

First Source Online Registration & Reporting System (FORRS)

Getting Started – Registration and Reporting

The Department of Employment Services' First Source Employment Agreement requires that workforce data (new hires and transfers) is added monthly into the First Source Online Registration and Reporting System (FORRS). The added workforce data must be entered in the system by the 10th of each month throughout the duration of the executed agreement period.

Instructions to Register, Upload Employees and Report in FORRS:

1. From your web browser key-in <https://firstsource.dc.gov>
2. Click on the link "First Source Online Registration and Reporting System (FORRS)"
3. Click "Login to First Source"
4. Click "I accept" terms and conditions
5. Register Company (If not already Registered)
6. Register User (If not already Registered):
 - a. If registration is successful, user will receive an email confirmation within 30 minutes. If confirmation is not received check spam and junk email folders. If not found, contact First Source Compliance Monitor.
 - b. To complete registration, the Company Administrator must activate you as a user or First Source monitor.
7. **Upload employees to the company:**
 - a. Go to Customer Service Tab (on main screen of FORRS), Click on "Employee Bulk Upload Template" add your employees (workforce) designated to work on the contract/project. Add Agreement and Company names exactly as it appears in FORRS. (Go to Agreement, Click on "Reports", Click on "All Agreements", to see company name and agreement name.)
 - c. Save the completed Employee Bulk Upload to a file folder
 - d. Click on "Employees", Click on "Bulk Upload", and Click "Choose File" (Retrieve your completed saved Employee Bulk Upload file)
 - e. Click Upload
 - f. Add employees manually. Click "Manage Employees", Click add employee, fill in the required information
8. **To View Company Workforce:**
 - a. Click "Reports"
 - b. Click "Detailed Cumulative Company Statistics"
 - c. Key-in "Project Name" from drop down, press enter
 - d. Key in "From Report Date" and "To Report Date"
 - e. Click "Filter"
9. **To Preview Monthly Report in FORRS:**
 - a. Click "Reports"
 - b. Click "Submit Monthly Report"
 - c. Select "Agreement Name" from the dropdown
 - d. Enter "Reporting Month"
 - e. Click "Preview Reporting From" and "Preview Reporting To" button to validate your employee data
 - f. Click "Preview"

10. To Submit Monthly Report:

- a. Click “Reports”
- b. Click “Submit Monthly Report”
- c. Select “Agreement Name” from the dropdown
- d. Enter Reporting Month (*Month you are reporting for*)
- e. Enter “Direct Labor Cost”
- f. Enter “Indirect Labor Cost”
- g. Click “I Certify that the information is correct for the selected reporting month and year”
- h. Click “Submit Monthly Report”
- i. When you have completed work on the project and you are submitting your final report, Click “Submit Final Report for the entire agreement period”

11. To assign an employee to another project/contract:

- a. Click “Employee”
- b. Click “Manage Employees”
- c. Click “View Employee Agreements”
- d. Enter “First Name” and “Last Name”, click “Submit”
- e. Click “Add”
- f. Select “Agreement Name” from the drop-down list
- g. Enter the employee “Joining date” (to the project)
- h. Select “Transfer” from the Employee Status’ drop-down list
- i. Click on the “Submit” button to complete the transfer

12. Failed Social Security Number (SSN): If an employee fails SSN Verification, the system will generate an email to you with error message. Correct errors on bulk upload template and resubmit. If SSN Verification fails again, submit a copy of each employee E-Verify or I9 form with Identification Card to the First Source Monitor.

13. Definitions:

Direct Labor Cost: All costs, including wages and benefits, associated with the hiring and employment of personnel assigned to a process in which payroll expenses are traced to the units of output and are included in the cost of goods sold.

Indirect Labor Cost: All costs, including wages and benefits, which are part of operating expenses and are associated with the hiring and employment of personnel assigned to tasks other than producing products.

New Hire: Employee newly hired in the company.

Transfer: Employee working on one project/contract and transfers to work on another project with the same company.

New Hire Date: Employee’s date of hire in the company.

Joined Date: Employee’s first day of work on contract or project.

14. **Resources:**

- i. At the First Source home screen (splash) screen, under “Customer Support tab”, click on the following links to download documents or hear the training models:
 - Employee Bulk Upload Template
 - Frequently Asked Questions (FAQs)
 - First Source Employer User Guide
 - First Source Phase 3 Features User Guide
 - Online Self Training: Getting Started
 - Online Self Training: Company Registration
 - Online Self Training: User Registration
 - Online Self Training: Manage Projects
 - Online Self Training: Manage Agreements
 - Online Self Training: Manage Employees
 - Online Self Training: Manage Reports