



Temp Desk

The Temp Desk has two new views - AWR Temps and AWR Checking. These have to process a LOT of information so can be slow to load.

AWR Temps

This view shows the current roles for the Temps registered with the desk.

The default view is to check the roles that have 11 weeks of qualification. This can be changed to look at less weeks of qualification or to look at the gap since the last timesheet.

After six weeks of gap, the role reverts to Unqualified State with a Qualifying count of 0.

R Status	Linked	Company	Job Title	Week
R Appli...	<input checked="" type="checkbox"/>	AWR Applies	Secretary	
R Appli...	<input type="checkbox"/>	AWR Applies	ASA Test	
R Appli...	<input type="checkbox"/>	AWR LK2 Applies	Secretary	
R Appli...	<input type="checkbox"/>	AWR Applies	Secretary	
R Appli...	<input type="checkbox"/>	AWR LK1 Applies	pa	
R Appli...	<input checked="" type="checkbox"/>	AWR LK2 Applies	PA	

The example is showing candidates with at least one week's qualifying but in practise it should be used to see who is coming up to qualifying to ensure all the details are set up and correct.

The Show Weekly Details button will list the events that count towards qualifying and pausing the gap. Other Agency Work can also be entered from here - **make sure to choose the correct role that it is to be entered for before clicking the button.**

AWR Checking

This view shows the AWR information for Companies, Vacancies and AWR Roles (which can encompass several Placements). You can filter to just one type. The dates refer to the checked date and information can always be updated from this view.

Vacancies	Expand	Date from	03/10/2011	Date to	02/12/2011	Type	All	Process
Temps	Type	Last Checked	Company	Job Title	Applicant			
Placements	Vacancy	01/11/12	AWR LK1 Applies	Accounts Clerk				
Timesheets	Role	15/11/11	Bartley Lodge	Position	Johnny Bradley			
	Company	14/11/11	AWR LEA EE School					
AWR Temps	Company	07/11/11	AWR Not Known					
AWR Checking	Role		AWR Applies	ASA Test	Stuart Humphries			
	Role		AWR LEA EE School	awr	William McConnell			
Expiry Dates	Vacancy		AWR Applies	Secretary				
Reports	Vacancy		AWR Applies	PA				

Reports

There are standard Temp Desk reports to look at AWR Roles by Candidate or Client grouping for a Temp Desk. They all ask for the number of qualified weeks to be included.



There is also a report to check for PBA Temps (Swedish Derogation) who do not have a Timesheet in the week so that they can be checked to see if an Internal Timesheet is required.

Go back to [AWR Menu](#)

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