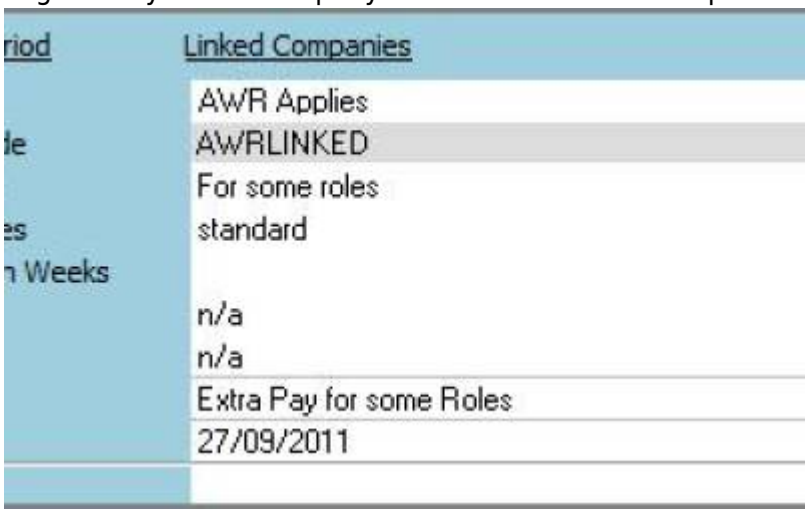
Company Record

The AWR view is where the AWR information is maintained. It will auto-populate any new Vacancies connected to that Company AWR view.
Consultants should fill this information in for all Company records that are going to have Vacancies attached - remembering that there could be differences between sites even if they are part of one Legal Entity. If the Company AWR view is blank then placements cannot be linked.



AWR State

The options are Not Known, AWR Applies and AWR Not Applicable. If the field is blank it is treated as 'Not Known'.

- Not Known should be selected until AWR information has been determined.
- AWR Applies should be selected when information has been gained and the relevant fields can be completed.
- Not Applicable is for companies where it is know that pay and holiday are on parity or better already or all employees are temp or pay rates are individually negotiated. If the state is AWR Not Applicable then NO AWR Role record will be created as monitoring is not deemed necessary.

Company LE Code

Where records are for different sites of one Legal Entity or Hirer they must be linked together with a single code. Use the Three dot button to open the LE Code entry form. The Linked Companies will show a list of all records with the same code.
When setting up a Client Code and Accounts information please ensure the AWR Legal Entity is correct as part of the setup procedure. We suggest that the Account Code should not be numeric, but similar to a keyname and without spaces.

Notes Fields

These are for notes on what information has been received or what action might need to be done once AWR qualification is reached.

Holiday Entitlement

This field should be filled with the amount of holiday, including bank holidays, the company gives as

standard holiday, in terms of **weeks**. 5.6 weeks is the statutory minimum which would be 28 days for a 5 day working week.
If the Company gives 5 weeks holiday(commonly called 25 days) + 8 Bank holidays this adds up to 33 days for someone working a 5 day week. 33 days divided by 5 = 6.6 weeks holiday. If the Agency pays 5.6 weeks as standard then on qualification a Temp should receive an extra 1 week a year.

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