

12R8 Enterprise Direct Hire

To open the window to add a new **Order** record to Enterprise you can go to the *E* button in the upper left and click the *New* button and then select the **Order** option from the drop down menu or select the *New Order* button from the **Order** record *Actions Bar*. You can also use the **Hot Key** combination of *Alt + 3*. The window below will be displayed:

If you are in the **Customer** record when you select *New Order*, from the *Actions Bar* the *Customer* name and *Department* will automatically be selected. If creating a new **Order** from the **Order** area or any other record in Enterprise make sure to select the correct **Customer** and *Department* from the *Customer* drop down menu.

The *Order Type* will default to "TE" (for Temporary). To create a "Direct Hire" (Permanent Placement) **Order** change the *Order Type* to "DH". Once the *Order Type* has been updated click *Save*. This will add the **Order** to the database and open the record to the **Details** form.

Select the *Work Site*, number *Required*, *Job Title*, *Start Date*, *Shift* or *Start and End Times*, *Fee Percentage*, *Salary*, and *Contact* (ie. Hiring Manager, Supervisor, etc.). Then click on the **Direct Hire Details** tab at the top to enter more information.

Inc, Primary
Admin. Assist.

visifile
▶ details
po setup
interest codes
required documents
vendors
invoice recipients
candidates
job posting
messages
documents
search

tasks
Call Owen at Linden about lu...
Set up interview for Loretta L...

Order Details Web Options **Direct Hire Details**

position summary
Primary Responsibility

Salary Range

People Seen

Reason for Open Position

Why would someone want this opportunity versus a competitor

Hiring Manager and Process

candidate preferences
Required Skills / Experience

Additional Skills

Ideal Candidate

Top 3 Knock-out Factors

Three most important attributes for success in this role

Fill out any additional information or details about the **Order** in this form. Once the **Order Details** form is completed you can start your search for candidates (covered in the Front Office Training Manual).

When an **Assignment** is created for a "Direct Hire" **Order** the **Assignment Details** screen will look like the one below:

Barry, Greg
Crom Equipment
Admin. Assist.

Assignment: 6994
Order: 6091
Employee: 12702

details
messages
calls
search

tasks

- Add new order for Crom
- Set up interview for Conor C...
- Unfilled Order
- 19 Now
- Follow up on Contract det...

assignment information

Employee	Barry, Greg
AIdent	12702
Customer	Crom Equipment
Department	Accounting
Order ID	6091
Assignment ID	6994
Temp Phone	() - -
Status	Open

job information

Job Title	Admin. Assist.
Business Code	
Start Date	2/12/2010
Expected End Date	
Actual Date Ended	
Shift	
Start Time	End Time
Shift Notes	

Sun Mon Tue Wed Thu Fri Sat

direct hire fees

Fee Percentage	25.00
Salary	\$100,000.00
Fee	\$25,000.00

No Records Found

other information

Sales Team	dwood	Assigned	2/12/2010 10:50:00 AM
Service Rep	Alisha Arnol	Entered By	alisha
Branch	Memphis SE	<input type="checkbox"/> Do Not Auto Close	
Perf Note			

The one-time *Adjustments* for the **Invoice Transactions** can be added from the **Assignment Details** form.

add placement fee


Active

Rate \$10,00000

Start Date 09/21/2009

Note

Save

To open the form to the left, click on the  button in the upper right corner of the Direct Hire Fees area. If the *Fee* field is populated the *Rate* in the **Add Placement Fee** form will automatically be populated with the balance amount that should be billed based on any other fees that have already been added to this **Assignment**.

The *Start Date* should reflect a date that falls within the *Weekend Bill Date* (accounting period) that the one-time “DHFee” or “Placement” *Adjustment* should be **Invoiced** in. Once the form is complete click on the *Save* button in the lower right to add the fee and close the form.

The screenshot displays the 'Assignment Information' and 'Direct Hire Fees' sections for Michael Davino. The assignment information includes Employee (Davino, Michael), AIdent (12774), Customer (Thompson Industries), Department (Human Resources), Order ID (5326), and Assignment ID (6912). The direct hire fees section shows a Fee Percentage of 25.00%, a Salary of \$50,000.00, and a Fee of \$12,500.00. Below this, a table lists active fees:

Active	Rate	Date	Note
<input checked="" type="checkbox"/>	\$10,000.00	9/21/2009	
<input checked="" type="checkbox"/>	\$2,500.00	10/26/2009	

In the view above the one-time *Adjustments* for “Direct Hire” **Invoicing** are displayed below the *Fee* field.

The one-time *Adjustment* will automatically be pulled into **Time Entry** when the *Create Timecards from Assignments* button is clicked, as long as the *Start Date* on the fee occurs during the current *Weekend Bill Date*.

The screenshot shows a 'Detailed Timecard' for Michael Davino. The timecard table lists one entry for 9/20/2009 with a Direct Hire Fee adjustment. The 'Adjustments' tab is active, showing the following details:

Adjustment	Amt	Bill Amt	Invoice Text
DHFee	\$0.00	\$10,000.00	Direct Hire Fee

The 'payroll info' section on the right shows WE Bill (09/20/2009), WE Date (09/20/2009), Work Date, and Inv Date.

*Note – Although the *Bill Amount* can be updated in **Time Entry**, these changes will not be reflected in the **Assignment** screen. For accurate tracking for the Service Rep user, the fee will need to be edited on the **Assignment Details** as well.

Detailed Timecard

Pay and Bill Rates Adjustments **Overrides** Codes

one time overrides

Fed Withholding

State Withholding

Pay Periods

Check Delivery

Do Not E-Pay

Pay on Separate Check

Show Zero Bill on Invoice

other

Branch

Acct Code

Location

Entity

SubEntity

Req Number

Supervisor

Pay Hold

Invoice Hold

Cust Extra 1

Cust Extra 2

Cust Extra 3

payroll info

WE Bill

WE Date

Work Date

Inv Date

Pay Code

Skill code

PO Num

Payroll Note

When the one-time *Adjustment* is added it will automatically have an *Invoice Hold* code of "A" (Adjustment Review Required). To approve this fee for **Invoicing**, highlight and *Delete* the *Invoice Hold* code. Once the code is removed this *Adjustment* can be pulled into an **INVOICE** run. Continue **INVOICE** processing as covered in the Back Office Training Manual.

*Note – If the "Direct Hire" **Invoicing** requires a different **INVOICE Style**, the "DH" **Orders** will need to be set up on a separate **Department** record from the "Temp" **Orders** so that the *Style* on the "Direct Hire" **Department** record can be changed.