



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

AWR Contract New

Weekly Contract

2011

34

Ends 27/11/2011

(Current)

Process

Update

Close

Help

Vacancies

Expand

Placement

Applicant

Gap or Qual

Qual

Wks >=

1

Other Agency Work

Report

Show Weekly Details

Temp

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

AWR Temps

Simon Jones

AWR Appli...

☐

AWR LK2 Applies

Secretary

6

0

L

Y

AWR Checking

Rob McAllister

AWR Appli...

☐

AWR Applies

Secretary

3

0

Y

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
Temp	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	
AWR Temps	Company	14/11/11	AWR LEA EE School					
AWR Checking	Company	07/11/11	AWR Not Known					
Expiry Dates	Role		AWR Applies		ASA Test		Stuart Humphries	
Reports	Role		AWR LEA EE School		awr		William McConnell	
	Vacancy		AWR Applies		Secretary			
	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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