



Consultant Work Flow - Shift Temp Desks

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



2. These fields will appear when booking a first shift.

1. A form will appear asking if the Temp has worked for another agency for the same role.

A screenshot of a software dialog box titled "AWR Other Agency Work for Mr Simon N...". The dialog box has a green background and a blue title bar. It contains the following text: "Ask if the Temp has Timesheeted work for this client, or client group, recently in this role through another Agency." Below this text are four input fields: "Type" with a dropdown menu showing "Other Agency Work", "From" with a date dropdown showing "12/09/2011", "to" with a date dropdown showing "16/09/2011", and "Notes" with a text area containing "Through Alternative Agency". At the bottom of the dialog box are two buttons: "Add This" and "Cancel".

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



AWR Role Status and Details

AWR Role Status: Not Known

Extra Holiday Entitlement: 0

Qualified Override: No

Override Starting:

Pay Rate Notes

Holiday Pay Notes

Benefits Notes

Bonus Notes

AWR Notes

Save Cancel with Reminder Cancel

3. An AWR Role record will be created in the Person form.

Expand		Placement	Enter AWR	Other Agency Work	Report	Show Weekly Details		
Linked	AWR Status	Client	Job Title		Weeks	Weeks Gap	Extra Holidays	0
	AWR Appli...	Bassenthwaite School	History Teacher		0	0		

3. Extra fields will appear when booking a shift when no shift has been booked in this or the previous week although shifts already exist for the vacancy.
 1. A message will appear saying there has been a gap since previously worked for this vacancy and to check for work against a vacancy which needs to be linked or Absences.
 2. A form will appear asking if the Temp has worked for another Agency for the same Role.
4. Extra fields will appear when booking a shift when qualification is near.
 1. A message will appear saying qualification is near and to check for Other Work, Absences and if Placements should be Linked.
5. 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:

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



Vacancies	Search Expand Holiday Pay ☒ Current Pool ☐ Entire Pool Available Unavailable On Holiday Bo						
Temps							
Placements	Temp	Monday 03/10/2011	Tuesday 04/10/2011	Wednesday 05/10/2011	Thursday 06/10/2011	Friday 07/10/2011	Saturday 08/10/2011
Shifts	Adigun, Sabine	Selkirk High...	Selkirk High...	Selkirk High...			
	Adrych, Linda						

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

Only Match if Availability Entered		Enter Availability	Book Shifts	Enter Holiday	Enter Unavailability	Clear	L																				
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																											

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

Address	30 Fallow Hill, Sydenham, Leamin...	Emergency Conta...	Full, Clean
Source		Driving Licence	
		*** Marketing Bulleti	
Book	Confirm	Print	Add
Availability		?	60 30 20 15 10 Go To < >
Mon 11/2/13	Tue 12/2/13	Wed 13/2/13	Thu 14/2/13
5 AM			
6 AM			
7 AM			
8 AM			
9 AM			

Select the **correct type** of Unavailability. The default reason does not affect AWR. Add Notes.

6. Entering a Timesheet where there has been a gap since the last timesheet.
 1. a form will appear asking if the Temp has worked for another Agency for the same role.
7. Entering a Timesheet that means the role is within 1 week of becoming qualified
 1. A message will appear to say that qualification is near and check for Linked Placements.
 2. A form will appear asking if the Temp has worked for another Agency for the same Role - check in the Placement form, AWR Linked Placements to see if any need to be linked.
8. Entering a Timesheet that is the first week since qualification
 1. If rates with AWR? = Y exist for the vacancy and placement they will be used in the Timesheet.
9. Entering Timesheets after a gap of 6 weeks
 1. A message will appear to say that IQX calculates that this Role is now no longer AWR qualified and that the Temp should be checked for other work that may need linked placements, Sickness, Jury Service etc.
 2. A form will appear asking if the Temp has worked for another Agency for the same work.

Reports

- If a report of a Person's AWR Role record is required, go to Person AWR view, select the Role and use the Report button.
- If a report is required for a company, go to the Company record and use the Reports button,



selecting the Company AWR Role Details report.

- If a report is required for a group of companies that share an LE code, then bring them up as a Selection on the Company Selector and run the Company AWR Role Details report.
- Go to Temp Desk Reports for reports on the Temp Desk Group.

Go back to [AWR Menu](#)

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