

16R1 Errors when Assigning Employees

When assigning an **Employee** to an **Order**, an *Assignment Restrictions* window will appear if there are any errors with the **Employee**, **Customer**, or **Order** records.

assignment restrictions

One or more assignments were not created due to assignment restrictions. (Click Here to View Instructions)

3 assignments not created

- Ellis, Katrina**
i Employee state (KS) does not match worksite state(GA)
 Approve this assignment
View Order
- Franco, Gerardo**
 i Employee is missing documents that are required on this order.
 i Employee state (KS) does not match worksite state(GA)
 Approve this assignment
 View Order
 View Order
- Goodman, Robert**
● Employee status is unwashed, Please verify employee details and update washed status.
 Approve this assignment
View Employee


approval summary

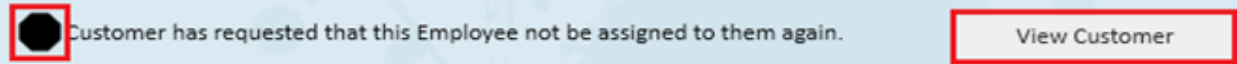
Approvals: 2
 Allowed approvals: 2
 Unallowed approvals: 1

Approve all allowed assignments

*Note - Depending on the type of error, some errors will be able to be overridden, and others will need to be fixed before the **Assignment** can be made.

Hard Stop Errors

The  symbol represents a *hard stop error*. These errors will need to be fixed before the **Assignment** can be created.




- To view the corresponding record that needs to be fixed, click the link next to the reported error as shown above in **red**. (i.e. View Customer)

List of *hard stop errors* that will need to be fixed:

- DNA – **Employee** has a *Do Not Assign* restriction either initiated by the **Employee** or by the **Customer**
- Employee Inactive – **Employee** is *inactive* in the system and will not be able to be placed on **Assignment** until they have an *active* status
- Employee Washed – **Employee** has a *washed status* other than *familiar*
- Labor Duplicate – **Employee** has already been assigned to the particular **Order**
- Customer Status – **Customer** status is not set to *active*

Soft Stop Errors

The  symbol represents a *soft stop error*. These errors will allow you to bypass them for the **Assignment** to be created.



- To view the corresponding record that has an error, click the link next to the reported error as shown above in **red**. (i.e. View Employee)

List of soft stop errors that can be bypassed:

- Employee I-9 – **Employee's** I-9 form has expired
- Order Status – The status of the **Order** implies it is *inactive*
- Required Documents – **Employee** is missing documents that are required for this **Order**
- Worksite State – The worksite state does not match the **Employee's** residence state
- Interest Code – **Employee** does not have the required *interest code* for this **Order**

***Note - If there is no related record that can be fixed on the error, no link will be produced. If more than one record can be updated to fix the error, Enterprise will link to the most relevant record but will not have links to multiple records on a single error.**

Approval Summary:

When a variety of soft and hard stop errors appear in the *Assignment Restriction* window, there is an option to *approve all allowed assignments*. By checking the box next to that option (circled below), all *soft stop errors* will be bypassed so that the **Assignment** can be created.



Once *hard stop errors* have been fixed and *soft stop errors* have either been fixed or bypassed, click *Make Assignment* (outlined in red above) to create the **Assignment** for the **Employee**. You can refer to the *16R Front Office Manual* at

<http://www.tempworks.com/manuals/16REnterpriseFrontOfficeTrainingManual.pdf> to learn more on how to create **Assignments**.

Still Have Questions?

For more information about errors when assigning employees, contact our customer support group at 877-452-0327 or by sending an email to support@tempworks.com.

To schedule training on errors when assigning employees, 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.