



# Company Record - Setting AWR for Vacancies

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

The screenshot shows the 'A & M Stephens' software interface. The left sidebar contains a list of menu items: Contacts, Contact Events, AWR, AWR Closures, Vacancies, Progress, Placements, Questionnaire, Installation Qs, General Notes, IT Notes, Group, Miscellaneous, Accounts, IT Qs, Documents, and Temp Details. The main window is divided into two tabs: 'Enter Closure Period' and 'Linked Companies'. The 'Enter Closure Period' tab is active, showing a table with the following data:

AWR Status	AWR Applies
Company LE Code	AMS001
Pay Rate Notes	Pay Notes
Holiday Pay Notes	Hol Notes - 2 extra days
Holiday Entitlement in Weeks	0.4
Benefits Notes	No benefits
Bonus Notes	No bonuses
AWR Notes	Other notes capacity
Checked Date	27/10/2011
AWR LE Name	

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.

The 'AWR Other Agency Work' dialog box is shown. 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' (set to 'Other Agency Work'), 'From' (set to '01/06/2022'), 'to' (set to '03/06/2022'), and 'Notes' (containing 'Through Alternative Agency'). At the bottom of the dialog are four buttons: 'Save & Continue', 'Cancel', 'Save & Close', and 'Cancel & Reminder'.

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.

AWR Role Status and Details

AWR Role Status: Not Known

Holiday Entitlement in Weeks: 0

Qualified Override: No

Override Starting:

Pay Rate Notes: Pay Notes

Holiday Pay Notes: Hol Notes - 2 extra days

Benefits Notes: No benefits

Bonus Notes: No bonuses

AWR Notes: Other notes capacity

Check Date:

Save Cancel with Reminder Cancel

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.

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:

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

Temp	Languages	Distance	States	Monday 30/05/2022	Tuesday 31/05/2022	Wednesday 01/06/2022	Thursday 02/06/2022	Friday 03/06/2022	Saturday 04/06/2022	Sunday 05/06/2022
Arroyo, Jonathan										
Bright, Calvin				ABBA Ltd	A: Day 07:30-19:00	U: Appointment	U: Unknown	A: Night 22:00-06:00	ABBA Ltd	
Brown, June										

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



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

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

4. 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.
5. 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.
6. 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.
7. 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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