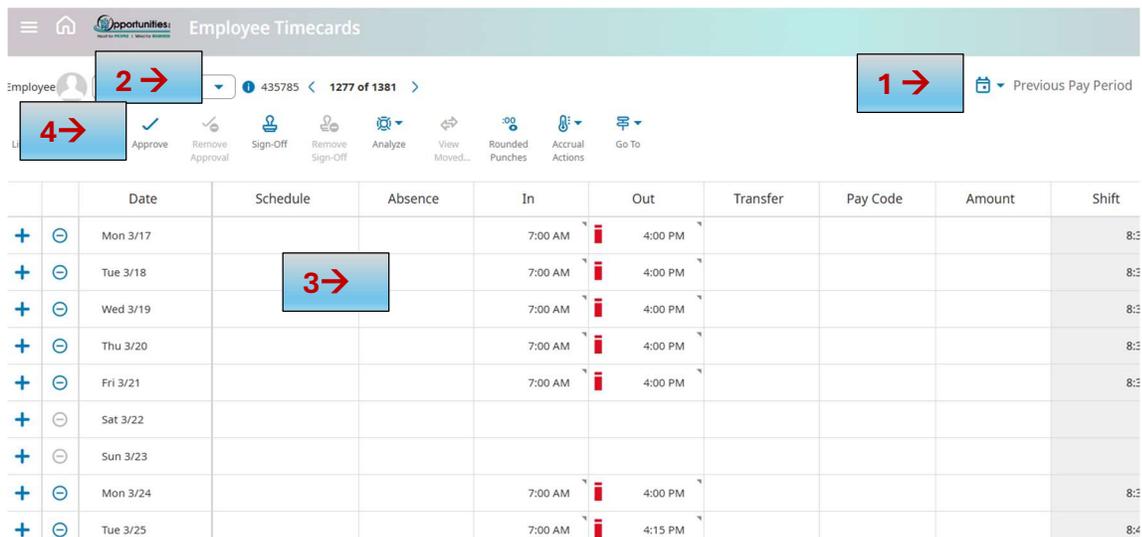
Approving Time Worked

- Each existing provider time approver will be sent login link and credentials.
- From the home screen, click on the arrow next to the Manage Timecards title.



This will take you to Employee Timecards.

1. It will default to Previous Pay Period as that is the one most viewed. This can be changed by clicking on the drop down menu and changing it.
2. You will be able to see your employees and switch between them.
3. Time is entered here or if your employee has already entered the time, approved.
4. Once time is entered and/or verified, click approve.
5. Repeat until all employee's times are approved.



	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+ ⊖	Mon 3/17			7:00 AM	4:00 PM				8:3
+ ⊖	Tue 3/18			7:00 AM	4:00 PM				8:3
+ ⊖	Wed 3/19			7:00 AM	4:00 PM				8:3
+ ⊖	Thu 3/20			7:00 AM	4:00 PM				8:3
+ ⊖	Fri 3/21			7:00 AM	4:00 PM				8:3
+ ⊖	Sat 3/22								
+ ⊖	Sun 3/23								
+ ⊖	Mon 3/24			7:00 AM	4:00 PM				8:3
+ ⊖	Tue 3/25			7:00 AM	4:15 PM				8:4

If break hours need to be added or the employees comes and goes, click on the + sign to open another line below to add times.

Employee  1277 of 1381

-  List View
-  Zoom
-  Approve
-  Remove Approval
-  Sign-Off
-  Remove Sign-Off
-  Analyze
-  View Moved...
-  Rounded Punches
-  Accrual Actions
-  Go To

		Date	Schedule	Absence	In	Out
		Mon 3/17			7:00 AM	 4:00 PM
		Tue 3/18			7:00 AM	 4:00 PM
		Wed 3/19			7:00 AM	 4:00 PM
		Thu 3/20			7:00 AM	 4:00 PM

-  List View
-  Zoom
-  Approve
-  Remove Approval
-  Sign-Off
-  Remove Sign-Off
-  Analyze
-  View Moved...
-  Rounded Punches
-  Accrual Actions
-  Go To

		Date	Schedule	Absence	In	Out
		Tue 4/01				
		Wed 4/02			8:00 AM	11:00 AM
					11:30 AM	3:00 PM
		Thu 4/03			8:00 AM	12:00 PM
		Fri 4/04				

At any time you can click on Opportunities, Inc. to return to the home screen.