



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

User Guide

Stand Alone Payments
Payments related to Applications Unavailable Online



Using the Standalone Payment Process

You must be a registered person in JobsCayman to use this process.

This facility was created to provide payment options for facilities that are not currently online, but are supported through other methods of application submission, such as email. This process will allow you to submit payment using Debit or Credit card to make a single payment that may include multiple applications. You will provide necessary details of each application. This will be explained later in this document.

The facilities/applications currently supported include the following:

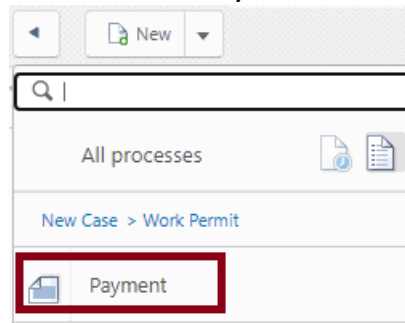
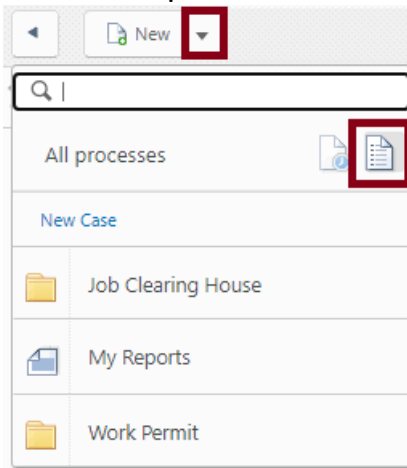
- Temporary Work Permits (which will be issued for 3 months)
- Temporary Work Permit Extensions (which will be issued for 3 months)
- Renewal of Annual Work Permits
- Permission To Continue Working (PCW)
- Business Staffing Plan (BSP) Grant
- Business Staffing Plan (BSP) Renewal
- Work Permit Grant Applications**
- Permanent Residence - Eight Year Residence
- Permanent Residence - Surviving Spouse of a Caymanian
- Variation of Permanent Residence – No RERC Certificate
- Permanent Residence - Spouse of a Permanent Resident
- Residency and Employment Rights Certificate - Spouse of a Caymanian
- Permanent Residence - Dependant of a RERC Holder
- Residency Certificate - Persons of Independent Means
- Residency Certificate –Substantial Business Presence
- Residency Certificate of Direct Investment

Steps to use this process to complete payment

Note: the options in your new menu, may be different than what is shown in the images shown in this guide.

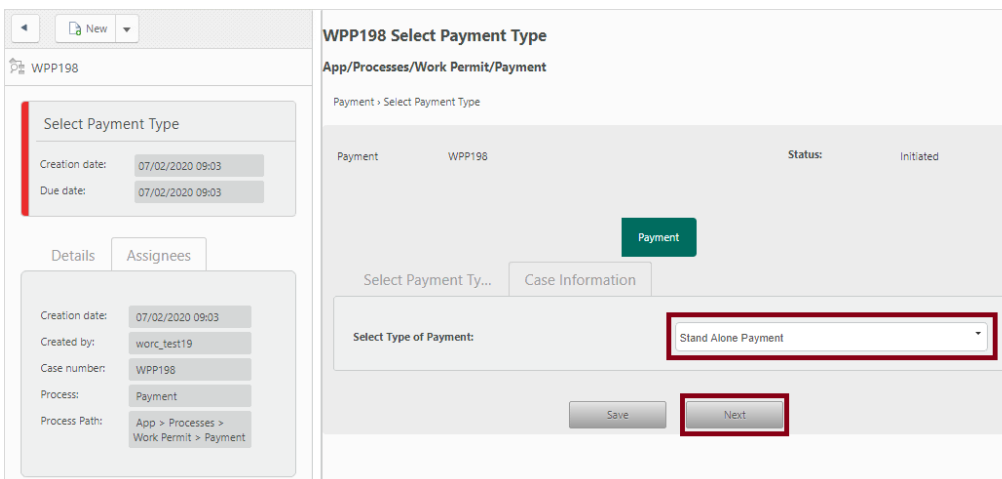
Log into JobsCayman as a Registered Person

- Click the arrow next to the new icon
- Click the all processes icon to view all menu options.
- Click the Work Permit Option to display the Payment menu item
- Click the Payment menu item



The Payment Screen will open.

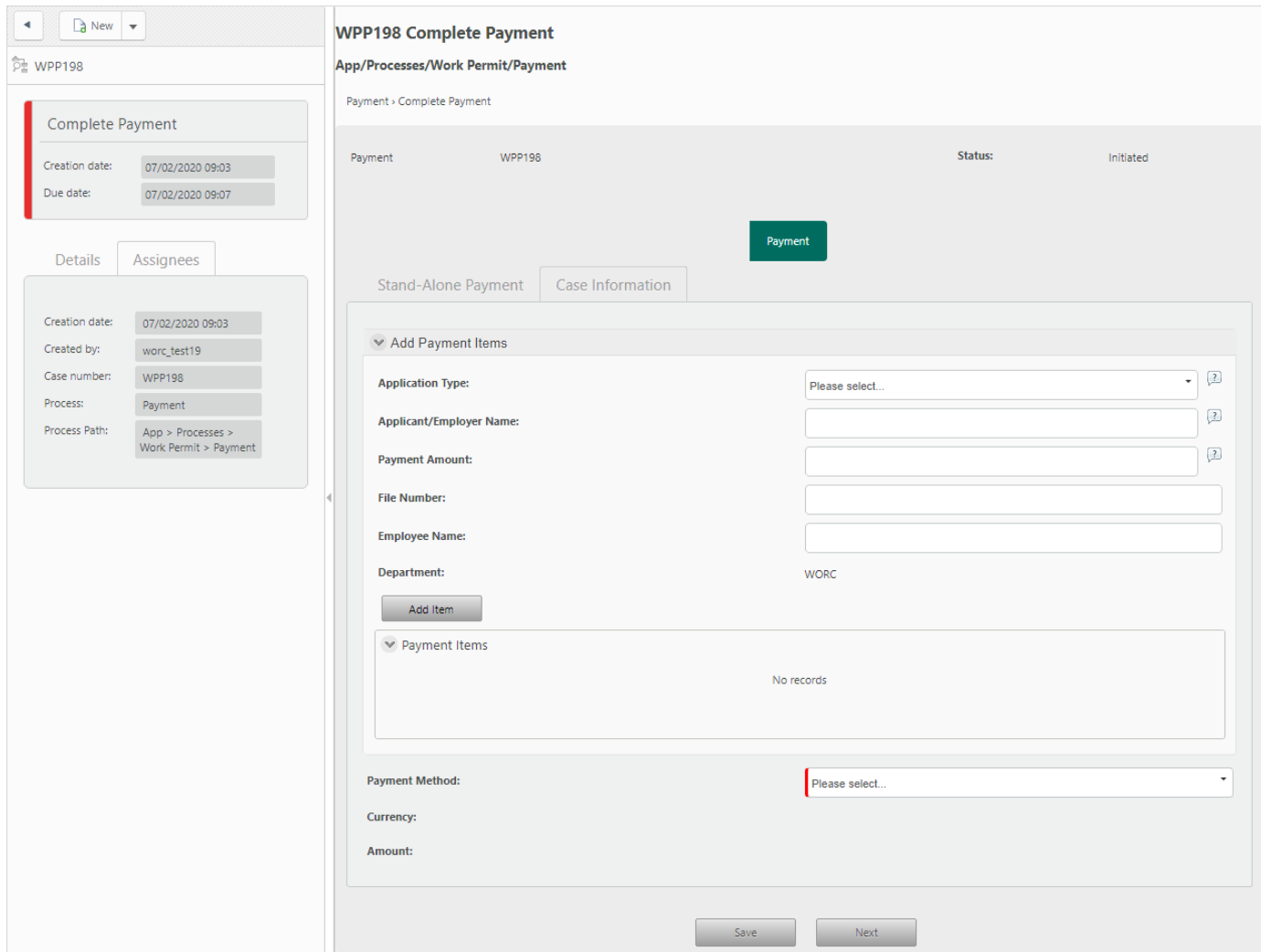
Select Stand Alone Payment as your payment type and click the Next button.



Standalone Payment Process.

Link: <https://jobscayman.worc.gov.ky>

The payment screen will expand to allow you to identify details of each application to be included in this payment.



WPP198 Complete Payment
App/Processes/Work Permit/Payment

Payment > Complete Payment

Payment: WPP198 Status: Initiated

Payment

Stand-Alone Payment Case Information

Add Payment Items

Application Type: [?]

Applicant/Employer Name: [?]

Payment Amount: [?]

File Number:

Employee Name:

Department: WORC

Add Item

Payment Items

No records

Payment Method:

Currency:

Amount:

Save **Next**

You will add details for each application you wish to include in this payment.


- Application type identifies the type of facility/application being included.
- Applicant / Employer is the person or employer that is submitting the application.
- Payment amount is the total amount that must be paid for the application.
- File Number is the file number of the person the facility is for. In the case of a Permanent residency application, this would be the person submitting the application. In the case of a work permit, this would be the employee’s file number. In some cases a file number does not exist.
- Employee Name is the name of the employee that a permit is being applied for. The employee name does not exist in all application types.

Standalone Payment Process.

Link: <https://jobscayman.worc.gov.ky>

Once you have completed these details click the **Add Item** button. Repeat this process for each application you wish to include in this payment.

The applications will display in the Payment items collection. Notice that the amount at the bottom of the screen provides a total amount that will be paid for all applications added.

Payment Items						
	Application Type	File Number	Applicant Name	Employee Name	Payment Amount	Department
	Temporary Work Permit Extensions (which will be issued for 3 months)	2000000	Test Employer Account	Test employee name	\$100.00	WORC
	Permanent Residence - Eight Year Residence	3999999	Test PR applicant name	NA	\$100.00	WORC
						

Payment Method:

Currency:

Amount: \$200.00

Once you have added all payment items, choose your payment method, which is currently Credit or Debit card. The amount will convert to USD if the Credit card option is chosen.


Click the Pay button to initiate the Plug n Pay screen. Enter your information and click the submit payment button.

Wait about 30 seconds and click the Check Payment Status button


Close Card Payment

Please click the Check Payment Status button after submitting your payment

GOV.KY

 **Payment Gateway**
Plug'n Pay

Please wait, processing transaction...



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Standalone Payment Process.

Link: <https://jobscayman.worc.gov.ky>

Payment Method:	Credit Card
Currency:	US Dollar
Amount:	\$243.90
Payment Successful	
<input type="button" value="Save"/> <input type="button" value="Next"/>	

You will see a message indicating that the Payment was Successful. Click the next button to access downloadable receipts.

This receipt can be attached to applications being submitted via other methods for proof of payment.

WPP198

App/Processes/Work Permit/Payment

Receipt	Case Information
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Payment Invoice:	Card Payment Receipt.pdf PMTReceiptFinal3.pdf
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