

Employer of Record Purchase Orders

We continue to encounter the following situations with the EOR purchase orders. For statewide consistency, please review how the following situations are to be handled.

Situation #1

If more hours are billed by Opp. Inc. than were authorized, the order has to be increased and payment has to be made in full.

Situation #2

Overtime is not allowed as part of an I/TW. If overtime is charged for a consumer, a line has to be added for the overtime and payment has to be made in full.

Why? Per Department of Labor laws, an employee must be paid for hours worked, therefore Opp. Inc. is required to pay the consumer for all hours worked. DVR must reimburse Opp. Inc. for hours paid to the consumer since it is of no fault to Opp. Inc. It is then the WDA responsibility to follow up with the employer and service provider to determine how the additional hours or overtime occurred without authorization. WDA management should determine if the amount paid in overtime or additional hours will be recovered from the employer or service provider and reimbursed to DVR. The employer or service provider should submit a check to the following address with reference to the PO number:

Division of Vocational Rehabilitation
Attn: CCP Unit
PO Box 7852
Madison, WI 53707

Note: Each Friday, Opp. Inc. staff notifies employers and service providers when end dates are approaching, but does not communicate hours remaining as this is the responsibility of the service provider to monitor.

Situation #3

If the rate of pay is incorrectly stated on the PO, we have to pay at that incorrect rate regardless of what the TWE agreement states.

Why? The PO trumps the TWE Agreement; therefore any subsequent updates to the rate of pay must be done via a change order to the PO.

Situation #4

If the insurance multiplier is listed incorrectly on the PO, it has to be corrected as the agreement of 12/1/15 takes precedence.

Why? The agreement between DVR and Opp. Inc. states that orders created prior to 12/1/15 should use the old rate of 1.166 and orders created 12/1/15 or after should use the new rate of 1.17. When an order that was created prior to 12/1/15 is extended or additional hours added, the rate billed by Opp. Inc. will be paid.