



AWR Temps and Checking

The Temp Desk has two new views - AWR Temps and AWR Checking. These have to process a LOT of information so can be slow to load.

AWR Temps

This view shows the current roles for the Temps registered with the desk.

The default view is to check the roles that have 11 weeks of qualification. This can be changed to look at less weeks of qualification or to look at the gap since the last timesheet.

After six weeks of gap, the role reverts to Unqualified State with a Qualifying count of 0.

Temp Desk

Desk

View

Year

Week

AWR Contract New

Weekly Contract

2011

34

Ends 27/11/2011

(Current)

Process

Update

Close

Help

Vacancies

Temp

Placements

Timesheets

AWR Temps

AWR Checking

Expand

Placement

Applicant

Gap or Qual

Qual

Wks >=

1

Other Agency Work

Report

Show Weekly Details

| Applicant | AWR Status | Linked | Company | Job Title | Weeks | Gap | Grade | Speciality | Rates |
|------------------|--------------|-------------------------------------|-----------------|-----------|-------|-----|-------|------------|-------|
| Kevin Drummond | AWR Appli... | <input checked="" type="checkbox"/> | AWR Applies | Secretary | 4 | 3 | | | Y |
| Stuart Humphries | AWR Appli... | <input type="checkbox"/> | AWR Applies | ASA Test | 1 | 4 | | | |
| Simon Jones | AWR Appli... | <input type="checkbox"/> | AWR LK2 Applies | Secretary | 6 | 0 | L | | Y |
| Rob McAllister | AWR Appli... | <input type="checkbox"/> | AWR Applies | Secretary | 3 | 0 | | | Y |
| Rob McAllister | AWR Appli... | <input type="checkbox"/> | AWR LK1 Applies | pa | 3 | 0 | | | |
| Rob McAllister | AWR Appli... | <input checked="" type="checkbox"/> | AWR LK2 Applies | PA | 6 | 0 | | | Y |

The example is showing candidates with at least one week's qualifying but in practise it should be used to see who is coming up to qualifying to ensure all the details are set up and correct.

The Show Weekly Details button will list the events that count towards qualifying and pausing the gap. Other Agency Work can also be entered from here - **make sure to choose the correct role that it is to be entered for before clicking the button.**

AWR Checking

This view shows the AWR information for Companies, Vacancies and AWR Roles (which can encompass several Placements). You can filter to just one type. The dates refer to the checked date and information can always be updated from this view.

| | | | | | | | | |
|--------------|------------------------|------------------------------|-------------------------|---------|---------------------------|------|---------------------------|-------------------------|
| Vacancies | Expand | Date from | 03/10/2011 | Date to | 02/12/2011 | Type | All | Process |
| Temp | Type | Last Checked | Company | | Job Title | | Applicant | |
| Placements | Vacancy | 01/11/12 | AWR LK1 Applies | | Accounts Clerk | | | |
| Timesheets | Role | 15/11/11 | Bartley Lodge | | Position | | Johnny Bradley | |
| AWR Temps | Company | 14/11/11 | AWR LEA EE School | | | | | |
| AWR Checking | Company | 07/11/11 | AWR Not Known | | | | | |
| Expiry Dates | Role | | AWR Applies | | ASA Test | | Stuart Humphries | |
| Reports | Role | | AWR LEA EE School | | awr | | William McConnell | |
| | Vacancy | | AWR Applies | | Secretary | | | |
| | Vacancy | | AWR Applies | | PA | | | |

Reports

There are standard Temp Desk reports to look at AWR Roles by Candidate or Client grouping for a Temp Desk. They all ask for the number of qualified weeks to be included.

There is also a report to check for PBA Temps (Swedish Derogation) who do not have a Timesheet in the week so that they can be checked to see if an Internal Timesheet is required.



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