

Consultant Work Flow - Shift Temp Desks

💽 A & M Stephens									- • ×
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Contacts	Division	BR Derby					Contact		
Comucia	Group Head	10 Group Pl	LC				Primary (
Contact Events		A & M Steph	hens				Un-Subscribe to		
AWR		19 Albany S	Street, Edinburgh, I	Poland, EH1 30	QN		Direct Phone		
11100 01	Web Site						Mobile		
AWR Closures		01632 188 5	513)		E-mail		
Vacancies	Alert						Job Title		
Draaraaa	State	Client					Department		
Progress	Current Placeme	27			Note				
Placements	Consultant	JANE							
Questionnaire	Enter Closure Peri	iod Lin	ked Companies						
Installation Qs	AWR Status		AWR Applies						
General Notes	Company LE Code	,	AMS001						
001010110100	Pay Rate Notes		Pay Notes						
IT Notes	Holiday Pay Notes		Hol Notes - 2 ext	ra days					
Group	Holiday Entitlement	t in Weeks	0.4						
	Benefits Notes		No benefits						
Miscellaneous	Bonus Notes		No bonuses						
Accounts	AWR Notes		Other notes capa	acity					[]
IT Os	Checked Date		27/10/2011						
11 023	AWR LE Name								
Documents									
Temp Details									
,									

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

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- 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.

AWR Other A	gency Work		×											
Ask if the Temp has Timesheeted work for this client, or client group, recently in this role through another Agency.														
Туре	Other Agency V	Vork	\sim											
From	01/06/2022	<u>~</u>												
to	03/06/2022	~												
Notes	Through Altern	ative Agency	^											
			Ŧ											
	4		Þ											
Sav	ve & tinue	Cancel												
Save	& Close	Cancel & Reminder												



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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	~			
Holiday Entitlement	t in Weeks				
Qualified Override	No	\sim	Override Starting		~
Pay Rate Notes	Pay Notes				-
					Ψ.
Holiday Pay Notes	Hol Notes - 2 extr	a days			-
Renefits Notes	No honofite				
	No benefits				
Bonus Notes	No bonuses				
					-
AWR Notes	Other notes capa	city			-
					Ŧ
Check Date		~			
	·		Cancel with	Cancal	
5	ave		Reminder	Cancel	

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

	Expand	Placement	Enter AWR	Other Agency W	ork <u>Report</u>	Show Weel	dy Details		
	Linked	AWR Status	Clie	nt	Job Title	Weeks	Weeks Gap	Extra Holidays	0
		AWR Appli Ba	assenthwaite Scho	ool	History Teacher	0	0	l	
11									

- 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 entere 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.



2024/05/02 02:19

Holiday and Unavailability can be entered from:

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

	•	· .						,					
Vaca	ncies	Search Expand Holday Pay	Current Pool	×	Filter	2 Available U	inavailable On Holid	ay Add Shits Boo	k Shifts Confirm Sh	its Tinesheet Exp	Postcode	0 🔄 F	ind
Avail	ubilly	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 04/05/2022	Sunday 05/06/2022	
Place Vaca	ments ancy	Arroyo, Jonathan Brieft, Calvin				ABBALM	A: Day 07:00.19:	U: Appointment	Ut Unknown	A: Note 22:00.0	ABBALM		
Shi	i fia	Drown, June				- Andrew M		a population	a. anara'iti		Charles and		

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

	г																										71						
CV Questionnaire	4	Only Match if vailability Entered	1	Enter Availability			B	Book Shifts			Enter Holiday			<u>′</u>	Enter Unavailability						Clear			Last Year Next			ext `	Year	2				
Notes		Month	1	2	3	4	5	6	7	8	9	.0	11	12	13	14	15	16	17	18	19	26	21	22	23	24	25	26	27	28	29	30	31
	Þ	June 2022									/												٦										
2nd Notes		July 2022								•																							
Online Reference		August 2022																															
History		September 2022																															
		October 2022																															
Progress		November 2022																															
Placements		December 2022																															

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

Book	Confirm	Print	Add:			~	Availability	0	60	30	20	15	10	Go To		
	Mon 30/5	5/22	T	31/5/22	Wed 1/6/22		Thu 2/6/22		Fri 3.	/6/22		S	at 4/6	5/22	Sun 5/6/22	
9 AM																
10 AM																
11 AM																
12 PM																
1 PM																
2 PM											_					
3 PM																
4 PM																
5 PM																

Select the **correct type** of Unavailability. The default reason does not afffect 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 apear 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.

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Go back to AWR Menu

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Last update: 2022/06/03 14:18