



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.

Temp Desk											
Desk		View		Year	Week	Ends 27/11/2011 (Current)		Process Update Close Help			
AWR Contract New		Weekly Contract		2011	34						
Vacancies	Expand	Placement	Applicant	Gap or Qual	Qual	Wks >= 1	Other Agency Work		Report	Show Weekly Details	
Temps		Applicant	AWR Status	Linked	Company	Job Title	Weeks	Gap	Grade	Speciality	Rates
Placements		Kevin Drummond	AWR Appli...	☒	AWR Applies	Secretary	4	3		Y	
Timesheets		Stuart Humphries	AWR Appli...	☐	AWR Applies	ASA Test	1	4			
		Simon Jones	AWR Appli...	☐	AWR LK2 Applies	Secretary	6	0	L	Y	
AWR Temps		Rob McAllister	AWR Appli...	☐	AWR Applies	Secretary	3	0		Y	
AWR Checking		Rob McAllister	AWR Appli...	☐	AWR LK1 Applies	pa	3	0			
		Rob McAllister	AWR Appli...	☒	AWR LK2 Applies	PA	6	0		Y	

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.



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