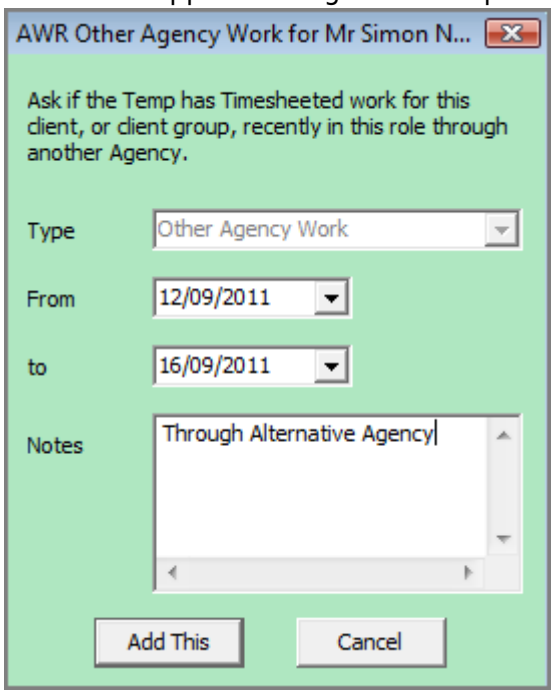
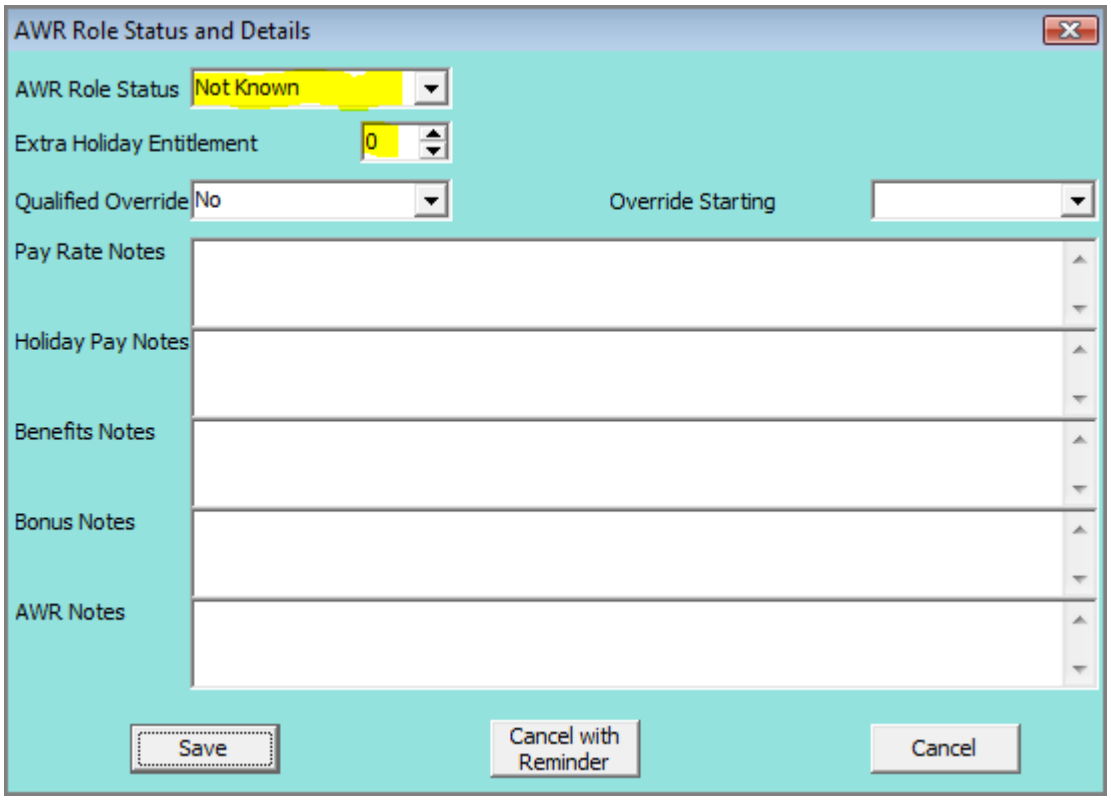
Consultant Work Flow - Shift Temp Desks

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

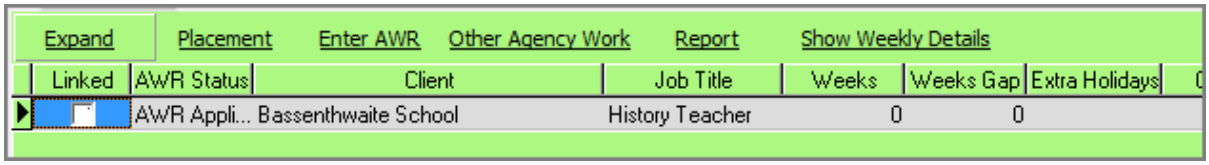
2. These fields will appear when booking a first shift.
   1. A form will appear asking if the Temp has worked for another agency for the same role.



   2. If the inherited company AWR state is Not Known or blank a form will appear asking for this information.



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



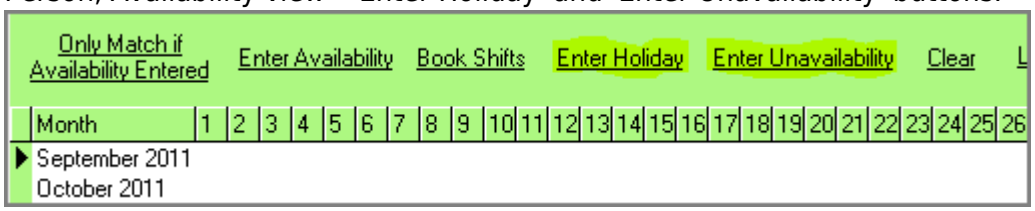
3. Extra fields will appear when booking a shift when no shift has been booked in this or the previous week although shifts already exist for the vacancy.
   1. A message will appear saying there has been a gap since previously worked for this vacancy and to check for work against a vacancy which needs 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.

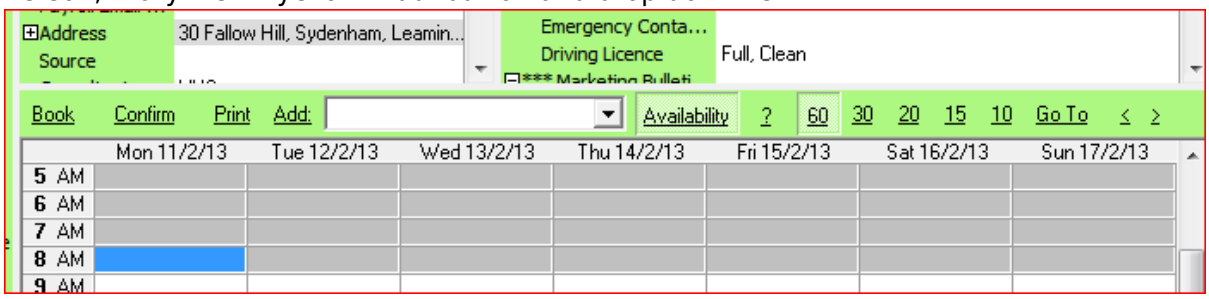
5. If a Temp notifies you of Holiday, Sickness, Jury Service or Maternity/Paternity Leave you MUST entere in IQX the relevant Holiday or Unavailability for the dates concerned as these are legally required to pause the AWR Qualification. A Holiday Pay timesheet will NOT be enough as could be in lieu of time away.

   Holiday and Unavailability can be entered from:
   1. Temp Desk, Temps view - 'Unavailable' and 'On Holiday' buttons.

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



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



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.

Go back to AWR Menu

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