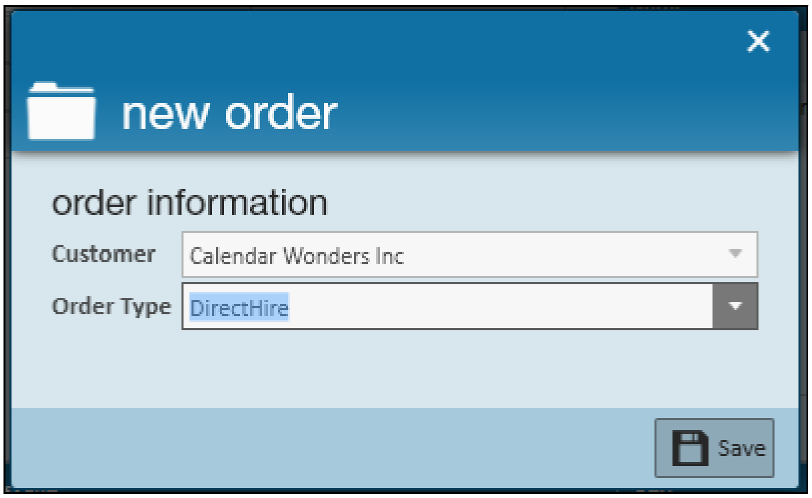
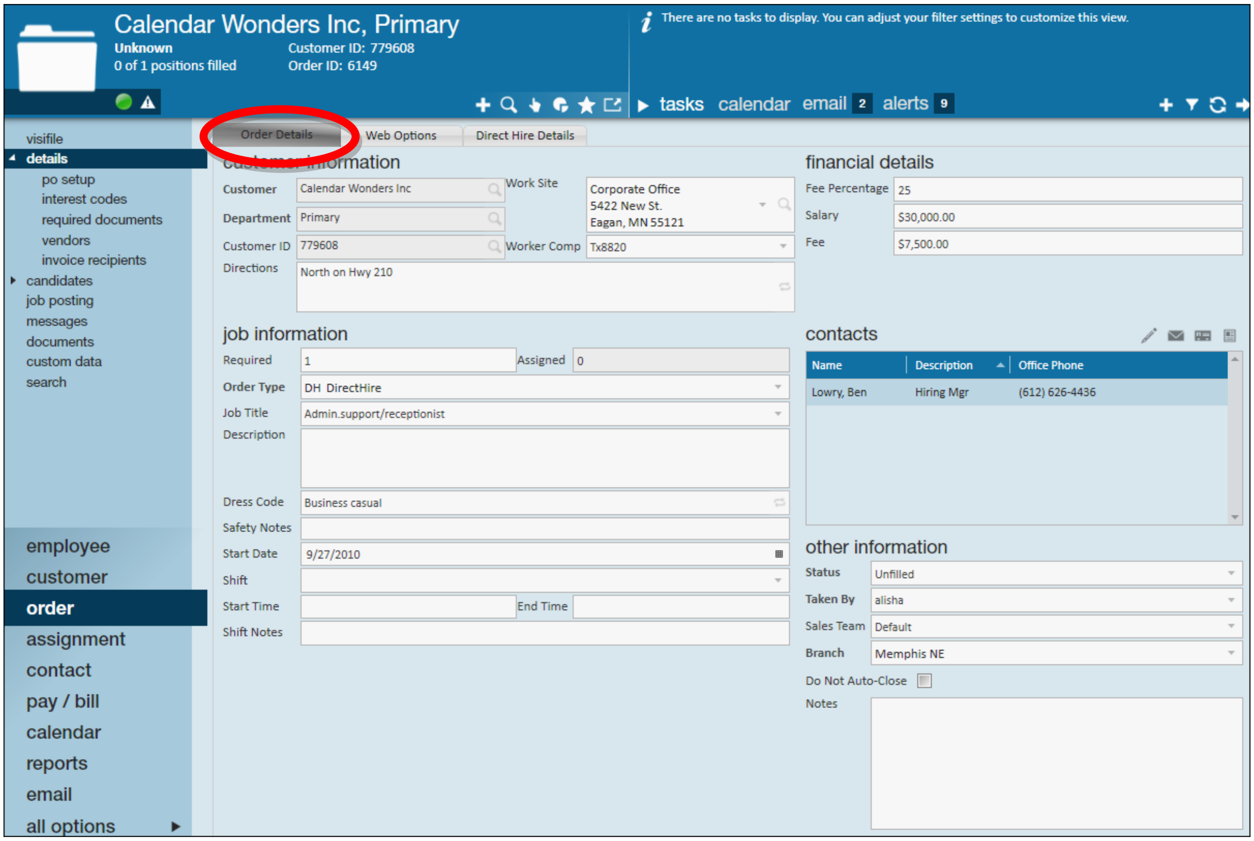
15R1 Enterprise Direct Hire

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

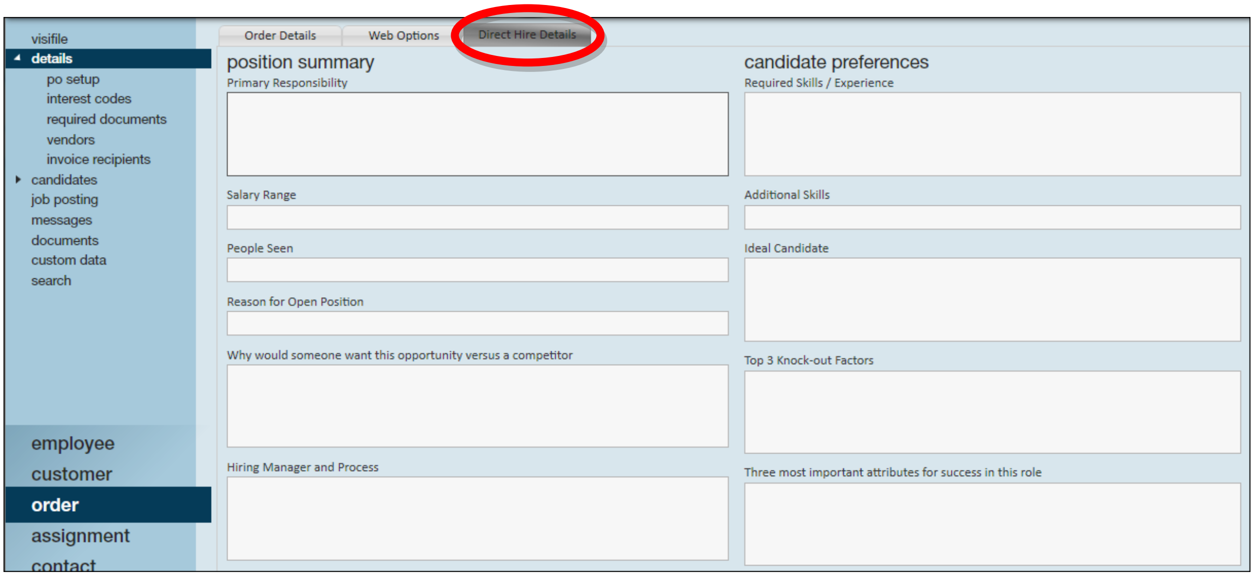


If you are in the **Customer** record when you select *New Order*, from the button the *Customer* name and ***Department*** will automatically be selected. If creating a new **Order** from the **Order** area or any other record in Enterprise make sure to select the correct **Customer** and ***Department***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

The *Order Type* will default to "Temp" (for temporary). To create a direct placement **Order** change the *Order Type* to "DirectHire". 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.

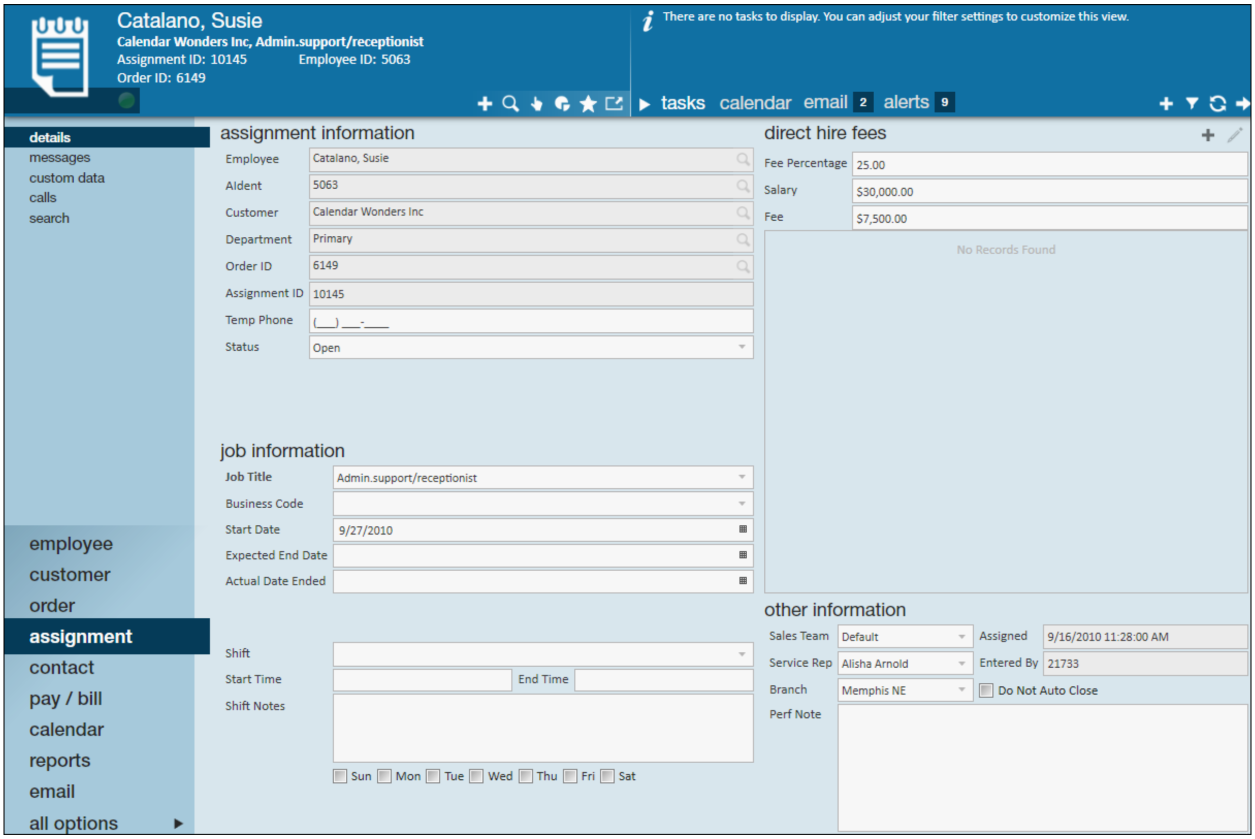


Select the *Work Site*, number *Required*, *Job Title*, *Start Date*, *Shift* or *Start* and *End Times*, *Fee Percentage*, *Salary*, and *Contact* (ie. Hiring Manager, Supervisor, etc.). Then click on the ***Direct Hire Details*** tab at the top to enter more information.

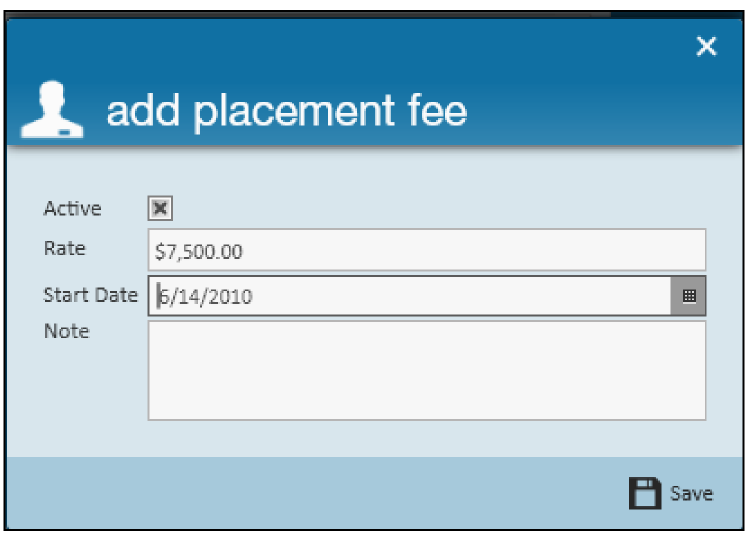


Fill out any additional information or details about the **Order** in this form. Once the **Order Details** form is completed you can start your search for candidates (covered in the Front Office Training Manual).

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

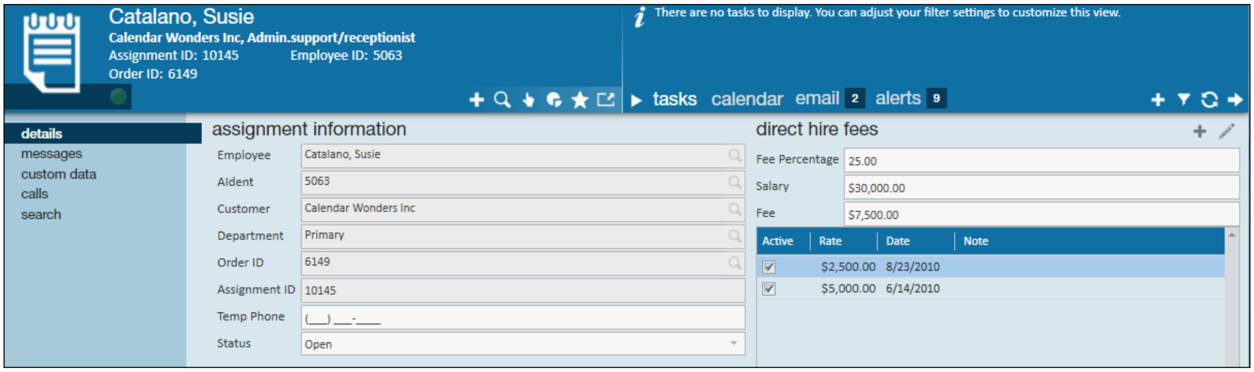


The one-time *Adjustments* for the **Invoice** *Transactions* can be added from the **Assignment Details** form.



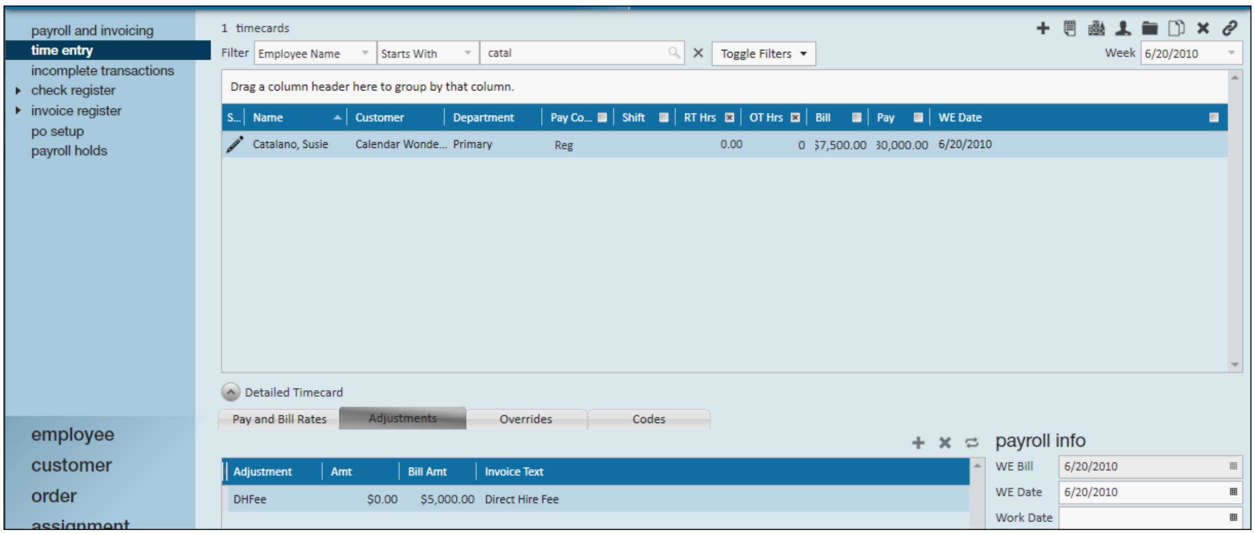
To open the form to the left, click on the button in the upper right corner of the Direct Hire Fees area. If the *Fee* field is populated the *Rate* in the ***Add Placement Fee*** form will automatically be populated with the balance amount that should be billed based on any other fees that have already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

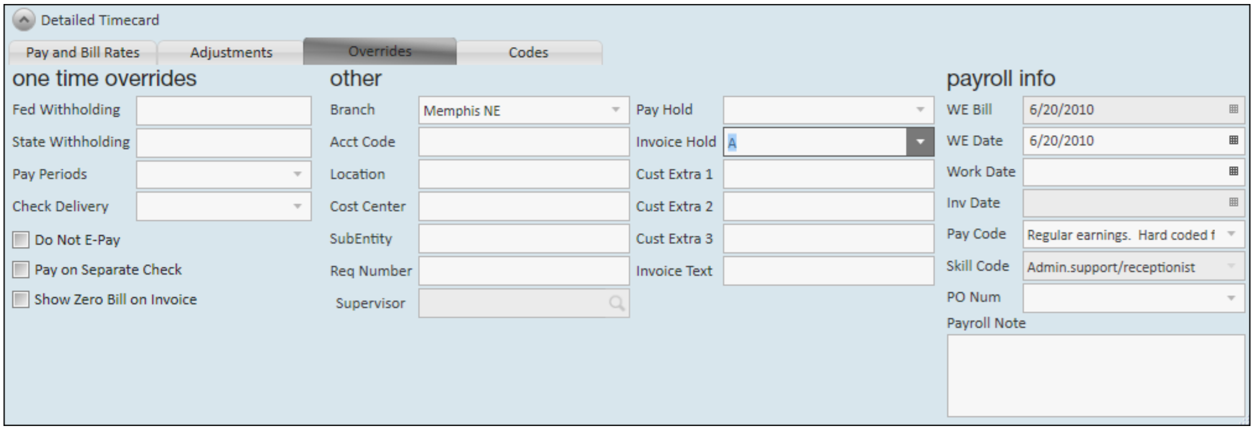


In the view above the one-time *Adjustments* for "Direct Hire" **Invoicing** are displayed below the *Fee* field.

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*.



*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.



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 "DirectHire" **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 **Invoice** *Style* on the "DirectHire" ***Department*** record can be changed.

Still Have Questions?

For more information about direct hire functionality contact our customer support group at 877-452-0327 or by sending an email to support@tempworks.com.

To schedule training on using direct hire, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact our Training Department at trainers@tempworks.com.

