

Direct Hire 10R2

From the **Associate** tab click on the *Prof/DH* button as circled below:

Visifile	Address	Pay	Asg	Msg	Intview	Report	Search	Switch
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TxnHist	ChkHist	DNA	Cand	OrdMatch	Prof/DH	Chg #s	Contact Methods
Refresh	ResGen	Resumes	ResCorr	PastJob	GetMap	WebSetup	Phone (639) 485-3405x
Name: Marshall, Mathew Mat	HomeArea: Fort Pierce, FL 34982	ResRec'd: <input checked="" type="checkbox"/>	Emergenc 4074884040				
OrderType: TE Hire Status: File Pending	RateDesired: \$15.00	I9 on File: <input type="checkbox"/>					
Email:	Loc/Memo: Lake Powell	Active: <input checked="" type="checkbox"/>					
UnemClaim 2/7/2005		Asg'd: <input checked="" type="checkbox"/>					

Date	Action	Message	Rep	Contact	Customer	Due	Done?
6/7/2005	CustomerDN	CustomerDNAEmployee - worked though	mkramer		Fisher Nuts		<input type="checkbox"/>
5/9/2005	Email	Job Opportunity Available	mkramer				<input type="checkbox"/>
2/4/2005	WebClient E	Sent email from WebClient: 2/4/2005 10:09:20 AM. Subject:	dwood				<input checked="" type="checkbox"/>
1/21/2005	50 QP Lette	test msg --Modified by virani on 01/21/2005 --Modified by vir	virani			1/22/2005	<input checked="" type="checkbox"/>
1/21/2005	Available	Available call if we get anything --Modified by dwood on 01/2	dwood			9/12/2005	<input type="checkbox"/>

Interest Codes	Customer	JobTitle	OrigStart	Start	End	Bill	Pay	Order	Prf
Accounting Clerk II	Lawwood Hospital	Data Entry Oprtr	8/8/2005	8/8/2005		67.00	50.00	4205	
Cashier II	Rosefire Imports	Forklift	5/2/2005	5/2/2005	5/20/2005	0.00	0.00	4130	
Drug Test	Crom Equipment	Forklift	1/4/2005	1/4/2005	1/20/2005	12.00	7.22	3977	CO
Forklift	Lawwood Hospital	Accounting Clerk	2/23/2004	2/23/2004	2/23/2004	45.00	16.00	3878	
	Lawwood Hospital	Data Entry	3/18/2004	3/18/2004	3/18/2004	0.00	0.00	3747	CO
	Lawwood Hospital	Data Entry	3/18/2004	3/18/2004	3/18/2004	0.00	0.00	3747	DE

This will open the Direct Hire area of the **Associate** record. In the screens below the user can enter information about what the employee is looking for in a direct placement position as well as salary and *job title* information.

Professional and Direct Hire Information	
Professional	Salary/Job Misc
Job Objective:	To secure a position with an Advertising Agency where I can utilize my education and experience as an Ad Executive
Differentiator:	Money
WishList:	Metropolitan area, casual environment
Professional Summary:	15 years in the Advertising industry

The **Professional** tab has free form fields for entering the *Job Objective*, *Differentiator*, *Wishlist*, and *Professional Summary*.

The screenshot shows the 'Professional and Direct Hire Information' form with the 'Professional' tab selected. The form contains the following fields:

CurrentSalary:	\$65,000.00	Current Title/Lkp:	Account Analyst	A374
OtherCompensation:	5,000.00	Desired Title/Lkp:	Account Analyst	A374
DesiredSalary:	\$65,000.00	ActivelySeeking:	<input checked="" type="checkbox"/>	
LocationDesired:	Metropolitan	Date Available:	2/1/2005	
Relocate:	<input checked="" type="checkbox"/>			
RelocateWhere:	Any Metropolitan area			

The **Salary/Job** tab is where the user can enter the *Current Salary*, *Desired Salary*, *Location Desired*, *Current Title*, and *Desired Title*. They can also use this form to indicate if the employee is *Actively Seeking*.

The screenshot shows the 'Professional and Direct Hire Information' form with the 'Misc' tab selected. The form contains two free-form text fields:

Misc Note1:
Misc Note2:

The **Misc** tab has two free form fields for entering any other information that did not fit in other fields in this section.

From the **Associate** area of Tempworks click on the **Address** tab and the **Status** sub tab. In the *Order Type* field select "DH" from the drop down menu to indicate that this employee is interested in direct placement positions only.

Update Unfilled:21 AsgWarn:6 1stDay:0 2ndDay:0 Conf:22 WklyCalls:24 19Now:17 POWarn:0 Activity:25

Inactives: Name Lkp: SSN# Lkp: ID# Lkp: Mann, Erin 239-1820 SSN:373-87-4444 Id:5598

Visifile Address Intview Asg PayHist Msg Report Search Switch

Status Other Payroll UserDefined

Refresh DH Detail Print

Name/Aidnt/Status
 Act Date: 2/28/2005 DeactDate:
 ID: 5598
 SSN: 373-87-4444 Change SSN
 Last Name: Mann
 First Name: Erin Middle:
 Nickname:
 Phone: () 239-1820

Hiring Information
 Profession: All Active:
 Rating: 0 Ref Chkd:
 OrderType: TE Drug/AlcPolicy:
 HireStatus: File Pending HarassPolicy:
 I9ExpDate: 19 on File:
 OrientationDate: Anniv:
 Branch: Memphis SE Assigned:
 Staffing Spec: greggd Res on File:
 InterviewBy: Safety Cert:
 EnteredBy: W4DocReq:
 Vendor: Job Title:
 WashedStatus: Unfamiliar

Mailing Address
 Street: 4920 Pine Lane
 Street2:
 City: Eagan
 State: MN Zip: 55123
 County:
 Country:
 School:

Background/Drug/Security/Briefing
 Security Clearance: DrugTest:
 Convictions:

From the **Order** area of Tempworks click on the *New Record* button in the upper left of the screen as shown below:

Inactives: CustName Lkp: Order# Lkp:

Visifile Order Details PO/Misc Asg Candidate Message Directory Switchboard

The *New Record* button will open a form like the one below:

Order Account Selection

Close Form To create an order, first select an account by supplying the name of the person or the name of customer. Order Type: DH

Customer Lkp:

Double click to select from the following customer accounts which match your criteria

CustomerName	DepartmentName	Branchname	Status	Street1	City	Supervisor	Customer
Crom Equipment	Accounting	Memphis SE	A	400 Main Street	Fort Pierce	Fisher, Brenda	778105
Crom Equipment	Clerical	Memphis SE	H	123 Main Street	Fort Pierce	Sylvester, Bonnie	778046
Crom Equipment	Main Warehouse	Memphis SE	P	3300 Enterprise Dri	Fort Pierce	Williams, Leonard	778668
Crom Equipment	North Warehouse	Memphis SE	H	3300 Enterprise Dri	Fort Pierce	Fisher, Brenda	778603
Crom Equipment	Primary	Memphis SE	A	3300 Enterprise Dri	Fort Pierce	Williams, Leonard	10623
Crom Equipment	South Warehouse	Memphis SE	P	3300 Enterprise Dri	Fort Pierce	Williams, Leonard	778622

Enter the customer name in the *CustomerLkp*: field and hit *Enter* on your keyboard to display a list of all customer's that match the criteria entered. In the *Order Type* drop down menu select a "DH" order. Then double click on the customer name and department that the direct hire order should be created for.

Main | Position | Candidates | Messages | Billing/Other

Job Information

Required: 1 # Asg: 0 Job Code: A380 Type: DH Fee%: 25.00% Salary/PayRate: \$60,000.00
 Job Title/Lkp: Senior Accounting Clerk Fee/BillRate: \$15,000.00
 Job Description:

Hiring Mgr/Supervisor Modifu contact
 Fisher, Brenda (561) 345-3463x4

Order Status: Unfilled
 Priority:

Directions: South on Edwards Road

Sales Team: Branch: Memphis SE

Dress Code: Business Casual
 Start Date: Monday, October 18, 2004
 Start Time: 08:00 End: 16:00
 Duration: Indef

In the **Main** tab enter the # Required, the job title in the Job Title/Lkp:, Job Description, and Start Date. On the right hand side enter the Fee%, and Salary/Payrate to automatically calculate the Fee/BillRate. If the HiringMgr/Supervisor field is not populated or the current information is incorrect click on the *Modify Contact* button (circled below) to assign a different Hiring Manager or Supervisor to this order.

►* Refresh Search **Contacts** Orderid: 1002970 Customer: Crom Equipme

Main | Position | Candidates | Messages | Billing/Other

Job Information

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 Job Title/Lkp: Senior Accounting Clerk Fee/BillRate: \$15,000.00
 Job Description:

Hiring Mgr/Supervisor Modifu contact
 Fisher, Brenda (561) 345-3463x4

Setup contacts/roles for this order

Roles

- Hiring Mgr
- HR Coordinator
- Ordered By
- Report To
- Vendor Acct Mgr

Assign role

People

- Duncan, Danny (651) 555-1212x
- Elliott, James
- Fisher, Brenda (561) 345-3463x4
- Guernsey, Jolene (342) 342-3423
- Holcomb, Jim (561) 466-7788x
- Marshall, Mathew (234) 234-2344x
- Washington, George (202) 499-6112x
- Williams, Leonard (561) 345-3463x4

Type	Lookup	ContactName
Supervisor	Fisher, Brenda (561) 345-3463x4	

When the button is clicked the follow form will be displayed. Highlight the **Roles** on the left and the **People** on the right and then click on the *Assign role* button (as circled) in the middle to add or change the Hiring Manager or Supervisor for the order.

In the **Position** tab the details of the position can be entered.

Main		Position	Candidates	Messages	Billing/Other
Job Opening Summary					
The Position			The Candidate		
Principle Responsibility: <input type="text" value="Oversee Accounting Department. Responsible for all Financial Reports"/>			Required Skills / Experience: <input type="text" value="CPA and 5 years minimum in the Accounting Field"/>		
SalaryRange: <input type="text" value="55,000-60,000"/> # People seen: <input type="text" value="4"/>			Addtl Skills: <input type="text"/>		
Why Open: <input type="text"/>			Ideal Candidate (include companies they might come from): <input type="text"/>		
Why would someone want this opportunity versus one from a competitor: <input type="text" value="Excellent health benefits, 401K, flex plans"/>			Top 3 Knock-out factors: <input type="text"/>		
Hiring Manager and Process: <input type="text" value="Will interview with Accounting Department Manager, 2nd interview with CFO"/>			3 most important attributes for success in this role		
<input type="text"/>			<input type="text"/>		

To Conduct a Direct Hire Search:

From the direct hire order click the *Search* button as circled:

▶*		Refresh	Search	Contacts
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In the **Interest codes/Resume** tab the user can select *Interest codes*, Contact message criteria, and key words and Boolean searches in the Resume criteria section.

Run search		Order#: <input type="text" value="1002970"/>	SearchID: <input type="text" value="1018"/>
Interest codes/Resume		Address/Status	Req Docs/Schedule
Interest code criteria <input type="checkbox"/> Match any (not necessarily all) View codes of type: <input type="text" value="Select code"/> <input type="text"/> Lkp InterestCode <input type="text" value="Accounting Clerk"/> <input type="text"/>		Contact message criteria <input checked="" type="checkbox"/> Find only candidates with whom we've had contact within # Days: <input type="text" value="180"/> <input type="checkbox"/> Find only those who called in available during this time	
		Resume criteria Resume Freshness In Days: <input type="text" value="180"/> Full-text search criteria: <input type="text"/>	
Record: <input type="text" value="1"/> of 1			

In the Interest Codes section enter any and all *Interest Codes* necessary, also, if the Candidate only needs to match one (not all codes), click to check *Match Any (not necessarily all)*.

In the **Contact message criteria** section indicate if the desired Candidates must have had some sort of contact with the company in the past "X" number of days. Or find only those candidates who have a message *action* of "Available" in the past "X" number of days.

In the **Resume criteria** section and using the guidelines listed below, indicate any words or phrases that should be included or excluded within a candidate resume.

FTMScript	FTMExplanation
CFD and CPA	Contains both "CFD" and "CPA"
Java near Coffee	Contains "Java" that is near "Coffee"
Java and not coffee	Contains "Java" but does not contain "Coffee"
FORMSOF (INFLECTIONAL, dry)	Contains some form of the the word 'dry'
Software and training and Word and not programmer	Use this to find a software trainer who is not a programmer
(Coffee or Tea) and sugar	Contains coffee and sugar or contains tea and sugar
gm or ford or chrysler or honda or automotive or automobile c	Macro for automotive
ISABOUT (Weighted automotive search
Education and Michigan State	Contains "Education" and "Michigan State"

In the **Address/Status** tab the user can enter search criteria relating to an employee's location, current assigned status, branch, and type of order they would like to be placed on.

In the **Req Docs** tab the user can search for employees that have specific types of documents attached to their record. The *Category lkup* field can be used to search for a category of required documents. Otherwise the *Document name* and *Authority* can be selected from the corresponding drop down menus.

Interest codes/Resume | Address/Status | **Req Docs** | Other Criteria

Profession:
Human Resource Assistar

Has Required HC Documents:

Category Lkup [] [] [v]

Add Group Req Docs

Selected	Document Name:	Authority:
<input checked="" type="checkbox"/>	ACLS	ALL
<input checked="" type="checkbox"/>	Another Test	ALL
<input checked="" type="checkbox"/>	ARRT	ALL
<input checked="" type="checkbox"/>	Copy SS Card	ALL
<input checked="" type="checkbox"/>	Rubella	ALL
<input checked="" type="checkbox"/>	*	

In the **Other Criteria** tab the user can search for Employees that have worked for a specific Employer or Supervisor, as well as entering information for Direct Hire Order searches. Enter the information to be searched in the appropriate fields.

Interest codes/Resume | Address/Status | Req Docs | **Other Criteria**

Employer affiliation criteria:

Sourcing company name: []

Past employer: Crom Equipment

Past supervisor: []

Direct Hire information

Include Actively Seeking Only:

Desired Salary: \$60,000.00

Location Desired: Eagan, MN

Once all of the search criteria have been entered in the Order search screen then click on the *Run Search* button as circled below.

The screenshot shows the 'Order search' interface. At the top, there is a 'Run search' button circled in red. To its right is an 'Order #' field with the value '4280' and a 'SearchID' field with the value '1359'. Below these are four tabs: 'Interest codes/Resume', 'Address/Status', 'Req Docs', and 'Other Criteria'. The 'Interest codes/Resume' tab is active, showing 'Interest code criteria' with a 'Match any (not necessarily all)' checkbox and a 'View codes of type:' dropdown set to 'Language'. A list of codes includes 'Bilingual-English', 'Bilingual-French', and 'Bilingual-German'. To the right, 'Contact message criteria' includes checkboxes for 'Find only candidates with whom we've had contact within # Days: 180' and 'Find only those who called in available during this time'.

The results will be listed in a screen like the one pictured below.

The screenshot shows the search results screen. At the top, there are buttons for 'Select all', 'Deselect all', 'Add names to list', 'Limit to list', and 'Search again'. Below these are buttons for 'Email order info to selected candidates' and 'Requery'. A summary table is displayed:

CriteriaDescription	Hits
Address/status	37
Interest code	22
Message	50

Below the summary table is a table of candidate results:

	All	Del	Name	Phone	Branch	act	asg	Other	Type	Res Rank	Emp Rating	Resume Date	Doc % Match	Sched % Match
Resume	<input checked="" type="checkbox"/>		Bristoc, BarryBernard	(234) 234-2344	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	0		0.0	0.0
Resume	<input type="checkbox"/>		Connors, Phil	(333) 333-3333	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	7		0.0	0.0
Resume	<input type="checkbox"/>		Garnish, Joe	(555) 555-5555	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TF	0	6		0.0	0.0
Resume	<input type="checkbox"/>		Johnson, TabithaS	(651) 773-9556x	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>	111	TE	0	0		0.0	0.0
Resume	<input type="checkbox"/>		Morris, Morrey	(555) 555-5555	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TF	0	3		0.0	0.0
Resume	<input type="checkbox"/>		Newman, Phil	(212) 581-6430	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	0		0.0	0.0
Resume	<input type="checkbox"/>		Victorson, Mike	(555) 555-5555	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TE	0	4		0.0	0.0
Resume	<input type="checkbox"/>		Wells, Marcie	(666) 666-6666	Memphis St	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TF	0	7		0.0	0.0

**Note – The information in this view can be sorted in ascending or descending order by clicking on the column headers.*

Add Candidates to the **Candidates** tab by clicking in the check box in the *Select* column next to each name, then click the *Add Names to List* button to attach the candidates to the order.

Employees that have been attached to the order will be displayed in the **Candidates** tab. Candidates can be added to this tab in two ways: via an order search or by clicking on the *Add current applicant* button which will attach the employee that is currently open in the **Associate** tab.

Name	Phone	City	Branch	Rank	Selected For Activity	CandStatus	Source
Johansen, Mary	(555) 555-5555	Eagan	Memphis SE	0	<input type="checkbox"/>	Candidate	Bill Board
Morris, Morrey	(555) 555-5555	Eagan	Memphis SE	0	<input type="checkbox"/>	Candidate	API Employee
Oliver, Theresa	(610) 644-3456	Annandale	Memphis SE	0	<input type="checkbox"/>	Candidate	
Smith, John	715-555-1222	Hometown	Memphis SE	0	<input type="checkbox"/>	Candidate	
Smith, Suzanne	(855)324-2344	Heartland	Memphis SE	0	<input type="checkbox"/>	Candidate	
Thumper, Hubert	(651) 773-9556	Maplewood	Memphis SE	0	<input type="checkbox"/>	Candidate	Internet Pos

Most information and work to fill an Order can be done from this form:

- * View Candidate's record by clicking the Binocular Icon
- * E-Mail Resumes to the Hiring Manager
- * E-Mail Order information to the Candidate using the *E-mail* button
- * Log Messages:

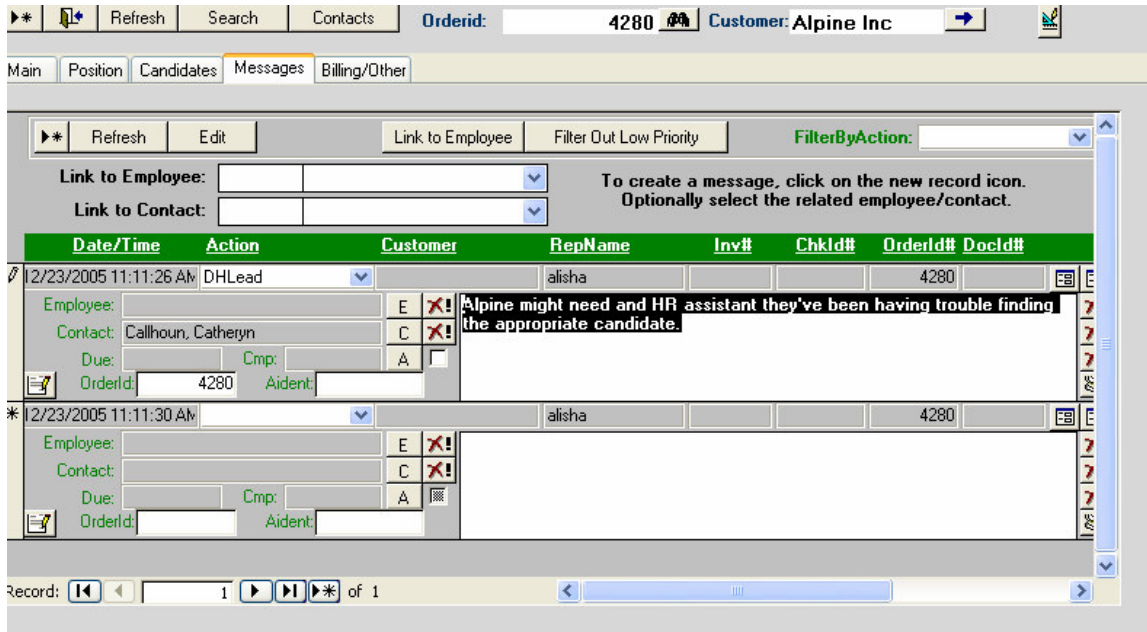
By changing the Candidate Status you will automatically log a message in the Candidate, Order and Hiring Manager records

***Note – the candidate worksheet and any changes will stay with the order that they were attached to.**

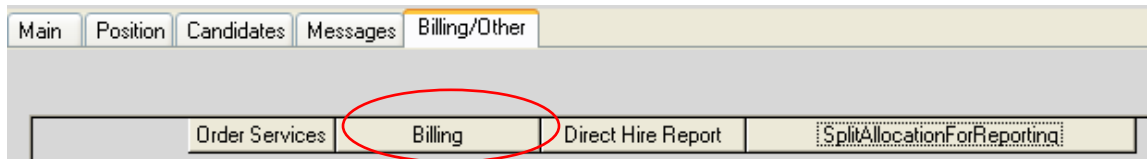
Once all candidates are listed on the **Candidate** tab, place one candidate at a time on the order by clicking in the *Selected for Activity* check box on the corresponding line.

***Note – Verify that the *Fee/BillRate* field is populated with the correct invoicing amount before creating the transaction.**

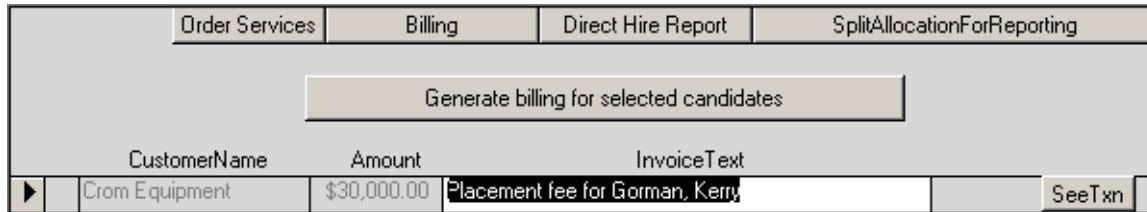
In the **Messages** tab the user can attach messages to this order and customer, and then link them back to a contact and employee.



In the **Billing/Other** tab the user can create the invoicing transaction for the direct placement order.



Once the **Billing/Other** tab is open click on the *Billing* button (as circled above) and the view below will be displayed:



Once the *Selected for Activity* Box has been checked for one candidate click the *Generate Billing for Selected Candidates* button.

This will display the Customer Name, amount and Standard Invoice Text. (Invoice Text can be modified if desired).

***Note - By clicking the *Generate Billing for Selected Candidates* button, the transaction is created and is accessible by payclerk users so that invoice processing can be completed.**

Generate billing for selected candidates

CustomerName	Amount	InvoiceText	
Crom Equipment	\$30,000.00	Placement fee for Gorman, Kerry	SeeTxn
*			SeeTxn

Microsoft Access

Billing transaction generated, awaiting for approval by payroll

OK

Record: 1 of 1

Clicking on the *Direct Hire Report* button will generate a report for all Direct Hires.

The billing will be listed as a transaction adjustment and will list the actual candidate's name that was placed on the order, as well as the amount of the placement fee for invoicing.

Employee Name Abron, Jill	Customer Name Alpine Inc	AIdent 5022	Department Name Energy	Insert	Asg	AsgHist
				Refresh	AdjHist	Session

Hours/Rates	Overrides	Commands	Lookup	InstantPay	Codes	Shifts/Times
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Day1	Day2	Day3	Day4	Day5	Day6	Day7	THours	CalcOT	OTPlan
0	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	PlanStd
RHrs	OHrs	DHrs	WkWorked	Seq	PerfNote		PayWeek		
0	0	0	01/24/07	0					

Transaction adjustments: Positive amounts increase employee net pay or invoice amount							
Adjustment	Amount	Bill Amt	Unit Cost	Unit Bill	Units	InvoiceText	Bill Pay Cost
▶ Placement	\$12,000.00	\$12,000.00	0	0	0	Placement fee for Ab	
* *							

Record: 1 of 1

BRate	\$0.00	Salary	\$0.00	Units	0	Paycode	Reg	AcctCode	
ORate	\$0.00	SalaryBill	\$0.00	UnitPay	\$0.00	Title code	A015	Location	
DRate	\$0.00	<input type="checkbox"/> SalaryApproved		UnitBill	\$0.00	Title	Word ProcsG Secy-	Entity/CCtr	
PRate	\$0.00	<input type="checkbox"/> ShowZeroBillOnInvoice		Company	HIT	Chk Deliv		SubEntity	
AdjGross	\$0.00	CustId	778976	Branch	Memphis	PONumber		ReqNumber	
		AsglD	3265	W/EBill	12/31/06	ReplacesChk		CustExtra1	
				FlexCode		Supervisor		CustExtra2	
						VendorInv		CustExtra3	

Refresh from Asg

When the transaction is processed, the *PayHoldCode* of "F" (Direct Hire Fee) will be placed on the **Overrides** tab in the **Timecard Fullscreen**. The Back Office will need to highlight and delete this payhold code.

The screenshot shows a 'One-time Overrides' form with the following fields and controls:

- FedWH: [Text Input]
- StateWH: [Text Input]
- PayPeriods: [Dropdown Menu]
- NetToGross: [Text Input]
- NoElecPay: [Dropdown Menu]
- OTPayFactor: [Dropdown Menu, value: 1.5]
- Buttons: CalcNetToGross
- Checkboxes: Separate check, DoNotPushSubPay
- PayHoldCode: [Dropdown Menu]

Since a paycheck should not be created for this transaction it needs to be processed as not containing payable data. To do this, a payclerk or payadmin user must create a payroll run and then click on the *Flag transactions containing no payable data as payroll complete* button to complete payroll for this transaction.

The screenshot displays the 'Payroll Calculation and Check Printing' interface with the following sections:

- Navigation:** Desc, SeeCtxns, **Actions**, Checks, Errors, Reversals, Reissues, Directory, PayMain
- Once time cards proofed:** Preview transaction report, Calculate payroll, Review calculation log
- Once calculations correct:** Print pay checks, Print pay checks restart
- Reports:** Print payroll run reports. Prints for all payroll runs that haven't yet had their reports printed.
- Other (Circled):** Flag transactions containing no payable data as payroll complete.
- Other (Below):** Abandon payroll run. Transactions assigned to this payroll run get freed for assignment to another run. Post payroll, Print check report, Choose Subcontractors to pay

Process the transaction through Invoicing as usual.