Temp Desk

The Temp Desk is a central way for you to access the current temporary vacancies and placements for filling, processing and timesheets.

There are three different views to the Temp Desk. The Temp Desk opens in the default view for your user login, but you can access other Temp Desks and views.

- Weekly Contract
- Monthly Contract
- Weekly Shift

Monthly and weekly contract

- Vacancy Tab
- Temps Tab
- Placements Tab
- Timesheets Tab \ Working with Timesheets

Shift vacancies

- Shifts Tab
- Cross-references with vacancy form
- Timesheets Tab
- To complete a timesheet

Managing temp bookings

- Make a temp booking
- Search for candidates for a vacancy
- Add candidates directly to a vacancy short list
- Contact Candidates
- Send CVs
- Book interviews
- Make a placement
- Create provisional timesheets from placements
- Complete timesheets
- End a placement
- When a temp leaves

Holiday,Negative timesheets and Internal Timesheets

- Creating holiday timesheets
- Creating SSP timesheets
- Editing transferred timesheets
- Creating a negative timesheet
- Editing timesheets before transfer
- Holiday Pay in Lieu timesheets for a leaver

- Generating an E-timesheet for AHL Processing

See also

- Timeheet image linking
- Completing timesheets - problems
- Transfer
- Expiry dates

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