

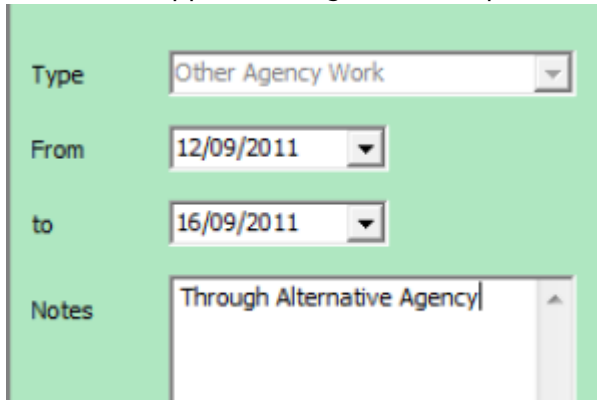
Consultant Work Flow - Contract Temp Desks

1. Enter Company AWR information. New vacancies will inherit this information.



2. Extra fields can appear when entering a placement.

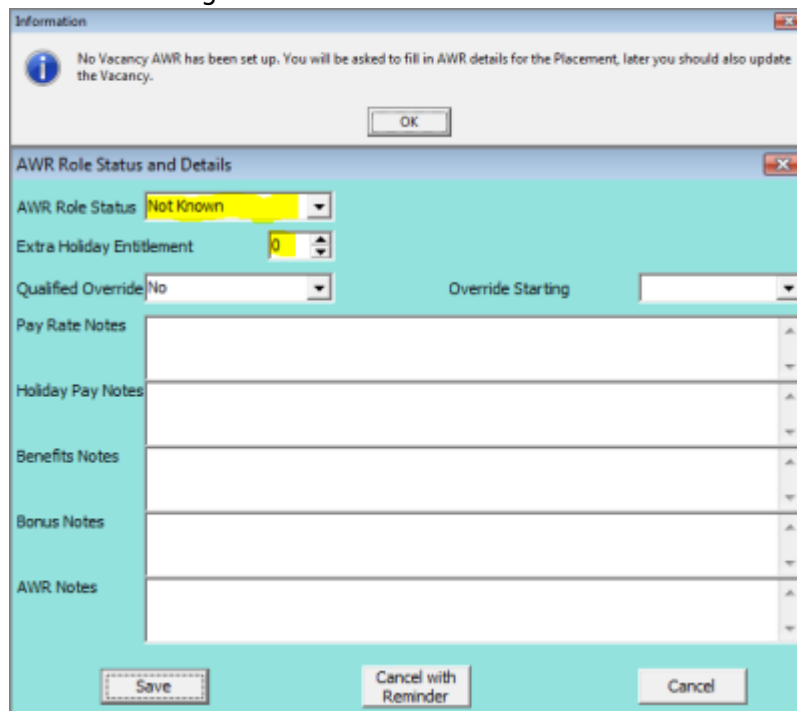
1. A form will appear asking if the Temp has worked for another Agency in the same Role.



Use Cancel if there was NONE or, if you cannot ask and there might be then use Cancel With Reminder.

Entering information will mark that period as being included in the qualification and will count those dates as weeks worked.

2. If the inherited company AWR state is blank or Not Known, a warning will appear and then the form asking for AWR information for this role.



3. An AWR Role record will be created in the Person form if applicable (Not needed if AWR state is Not Applicable) to monitor qualification.



Report	Show Weekly Details	Link Role
	Job Title	Override 0
☐		

3. If a Temp notifies you of Holiday, Sickness, Jury Service or Maternity/Paternity Leave you MUST enter in IQX the relevant Holiday or Unavailability for the dates concerned as these are legally required to pause the AWR Qualification. A Holiday Pay timesheet will NOT be enough as could be in lieu of time away.

Holiday and Unavailability can be entered from:

- Temp Desk, Temps view - 'Unavailable' and 'On Holiday' buttons.

☒ Current Pool ☐ Entire P ☐ Working in Week		
Monday 03/10/2011	Tuesday 04/10/2011	Wednesday 05/10/2011
Selkirk High...	Selkirk High...	Selkirk High...

- Person, Availability view - 'Enter Holiday' and 'Enter Unavailability' buttons.

Only Match if Availability Entered	Enter Availability	Book Shifts	Enter Holiday	Enter Unavailability	Clear																					
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
September 2011																										
October 2011																										

- Person, Diary view - yellow 'Add' button and drop down list.

Person	Shift	Start	End	Day	Time	Notes
1	08:00	16:00	16:00	16:00	16:00	16:00
2	08:00	16:00	16:00	16:00	16:00	16:00
3	08:00	16:00	16:00	16:00	16:00	16:00

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