Temp Desk

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

From 2.21.8+ scroll arrows have been added to the top panel header and for some of the views headers to make it easier to see all the fields and options on the temp desk when viewing on a smaller screen.

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

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

Shift vacancies

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

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
- Creating a negative timesheet
- Editing timesheets/ Cancel & Correct
- Holiday Pay in Lieu timesheets for a leaver
- Generating an E-timesheet for Safe Outsourcing Processing

See also

- Blank Timesheet Dispatch
- Timesheet image linking
- Completing timesheets - problems
- Transfer
- Expiry dates
- MasterRosters
- Temp Requirements
- Timesheet Query Management

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