

# DAILY PAY

When placing an Order for a Daily Pay job, be sure to select an Order Type of DP (Daily Pay). This will allow that Order to appear on the correct dispatch form.

To Assign employees in a Daily Pay environment, hit "ctrl J" on the keyboard, this will display the Assignment Daily Worksheet.

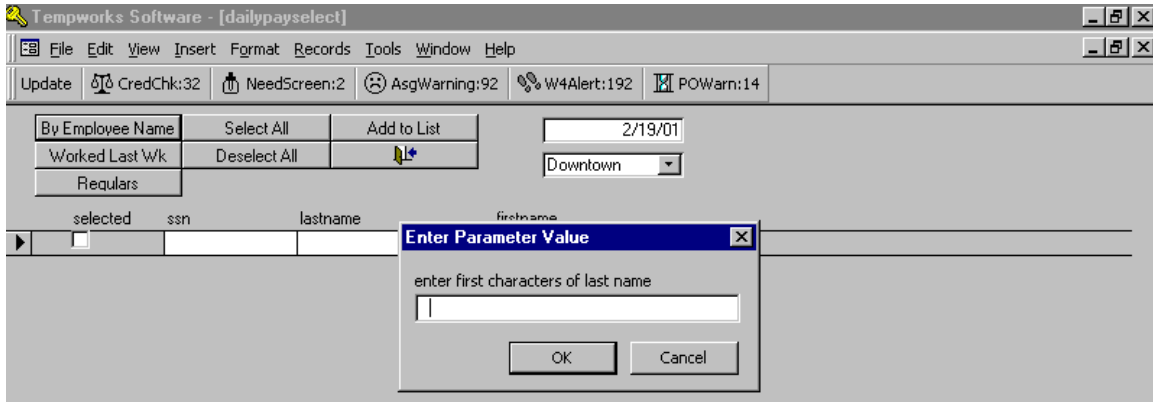
The screenshot shows the 'ASSIGNMENT DAILY WORKSHEET' window in Tempworks Software. The window title is 'Tempworks Software - [DailyPay : Form]'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains icons for Update, CredChk:32, NeedScreen:2, AsgWarning:92, W4Alert:192, and POWarn:14. The main area is divided into three sections: 'ACTIVE ORDERS', 'AVAILABLE EMPLOYEES', and 'ASSIGNED'. The 'ACTIVE ORDERS' section contains a table with columns for OrderID, Address, Payrate, and Note. The 'AVAILABLE EMPLOYEES' section contains a table with columns for Employee Name, Car, Shoe, Misc, Last Job, and Last. The 'ASSIGNED' section contains a table with columns for Employee Name, Car, Shoe, Misc, Last Job, and Last. The window also features buttons for 'Hours Report', 'Find Available Employees', 'Print Orders', 'Print Directions', 'PAYROLL', 'TIMECARDS', and 'Adjustment'.

The left portion of the page will display orders open for the day. The orders are prioritized by start time and number of employees needed to fill the order.

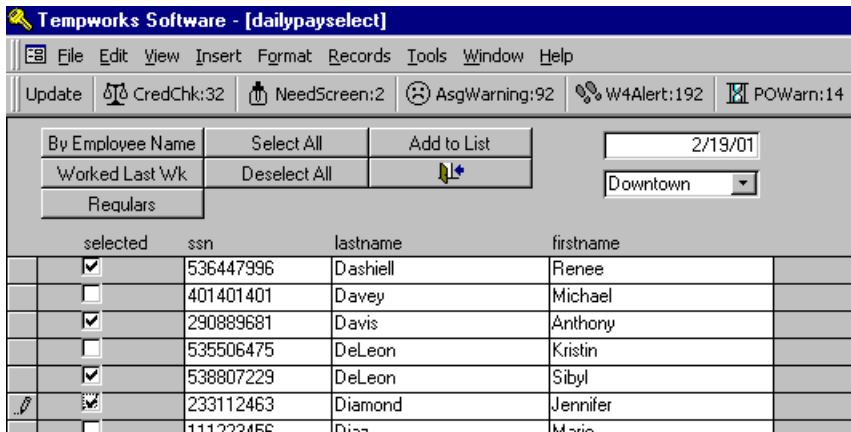
To indicate the employees that are available click "Find Available Employees"

This close-up shows the 'Find Available Employees' button with a magnifying glass icon and a plus sign. Below it is the 'BranchName' dropdown menu, which is currently set to 'Downtown'.

Select available employees By Employee Name – Worked Last Wk – Regulars.



Click the "Selected" box to select available employees.



Click Add to List – Employees will appear on right portion of the Assignment Daily Worksheet.

Employee Name	Car	Shoe	Misc	Last Job	Last
A E Dashiell, Renee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DelComp Inc	
A E Davis, Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abbot Law 1	CO
A E DeLeon, Sibyl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Plus Personne	
A E Diamond, Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

To assign employees to a particular order, click the eyeglasses next to the appropriate order. The customer will appear shaded in the upper left hand box.

Requry	Asg	Req	Time	CustomerName	Report To
	0	7	0600	CA De Inc	
				1000831	
	0	1	0600	Abbot Law 1	James Br
				1000926	Plymouth
	0	1	0630	Central Perk	
				1000932	100 Main Street Anywheresvil

Click the "A" button next to the employee you would like to assign.

	Employee Name	Car	Shoe	Misc	Last Job	Last
▶	A E Dashiell, Renee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DelComp Inc	
	A E Davis, Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abbot Law 1	CO
	A E DeLeon, Sibyl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Plus Personne	
	A E Diamond, Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The employee's name will appear in the lower right hand section of the Assignment Daily Worksheet.

▶ Davis, Anthony    T ↶ E 🐾 🔍

Record: ⏪ ⏩ 1 of 1 ⏪ ⏩

Repeat for each employee to be assigned to this order.

### Miscellaneous Buttons and Boxes

Car – Shoe – Misc: used if the employee has a car, workshoes, misc, etc.

Employee Name	Car	Shoe	Misc
Dashiell, Renee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeLeon, Sibyl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diamond, Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ Davis, Anthony    T ↶ E 🐾 🔍

**T** - Use to print a time sheet.

**↶** - Use to unassign the employee from the assignment.

**E** -Use to view employee record.

**🐾** - Use to add individual adjustments to employees – transportation, charge for equipment, etc.

**🔍** - Use to view full transaction of individual employee.

Adjustment

Amount

-Use to apply the same adjustment for everyone on a specific order.